



# WEST LOS ANGELES COLLEGE

## CURRICULUM COMMITTEE

CRITERIA FOR APPROVAL  
for  
NEW OR SUBSTANTIALLY CHANGED PROGRAMS  
*A Condensed Description*

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For questions, call x4524 or email [Woldehb@wlaac.edu](mailto:Woldehb@wlaac.edu)

## 1. ASSOCIATE DEGREE FOR TRANSFER (ADT)

A condensed description of *criteria for approval* for ADT is given below. For *degree standards* (minimum units, major or area of emphasis, general education, electives, prohibited practices, double counting procedures for general education) please read pages 67-72 in the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

Associate Degree for Transfer (ADT) includes both Associate in Arts for Transfer (**AA-T**) and Associate in Science for Transfer (**AS-T**) degrees.

### Criteria for Approval

All proposals for an Associate Degree for Transfer (AA-T or AS-T) require the following four supporting documentation. Pdf files of the supporting documents must be electronically submitted to the curriculum committee chair at [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu).

### 1. PROGRAM NARRATIVE

The Program Narrative must be completed based on description given on *pages 70–71* of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link.

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

### 2. CHANCELLOR'S OFFICE TEMPLATE

Download and complete the appropriate **Templates for Approved Transfer Model Curriculum (TMC)** for your Degree from the approved templates found in the chancellor's Office Academic Affairs Division website at the following link. No deviations are allowed. Please ensure that you have the most recent version available for the discipline prior to submitting.

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TemplatesForApprovedTransferModelCurriculum.aspx#>

*If your degree is not among the Templates for Approved Transfer Model Curriculum, you may produce your own Template based on an approved Transfer Model Curriculum that is closest to your proposed degree.*

### 3. CI-D or ASSIST ARTICULATION INFORMATION

Please refer to **Chancellor's Office Template** (# 2 above) for the specific type of transfer documentation required for the ADT discipline. Additional information on CI-D descriptors and CI-D articulation is located on [www.c-id.net](http://www.c-id.net).

Documentation on articulation information, *for inclusion in the application*, can be downloaded from the Articulation website at [www.assist.org](http://www.assist.org).

### 4. COURSE OUTLINES OF RECORD (CORs)

List CORs (include corresponding ECD #) for all courses included in major or area of emphasis.

## 2. CAREER TECHNICAL EDUCATION (CTE) DEGREES

A condensed description of *criteria for approval* for CTE degrees (AA and AS) is given below. For *degree standards* (minimum units, major or area of emphasis, general education, electives and local graduation requirements) please read pages 72-75 in the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

Associate degrees classified as Career Technical Education (CTE) must be in a TOP code designated as *vocational* in the TOP Manual at the following website:

([http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6\\_2009\\_09corrected\\_12.5.13.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf))

CTE degrees may include transfer preparation as a component or as the primary intent of the program.

### Criteria for Approval

All proposals for an Associate Degree (AA or AS) require the following five supporting documentation. Pdf files of the supporting documents must be electronically submitted to the curriculum committee chair at [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu).

#### 1. PROGRAM NARRATIVE

The Program Narrative must be completed based on description given on *page 76* of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link.

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### 2. LABOR MARKET INFORMATION AND ANALYSIS

For a discussion on Labor Market Information/Analysis (LMI) and considerations, see Section VII on pages 86-89 in the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### 3. ADVISORY COMMITTEE RECOMMENDATION

A documentation that includes advisory committee membership, minutes, and summary of recommendations.

#### 4. REGIONAL CONSORTIA APPROVAL MEETING MINUTES

The Regional Consortium for Los Angeles and Orange Counties (LAOCRC) must deliberate on the proposed program and minutes that show the consortia's recommendation about the program have to be submitted to the Curriculum Chair.

To review the Program Recommendation Process, open the following link.

<http://www.laocrc.org/media/page/10/Program%20recommendation%20Process.pdf>

**Step 1:** Request Labor Market Information from the Center of Excellence (COE) at the following link.

[https://coecc.co1.qualtrics.com/jfe/form/SV\\_5bsVg9uvO1Ym7uR](https://coecc.co1.qualtrics.com/jfe/form/SV_5bsVg9uvO1Ym7uR)

**Step 2:** Complete the “Program Recommendation Application” and email it to LAOCRC.

A. Fill out and submit the online “Notice of Intent” to the Regional Consortium at the following link:

<http://www.laocrc.org/educators/program-approval/program-intents>

B. Fill out the “Program Recommendation Application” from the following link.

<http://www.laocrc.org/educators/forms~info>

C. Submit Program Recommendation Applications via email to Maria Madrigal at [madrigal\\_maria@rscgd.edu](mailto:madrigal_maria@rscgd.edu)

D. Follow instructions provided by the Consortium for tracking your application. Once your program is reviewed and recommendations made by the consortium, submit a pdf copy of the minutes via email to the curriculum chair.

**Information that you may need when filling out the “Notice of Intent” and “Program Recommendation Application”:**

*Voting member Name: Carmen Dones*

*Voting Member Title: Dean, Academic Affairs, West LA College*

*For most recent voting member name, go to <http://www.laocrc.org/about/voting-members-overview>*

*Program Contact Name: Carmen Dones*

*Top Code: Click [TOP](#) to find the appropriate Top Code for your program.*

**5. OTHER REQUIRED DOCUMENTATIONS**

If a CTE program is designed to provide transfer preparation, as a component of or as the primary intent of the degree, then it must include at least one of the following documents to substantiate the alignment of the degree with transfer preparation standards. Appropriate documentation may include, but is not limited to, any of the following that sufficiently demonstrate this requirement:

- Programmatic articulation agreements
- ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program’s students are likely to transfer
- Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with CCC program requirements

- Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included
- Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum

### 3. LOCAL DEGREES: ASSOCIATE DEGREE OF ART (AA) AND ASSOCIATE DEGREE OF SCIENCE (AS)

A condensed description of *criteria for approval* for Local Degrees (AA, AS) is given below. For *degree standards* (minimum units, major or area of emphasis, general education, electives, and local graduation requirements) please read pages 77-81 in the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### Criteria for Approval

All proposals for local degrees (AA, AS) require the following three supporting documentation. Pdf files of the supporting documents must be electronically submitted to the curriculum committee chair at [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu).

#### **1. PROGRAM NARRATIVE**

The Program Narrative must be completed based on description given on *pages 81–82* of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link.

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### **2. COURSE OUTLINES OF RECORD (CORs)**

Prepare a list of CORs for all courses (include corresponding ECD #) included in major or areas of emphasis based on the **same TOP code**.

#### **3. TRANSFER DOCUMENTATION**

For programs designed to provide transfer preparation, as a component of, or as the primary intent of the degree, then it must include at least one of the documents listed on page 82 (Program and Course Approval Handbook, link below) to substantiate the alignment of the degree with transfer preparation standards.

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### 4. CERTIFICATE OF ACHIEVEMENT

A condensed description of *criteria for approval* for Certificates of Achievement is given below. For *Standards and definitions* (unit thresholds and requirements, sequence of courses, and certificates in Cal State Univ. Gen Ed breadth and IGETC or Adjacent State Transfer Pattern) please read pages 83-84 in the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

##### *Criteria for Approval*

The background and criteria of some of the required elements for all proposals for Certificates of Achievement are briefly discussed on pages 84-86 of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

All proposals for Certificates of Achievement require a Narrative (# 1 below) and one additional document listed under # 2 or # 3 below. Pdf files of the supporting documents must be electronically submitted to the curriculum committee chair at [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu).

#### 1. NARRATIVE

All new and substantially changed Certificate of Achievement proposals must include a **Narrative** that addresses all items given on page 85 of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

#### 2. CAREER TECHNICAL EDUCATION (CTE) CERTIFICATES – *Additional Documentation*

In addition to a narrative, all new and substantially changed CTE programs must include:

- Labor Market Information and Analysis – refer to the section VII for additional information pages 86-87 of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017)
- Advisory Committee Recommendation – includes advisory committee membership, minutes and summary of recommendations
- Regional Consortia Approval Meeting Minutes – include a recommendation from the Regional Consortium, which is the Los Angeles-Orange County Regional Consortium.

To review the Program Recommendation Process open the following link.

<http://www.laocrc.org/media/page/10/Program%20recommendation%20Process.pdf>

APPRENTICESHIP PROGRAMS do not require advisory committee and regional consortia minutes, but do require *labor market information and analysis* and *an approval letter from the California Division of Apprenticeship Standards* (DAS).

#### 3. LOCAL (NON-CTE) CERTIFICATES – *Additional Documentation*

In addition to a narrative, all new and substantially changed local certificates must include all items detailed on page 86 of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017).

## 5. NONCREDIT PROGRAMS

The following are the types of noncredit educational programs that must be submitted to the Chancellor's Office for approval. For more information about the programs read pages 118-122 of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

### 5.1 CAREER DEVELOPMENT AND COLLEGE PREPARATION (CDCP) PROGRAMS

#### 5.1.1 CERTIFICATE OF COMPETENCY

#### 5.1.2. CERTIFICATE OF COMPLETION

### 5.2. ADULT HIGH SCHOOL DIPLOMA

### 5.3. NONCREDIT APPRENTICESHIP PROGRAMS

### 5.4. LOCALLY APPROVED PROGRAMS

#### *Criteria for Approval*

There are five criteria used by the Chancellor's Office to approve anyone of the noncredit programs listed above. Full explanations of these criteria are provided in Part 1 (pages 15-19) of the Program and Course Approval Handbook (6<sup>th</sup> edition, 2017) at the following link:

[http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly\\_FINAL.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf)

Criteria A. APPROPRIATENESS TO MISSION

Criteria B. NEED

Criteria C. CURRICULUM STANDARDS

Criteria D. ADEQUATE RESOURCES

Criteria E. COMPLIANCE

Pdf files containing explanations for each one of the above five criteria must be electronically submitted to the curriculum committee chair at [Woldehb@Wlac.edu](mailto:Woldehb@Wlac.edu).