

SAN DIEGO AND IMPERIAL COUNTIES OCCUPATIONAL DEANS

PROGRAM RECOMMENDATION PROCESS

The program approval process outlined by the California Community College Chancellor's Office requires that all requests to add a new program or certificate to a college's existing inventory of occupational or vocational programs include a recommendation from the Regional Occupational Consortium. This recommendation applies to changes of the emphasis, concentration, specialization, strand, track or similar modifications to an existing program. This process is intended to allow collaboration and coordination between the regional colleges that results in viable and accessible choices of occupational and workforce education for all citizens of the San Diego/Imperial Counties area.

To obtain this recommendation, college representatives are to follow the local process as outlined in the steps below:

STEP ONE: Provide Verbal Notification

- A. Requests that the item be placed on the Occupational Dean's agenda.
- B. Announces college's intent to start the planning process for a new program.
 - The verbal notification should include:
 - A discussion of the college's curriculum process if applicable
 - A discussion of labor market/employer needs
 - A discussion of enrollments and program requirements with other colleges that have or are planning similar programs
 - A proposed start date for the program
- C. A verbal notification is valid for one calendar year

STEP TWO: Arrange First Reading

- A. The college representative provides copies of the proposed program packet for review via email or hardcopy **two weeks prior** to the scheduled Occupational Dean's Committee meeting. (See pages A 1 - 20 of CCC Program and Course Approval Handbook dated September 2001)
- B. The college representative requests that the item be placed on the Occupational Dean's agenda.
- C. Completes the following information in the Planning Summary portion of the form:
 - 1. Recommended T.O.P. code
 - 2. Units for major, degree or required units for certificate
 - 3. Projected annual completers
 - 4. Projected net annual labor demand
 - 5. Estimated FTE faculty workload
 - 6. Number of new faculty positions
 - 7. Estimated cost of new equipment
 - 8. Facilities requirements
 - 9. Estimated cost of library acquisitions

- D. In narrative a format, provide the required approval criteria.
1. Mission
 - a. A statement of goals and objectives for the proposed program or new program option
 - b. A proposed catalog description
 - c. Program requirements (list of all required courses)
 - d. Background and rationale
 2. Need
 - a. Enrollment and completer projections
 - b. Place in the curriculum/relation to existing programs
 - c. Labor Market Information (LMI data)
 - d. Job market analysis
 - e. Employer survey
 - f. Explanation of employer relationship
 - g. List of members of the Advisory Committee
 - h. Minutes of key meetings/recommendations
 3. Quality
 - a. Display of proposed sequence
 - b. Course outlines of record for all required courses
 - c. Transfer applicability
 - d. Program evaluation plan
 4. Feasibility
 - a. Library and/or Learning Resources Plan
 - b. Facilities and Equipment Plan
 - c. Financial Support Plan
 - d. Faculty Qualifications and Availability
 5. Compliance
 - a. Model curriculum
 - b. Licensing and Accreditation Standards
 - c. Student selection and fees
 - d. Programs provided by contract

STEP THREE: Second Reading

- A. College representative places item on Occupational Dean's agenda
- B. Chair calls for vote of endorsement

4. Process

- A. 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. The Occupational Deans Committee member or a designee may cast a vote.
- B. Majority vote rules, five of nine 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 a program has not received 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.

- C. 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.

5. 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.

6. 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 website (www.sdcregionalconsortium.org).

* Required for all occupational programs
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