**Narrative Template for Programs**

The Chancellor’s Office requires the following information for all submitted degrees and certificates of achievement. More information is available in the [Program and Course Approval Handbook.](http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/PCAH_Final_July2012.pdf)

|  |  |  |
| --- | --- | --- |
| **Section Title** | **Instructions** |  |
| **Item 1. Program Goals and Objectives** | Goals and objectives must be consistent with California Community College mission: transfer or occupational  If a transfer degree, describe how these courses will meet the lower division requirements of a major at a university and list the university(ies) to which students will be able to transfer upon completion of AA/AS degree program.  If not-for-transfer degree (CTE), note how the degree meets community needs and focuses on a specific body of knowledge or area of skill. |  |
| **Item 2. Catalog Description** | Enter EXACTLY as it will appear in the catalog, including program outcomes. |  |
| **Item 3. Program Requirements** | Display in the table format (see below). |  |
| **Item 4. Master Planning** | Address how the proposed program will fulfill the college’s mission, the placement of the proposed program in the [district master plan](http://www.cos.edu/About/Accreditation2012/Evidentiary%20Documents/Educational%20Master%20Plan%202005-06.pdf), and how the program is appropriate to the objectives and conditions of higher education and community college education in California.  A description of the program purpose, and/or the program’s relevancy for the region and college including related community support is appropriate here.  The proposal must demonstrate a need for the program that meets the stated goals and objectives in the region the college proposes to serve with the certificate. Furthermore, a proposed new certificate must not cause undue competition with an existing program at another college. |  |
| **Item 5. Enrollment and Completer Projection** | This item should justify the number of projected students or “annual completers” to be awarded the certificate each year after the program is fully established. The justification must include either:  (A) **enrollment** **data** (student headcount) or  (B) **a survey of prospective students and completer projections information**  **Enrollment Data**  Use a table format (sample provided below) to provide final (not census) enrollment data for all required existing courses for the last two years to validate the need for this program in the college service area.  **Survey**  In the case of a survey, the survey questionnaire, a description of the population surveyed, and survey results must be included.  If the associate degree program goal selected is “**Career Technical Education (CTE),”** then the enrollment and completer projections must be compared to the net annual labor demand projection stated in the Labor Market Information and Analysis provided as Supporting Documentation. The data must demonstrate adequate demand for the completer projections. |  |
| **Item 6. Place of Program in Curriculum/Similar Programs** | Address the following:  a) Do any active inventory records need to be made inactive or changed in connection with the approval of the proposed program? If yes, please specify.  b) Does the program replace any existing program(s) on the college’s inventory? Provide relevant details if this program is related to the termination or scaling down of another program(s).  c) What related programs are offered by the college? |  |
| **Item 7. Similar Programs at Other Colleges in Service Area** | Describe all similar programs offered by colleges within college service area (West Hills, Reedley, Porterville). A brief description of each program is required. For CTE programs are similar to those at other colleges, provide evidence of collaboration with the faculty from those programs (consultation calls, sharing of ideas, resources, collaboration in designing courses, etc.). |  |

**Sample Table Format for Item 3. Program Requirements**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements (Course blocks)** | **Course Number** | **Course Title** | **Units** | **CSU-GE Area** | **IGETC Area** | **Sequence (if applicable)** |
| Required Courses (6 units) | AJ 50  AJ 60 | Intro to Justice  Criminal Law | 3  3 | A1  B2 | Area 1  Area 4 | Year 1, Fall  Year 2, Spring |
| Restricted Electives (select 6 units) | AJ 40  AJ 55  AJ 61  AJ 63  AJ 70 | Juvenile Justice  Intro to Corrections  Science  Evidence  Criminal Investigation | 3  3  3  3  3 | A1 | Area 2 | Year 1, Fall  Year 2, Spring  Year 2, Spring  Year 1, Spring  Year 2 Fall |

**Sample Table Format for Item 5. Enrollment Data**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Year 1** | | **Year 2** | |
| **Course Number** | **Course Title** | **Annual # of Sections** | **Annual Enrollment Total** | **Annual #**  **of Sections** | **Annual**  **Enrollment Total** |
| AJ 50  AJ 60 | Intro to Justice  Criminal Law | 6  6 | 110  110 | 6  6 | 110  110 |
| AJ 40  AJ 55  AJ 61  AJ 63  AJ 70 | Juvenile Justice  Intro to Corrections  Science  Evidence  Criminal Investigation | 2  4  2  2  2  2 | 40  100  50  50  55  40 | 2  4  2  2  2  2 | 40  100  50  50  55  40 |