

Curriculum Committee Policy: New Programs & Program Substantial Changes

The Curriculum Committee has approved the following procedure for development of new programs and programs requiring substantial change, inclusive of the development of new courses for said programs. The goal of this policy is to aid faculty in the development process for new programs. Approval of this plan by the curriculum committee is not a guarantee of program approval, but does allow faculty to verify that a request for a new or substantially modified program is feasible before they begin the substantial work of developing courses. It also provides an opportunity for collaboration and feedback on new curriculum from across the District, ensuring that new curriculum proposals take the District's wide range of existing resources into account.

If a faculty member plans to develop a new program, or make substantial modifications to an existing program, meeting one or more of the criteria below, then the program must be presented to the curriculum committee *prior to* development of new courses intended for that program.

- A. New programs (degrees and certificates of achievement, completion, or competency) requiring the following (any new programs required by state or other mandates are exempt from this policy):
 - a. Development of one or more new courses.
 - b. The creation of a new department designation for courses (eg. ENGL, ARCH, AUTO, etc).
 - c. Additional district resources (new faculty, equipment, etc), without which the new program cannot be implemented.
- B. Substantial modifications to an existing program that require one of the following:
 - a. Development of one or more new or substantially modified courses that changes the focus of the degree.
 - b. The creation of a new department designation for courses (EG: ENGL, ARCH, AUTO, etc).
 - c. Additional district resources (new faculty, equipment, etc), without which the program modifications cannot be implemented.

In order to present the program to the curriculum committee, faculty should complete the attached form. Forms must be completed and submitted to the Curriculum Coordinator no later than 72 hours prior to the desired curriculum committee meeting date in order to be presented as part of that meetings' agenda. The curriculum committee will not review incomplete proposals, including those lacking the necessary signatures of support.

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8. If this is a CTE program, please describe how it fits an occupational need for this area, and summarize the relevant labor market information.

9. If this program requires a new department designation for courses, describe why this is necessary, list the appropriate faculty service area for the department, and indicate how faculty teaching these courses will be credentialed.

10. If you are requesting new resources, list them here with any applicable costs and a justification of their necessity. This table should include any external regulations or accreditation requirements the program will be required to meet:

Resource	Cost	Justification

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In addition to the above, please attach any relevant documents you would like the committee to review, including but not limited to course summaries, program outlines, labor market data, advisory committee meeting minutes. Prior to submission to the Curriculum Committee, this proposal should be discussed and approved by your Division, with relevant signatures collected below. The proposing faculty member or a designated representative should be prepared to attend the curriculum committee meeting on 02/04/26 and present the above to the committee, with time to address any questions.



Proposed By (Faculty Member)

01/29/26

Date

Aimee Akle

Curriculum Representative

01/30/2026

Date

Aimee Akle

Division Chair

01/30/2026

Date

Dr. Francisco Castillo

Dean

01/30/2026

Date

English as a Second Language

Academic ESL Pathway

Transfer Level English

English 1
College Composition and
Communication
4 units

OR

English 1
College Composition and
Communication
4 units

English 301
Academic Literacy and
Composition Support
2 units

Advanced Level ESL

Adv. Academic ESL
Credit/Noncredit

90/490
Advanced Academic ESL
Reading/Writing/Grammar
5 units

Advanced –Level 2
Credit/Noncredit

350/450
Advanced
Writing/
Grammar 6
3 units

351/451
Advanced
Reading/
Vocabulary 6
3 units

Advanced –Level 1
Credit/Noncredit

340/440
Advanced
Writing/
Grammar 5
4 units

341/441
Advanced
Reading/
Vocabulary 5
3 units

Intermediate Level ESL

Intermediate –Level 2
Credit/Noncredit

330/430
Intermediate
Writing/
Grammar 4
4 units

331/431
Intermediate
Reading/
Vocabulary 4
3 units

Intermediate –Level 1
Credit/Noncredit

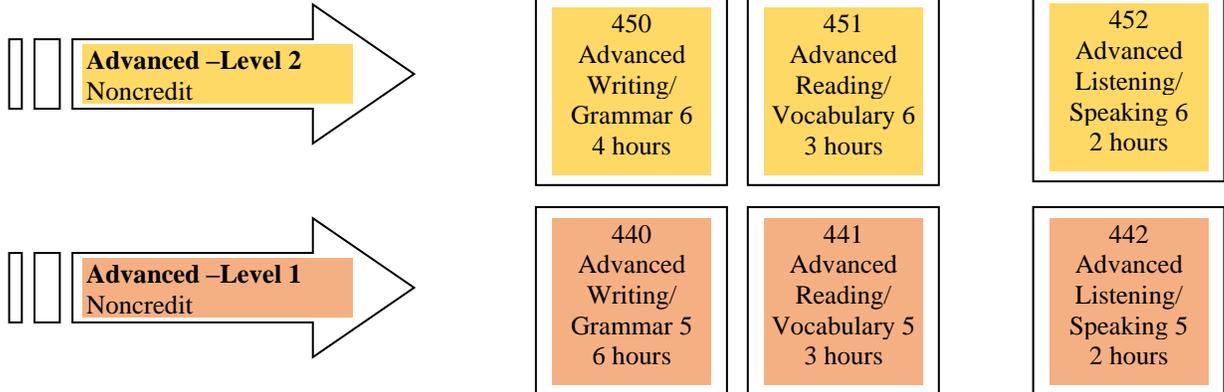
320/420
Intermediate
Writing/
Grammar 3
4 units

321/421
Intermediate
Reading/
Vocabulary 3
3 units

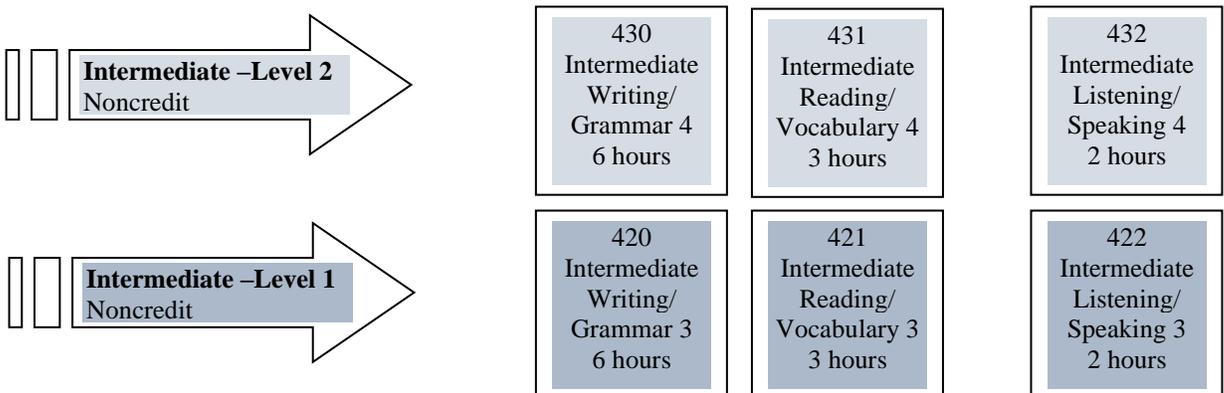
English as a Second Language

State Approved ESL Certificate Pathway

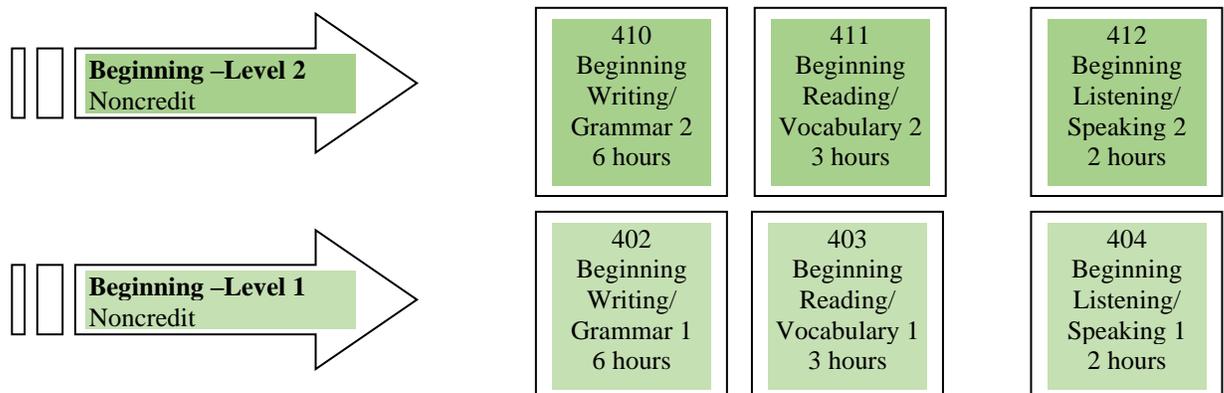
Advanced Level ESL



Intermediate Level ESL



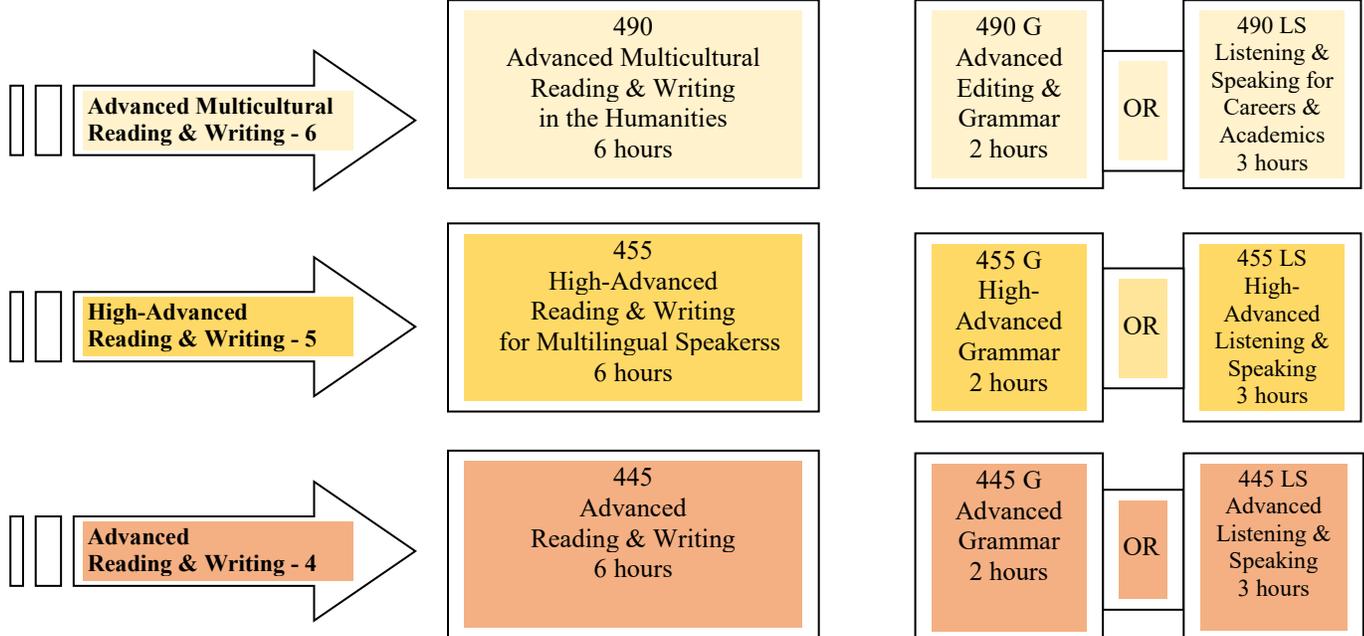
Beginning Level ESL



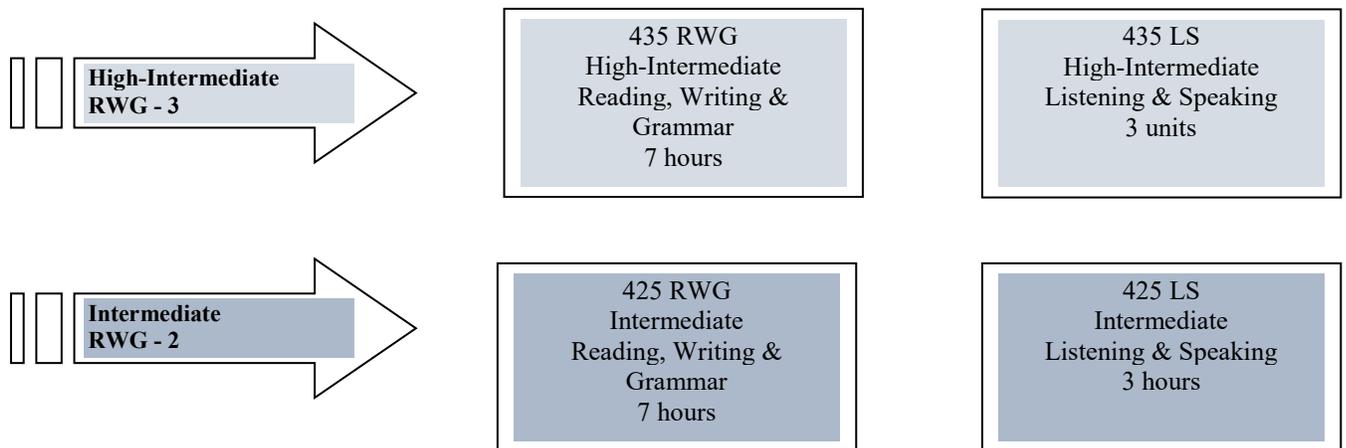
English as a Second Language

ESL Certificate Pathway

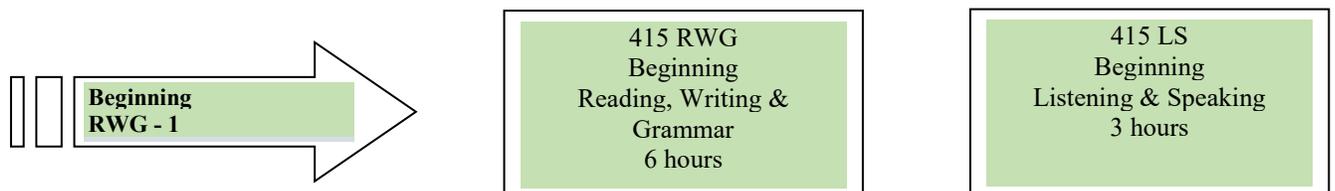
Advanced Level ESL



Intermediate Level ESL



Beginning Level ESL



COS - Career Development & College Preparation (CDCP)

ESL Certificates of Competency

Core CDCP ESL Certificates (Reading, Writing, Listening & Speaking)

Advanced ESL Certificate for Academics and Careers (140 hours)

Courses	Hours
Required:	
ESL 490 RW (6 hours)	105
Electives: Minimum (2 hours)	35
ESL 490 LS (3 hours)	52.5
ESL 490 G (2 hours)	35
ESL 310 S (1 hours)	17.5
ESL 305 S (1 hours)	17.5
Total =	140 hours

High Advanced ESL (140 hours)

Courses	Hours
Required:	
ESL 455 RW (6 hours)	105
Electives: Minimum (2 hours)	35
ESL 455 LS (3 hours)	52.5
ESL 455 G (2 hours)	35
ESL 310 S (1 hour)	17.5
ESL 305 S (1 hour)	17.5
Total =	140

Advanced ESL (140 hours)

Courses	Hours
Required:	
ESL 445 RW (6 hours)	105
Electives: Minimum (2 hours)	35
ESL 445 LS (3 hours)	52.5
ESL 445 G (2 hours)	35
ESL 410 S (1 hour)	17.5
ESL 405 S (1 hour)	17.5
Total =	140

High Intermediate ESL (175 hours)

Courses	Hours
Required:	
ESL 435 RWG (7 hours)	122.5
ESL 435 LS (3 hours)	52.5
Total =	175

Intermediate ESL (175 hours)

Courses	Hours
Required:	
ESL 425 RWG (7 hours)	122.5
ESL 425 LS (3 hours)	52.5
Total =	175

Beginning ESL (157.5 hours)

Courses	Hours
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Required:	
ESL 415 RWG (6 hours)	105
ESL 415 LS (3 hours)	52.5
Total =	157.5

Other CDCP ESL Certificates

(Grouped by Skill – to meet various needs of our multilingual speakers)

Advanced Grammar Skills for Multilingual Speakers Certificate	Advanced Listening/Speaking Skills for Multilingual Speakers Certificate
<p><i>Required courses (select two classes):</i> ESL 490 G - Advanced Editing & Grammar for Multilinguals (35 hrs.) ESL 455 G – Advanced Grammar II for Multilinguals (35 hrs.) ESL 445 G – Advanced Grammar I for Multilinguals (35 hrs.)</p>	<p><i>Required courses (select two classes):</i> ESL 490 LS (52.5 hrs.) ESL 455 LS (52.5 hrs.) ESL 445 LS (52.5 hrs.)</p>
Total 70 hours (minimum)	Total 105 hours (minimum)
Digital Literacy for Multilingual Speakers Certificate	Intermediate Listening/Speaking Skills for Multilingual Speakers Certificate

Required courses:

ESL 410 S - Computer Research Skills for Multilinguals (17.5 hrs.)

ESL 405 S - Computer Skills for Multilinguals (17.5 hrs.)

Required courses:

ESL 435 LS (52.5 hrs.)

ESL 425 LS (52.5 hrs.)

Total 35 hours

Total 105 hours