

## SAN DIEGO AND IMPERIAL COUNTIES OCCUPATIONAL DEANS

### ADDING A NEW OPTION OR CERTIFICATE TO AN EXISTING PROGRAM

**INTRODUCTION:** The California Community College Chancellor's Office requires that requests to add new options or certificates within an existing program or certificate include a recommendation from the Regional Occupational Consortium. This recommendation extends to such changes as adding an option, changing an emphasis, strand, concentration, or track within an existing program. Complete instructions for this process are included on pages A 37-42 of the Program and Course Approval Handbook. The latest edition is dated September 2001 and can be accessed by following the steps outlined below:

- A. Go to the California Community College Chancellor's Office website (<http://www.cccco.edu>).
- B. Click on Divisions and Units.
- C. Click on Educational Services and Economic Development.
- D. Click on Curriculum Standards and Instructional Services.
- E. Open the Program and Course Approval Handbook.

The approval/recommendation of the Regional Occupational Consortium is intended to inform members of the Consortia about changes in programs at member colleges, and to foster a spirit of collaboration and coordination that results in viable and accessible choices of occupational and workforce education throughout San Diego and Imperial Counties. Because this process is designed to allow colleges to obtain timely approval from the Chancellor's office, the notification and action on the proposed change should take place at the same meeting.

**THE PROCESS:** College representatives are to follow the process as outlined below:

1. Notify the chair of the Regional Occupational Consortium that the item is to be placed on the agenda. Please note that this is to be an action item.
2. Complete the form provided on pages A 37-38 of the Handbook.
3. Provide copies of the proposed changes and required discussion information to members of the Regional Occupational Consortium **two weeks prior** to the scheduled meeting via email or hardcopy. Required information includes:
  - A. Statement of goals and objectives for existing program, including new option.
  - B. Catalog description for existing program, including new option.
  - C. Option requirements (list of required courses).
  - D. Discussion of place of option in the curriculum – relation to existing program and option.
  - E. Course outlines only for new courses for this option.
4. Provide the following for options in occupational programs:
  - A. Discussion of labor market need or job availability.
  - B. Recommendation of Regional Consortium.
5. For transfer and general programs, provide transfer documentation.
6. Provide the following, if applicable or needed:
  - A. Discussion of background and rationale.
  - B. Discussion of impact on other colleges in region.
  - C. Discussion of feasibility factors.

Note: Members of the Regional Occupational Consortium may request additional information prior to providing a local recommendation.

**THE VOTE:** After discussion, the chair calls for a vote.

The nine regional colleges have one vote each, i.e., Cuyamaca, Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego City, San Diego Mesa, San Diego Miramar, and Southwestern. A vote may be cast by the Occupational Deans Committee member or a designee.

Majority vote rules, 5 of 9 colleges must vote to recommend the program for approval to obtain a positive recommendation. Representatives of the five (5) colleges must be present for a quorum. If the program or change does not receive a positive recommendation from the Regional Occupational Consortium, and the proposing college feels that refusal to recommend was unjust or unfair, it may submit the program without a positive recommendation. The burden of justification will be on the proposing college to show why the Chancellor's Office should approve the program without a positive recommendation.

Upon recommendation (either positive or negative), the college representative will provide three copies of the completed packet to the Chair of the Regional Consortium for signature. When all other requirements are met and signatures are obtained, the packet is forwarded to the Chancellor's Office for approval.

## **APPRENTICESHIP**

The California Community College Program and Course Approval Handbook do not require Regional Consortium approval for new apprenticeship programs because the Division of Apprenticeship Standards evaluates excess apprenticeship capacity prior to approving apprenticeship programs in a particular trade and geographical area. Colleges planning new apprenticeship programs are requested to notify Region 10 Occupational Deans for information purposes only. Notification can be either verbal as a meeting agenda item or by email.

## **RECORDS**

The Regional Consortium will maintain the official listing of the status of all program approvals. The listing will be posted on the consortium's web site ([www.sdicregionalconsortium.org](http://www.sdicregionalconsortium.org)).

**Approved: 4/19/02**

**Revised 4/21/03**

**Revised 2/11/05**