Curriculum Program Development: Forms and Process

Successfully Completing State Program Applications

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Types of State Applications

New Credit Programs
- CCC-501: Application for Approval - New Credit Program
  - Transfer Program
  - Vocational Program (CTE)

Modifications to Existing Credit Programs
- CCC-511: **Non-Substantial** Changes to Approved Credit Programs
- CCC-510: **Substantial** Changes to Approved Credit Programs
New Credit Programs
CCC-501: Application for Approval-New Credit Program

New credit programs require:

• Transfer Documentation

• General Education

• Rationale for Need

Additional criteria needed for:

• Career Technical Education (CTE) Programs
Transfer Documentation

- **Transfer Program:** A certificate or degree that primarily prepares students to continue study in the same or related major area at a baccalaureate-granting institution (UC/CSU).

- **Transferable:** Any course listed in the college catalog that has the UC/CSU designation, or listed on the CSU-GE or IGETC. This means UCs and CSUs will accept this course for credit or lower-division general education (will count towards units).
  - If the area of emphasis is designed to prepare students for transfer, all of the required courses should be transferable and should prepare students for a designated field of study at a four-year institution.

- **Articulation Agreements (ASSIST.org):** Specific courses within a subject or discipline from West that will fulfill or count as lower-division major requirements at specific UCs and CSUs. An agreement exists between West and a specific university tailored to a specific major.

- **Documentation needed for 3 Universities:** Documentation that articulation agreements exist between the community college and four-year institutions to which students may transfer is required.
  - Examples of three existing articulation agreements in the proposed major are required with the state application for a new transfer degree program/certificate.

- **CTE-Transfer Program:** The application for the proposed program must provide transfer documentation in addition to labor market documentation and approval of the Career Technical Education Regional Consortium.
Example of Articulation Agreement

Articulation Agreement by Major
Effective during the 10-11 Academic Year

To: CSU Northridge  From: West Los Angeles College
Semester   Semester

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Theatre

THEATRE ARTS: B.A., College of Arts, Media, and Communication

Note: Students may not receive credit for more than 72 units of theatre courses (including courses transferred from other institutions and applied towards the requirements in the major.) 18 units of upper division theatre courses are required in residence at CSUN.

This agreement displays the lower-division courses required in the major: CSU Northridge courses on the left and approved (articulated) transfer courses on the right. General education (CSU-GE Breadth or IGETC or CSU Northridge GE) and upper-division courses are also necessary for completion of this degree.

THE LOWER DIVISION REQUIREMENTS FOR THIS MAJOR ARE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH 102</td>
<td>Theatre: Form and Content</td>
<td>3</td>
</tr>
<tr>
<td>TH 108M</td>
<td>Movement for Theatre-Performance I</td>
<td>2</td>
</tr>
<tr>
<td>TH 108V</td>
<td>Voice for Theatre Performance I</td>
<td>2</td>
</tr>
<tr>
<td>TH 155</td>
<td>Color and Design for the Theatre</td>
<td>2</td>
</tr>
<tr>
<td>TH 208</td>
<td>Introduction to Theatre Performance</td>
<td>2</td>
</tr>
<tr>
<td>TH 222</td>
<td>Mapping World Theatre and Drama</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 100</td>
<td>Introduction to the Theater</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 265</td>
<td>Movement for the Actor</td>
<td>2</td>
</tr>
<tr>
<td>THEATER 240</td>
<td>Voice and Articulation</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 271</td>
<td>Intermediate Acting</td>
<td>3</td>
</tr>
<tr>
<td>THEATER 110</td>
<td>History of World Theater</td>
<td>3</td>
</tr>
</tbody>
</table>
General Education

Transfer Programs should include:

• CSU-GE pattern

• IGETC pattern

• Or GE pattern

Transfer programs should require students to complete 18 or more semester units in a major or area of emphasis, plus the CSU-GE, IGETC, or GE pattern to fulfill general education, and the balance of units (to reach 60) in transferable courses in order to receive an associate degree.
Rationale for Need

Community colleges may develop degree majors or areas of emphasis that meet community needs and reflect the educational philosophy of the faculty in a discipline(s).

• **Intent:** The intent of such degrees must be clearly expressed in the narrative portion of the application.

• **Evidence of Need:** Required documentation includes:
  – Survey results
  – Letters of support from community agencies
  – Other regional data in support of the need
Career Technical Education (CTE) Programs
(CCC-501)

Additional requirements that are specific to CTE certificate and degree programs include:

• Labor market information and analysis
• Employer survey
• Explanation of employer relationship
• Job market study
• Career Technical Education Regional Consortium approval
Modifications to Existing Credit Programs

CCC-511 Non-Substantial Changes include:

- Local title changes
- T.O.P. code changes
- Unit changes (adding or removing required courses)
- Degree type changes (AA to AS or vice versa)
- Delete or inactivate program
- Re-activate an inactive program
Substantial Changes

CCC-510: Substantial changes to approved credit programs

• The goals and objectives of the program are substantially changed.

• The job categories for which program completers qualify are substantially different from the job categories for which completers previously qualified.

• The baccalaureate major to which students typically transfer is different from the baccalaureate major to which students typically transferred in the past.

• The college wishes to add a new award to an existing program, such as a certificate of achievement added to a degree or a degree added to one or more existing certificates of achievement. All existing and proposed awards should be categorized in the same four-digit T.O.P. code.

• An existing program is split into two or more tracks, options, emphases, etc. in the same four-digit T.O.P. code.
<table>
<thead>
<tr>
<th>Approved Program</th>
<th>Proposed Change</th>
<th>Correct Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.S. Degree in Architecture (Transfer) in 0201.00 T.O.P. code</td>
<td>Add a new Certificate of Achievement in CAD Drafting in 0953.00 T.O.P. code</td>
<td>CCC-501 New Credit Program form; new certificate is in a different T.O.P. code</td>
</tr>
<tr>
<td>A.S. Degree with a major in Computer Science (Transfer) (No Certificate of</td>
<td>Offer a new Certificate of Achievement in Computer Science (with courses that</td>
<td>CCC-510 Substantial Changes form if certificate is in same 4-digit T.O.P. code</td>
</tr>
<tr>
<td>Achievement is offered)</td>
<td>are different than the major courses)</td>
<td>CCC-501 New Credit Program form if certificate is in different 4-digit T.O.P.</td>
</tr>
<tr>
<td>Certificate of Achievement in Early Childhood Education</td>
<td>Two new courses added in order to update program; six units added to program</td>
<td>CCC-511 Non-substantial Changes form or reported during 2-Year Inventory</td>
</tr>
<tr>
<td>Certificate of Achievement in Multimedia</td>
<td>New Specialization in Web Graphics</td>
<td>Update process.</td>
</tr>
<tr>
<td>Certificate of Achievement in Multimedia</td>
<td>Title Change to Certificate in Digital Media Arts</td>
<td>CCC-510 Substantial Changes form for new certificate that will be offered in</td>
</tr>
<tr>
<td>Certificate of Achievement in Multimedia</td>
<td></td>
<td>addition to existing program and will be printed on transcripts.</td>
</tr>
<tr>
<td>Certificate of Achievement in Mass Communications in 0610.00 T.O.P. code</td>
<td>A.A. in Media Arts (with different major courses than the Certificate of</td>
<td>CCC-501 New Credit Program form if primary focus of option changes from</td>
</tr>
<tr>
<td></td>
<td>Achievement in Mass Communications)</td>
<td>non-transfer to transfer (in a different 4-digit T.O.P. code) CCC-510</td>
</tr>
<tr>
<td>Certificate of Achievement in Machine Technology in 0956.00 T.O.P. code</td>
<td>Certificate of Achievement in Industrial Technology</td>
<td>Substantial Changes to Approved Credit Program form if primary focus remains</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CTE (in the same 4-digit T.O.P. code).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CCC-511 Substantial Changes form if job category targeted by proposed change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>falls within the 0956.xx T.O.P. codes. CCC-501 New Credit Program form if job</td>
</tr>
<tr>
<td></td>
<td></td>
<td>category targeted by proposed change is different, such as 0999.00 (emerging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>technologies).</td>
</tr>
</tbody>
</table>
Tips for Successful Submission of Requests

• Avoid submitting lengthy applications.

• Avoid sending detailed printouts of raw data, the contents of web sites, or the college’s entire program review report. A well-written summary of the relevant data is the most useful resource for the reviewer.

• It is permissible to submit a single application for multiple awards (certificates, majors or areas of emphasis, etc.) in the same four-digit T.O.P. category.

• When a separate labor market or economic study needs to be included to provide evidence of need, the data should be as current as possible and specific to the region that contains the college’s service area. The occupational data should be specific to the occupation(s) for which students are being prepared.

• Send the correct course outlines.

• Do not use permanent bindings such as tape or spiral bindings.
Resources and Links

• **State forms**: [http://www.cccco.edu](http://www.cccco.edu) System Office » Divisions » Academic Affairs » Credit Program and Course Approval » Applications and Forms.

• **Existing LACCD Programs** on ECD: [http://ecd.laccdd.edu/](http://ecd.laccdd.edu/) » Programs Approved.

• **Transfer information** on ASSIST: [http://www.assist.org/web-assist/welcome.html](http://www.assist.org/web-assist/welcome.html) » Explore Transfer Information for West » Follow the prompts to see agreements with other campuses by major.