SAN DIEGO AND IMPERIAL COUNTIES REGIONAL CONSORTIA
PROGRAM APPROVAL PROCESS

The primary reference for curriculum development and approval is the California Community Colleges Program and Course Approval Handbook, Third Edition. March 2009. A link to the Handbook is provided below:
http://www.cccco.edu/Portals/4/pcah_032009.pdf
Some important points to remember are:

- Programs and courses must be directed at the appropriate level for community colleges; that is, it must not be directed at a level beyond the associate degree or the first two years of college.
- A program or course must address a valid transfer, occupational, basic skills, civic educational or lifelong learning purpose. **It must not be primarily a vocational or recreational.**
- Programs and courses should also be congruent with the mission statement and the master plan of the college or district.

The final page of this document provides examples that may assist curriculum developers in choosing the correct form.

The Handbook also describes the procedures that the California Community Colleges Chancellor's Office requires for adding a new program or certificate to a college's existing inventory of career technical education programs. A vital step in this process includes a recommendation from the Regional Consortium. This recommendation applies to changes of the emphasis, concentration, specialization, strand, track or similar modifications to an existing program. It is intended to allow collaboration and coordination between the regional colleges that result in viable and accessible choices of career technical education for all citizens of a specific geographic region. The San Diego Imperial Counties Consortium has adopted the following process to obtain this recommendation.

I. NEW PROGRAMS

A. STEP ONE: PROVIDE VERBAL NOTIFICATION

A verbal notification:

- Allows a discussion of a college's intent to start a new program.
- Provides a formal record of the discussion (meeting minutes).
- Is valid for one calendar year.
- The verbal notification should include as much of the following information as possible:
  - Labor market/employer needs.
  - Anticipated enrollments.
  - Anticipated impact on other programs in the region.
  - A proposed start date.

B. STEP TWO: FIRST READING

For first reading, the responsible dean:

- Requests that the item be placed on the agenda.
- Provides copies of the proposed program packet for review (via e-mail) two weeks prior to the scheduled meeting. The completed packet MUST include all documentation (Form CCC 501, new course outlines of record and narratives) required in the current edition of the referenced handbook.

C. STEP THREE: SECOND READING

For second reading, the responsible dean:

- Places the item on the agenda (via e-mail).
- The Chair calls for vote of endorsement.

D. PROCESS

- The nine Regional colleges (Cuyamaca, Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego City, San Diego Mesa, San Diego Miramar and Southwestern) have one vote each.
- Five college representatives are needed to establish a quorum.
- Representative CTE Deans may appoint a designee to cast a vote.
- Programs must receive a majority (five of nine) of votes to obtain a positive recommendation.
- If a program fails to obtain a positive recommendation from the Regional Consortia, and the proposing college feels that the recommendation was unjust or unfair, it may submit the program to the Chancellor's Office 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.
- When the vote on a proposal is taken, it is the responsibility of the proposing college's representative to include the WDC minutes in their proposal to the state.

II. ADDING A NEW OPTION OR CERTIFICATE TO AN EXISTING PROGRAM

The objective of the process for adding a new option or certificate to an existing program is intended to keep members of the Consortia informed and to foster a spirit of collaboration and collaboration that results in viable and accessible choices of career technical education in the Region. **Because this process is designed 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 is as follows:

A. Notification

Notify the Coordinator of the Regional Consortium that the item is to be placed on the agenda. **PLEASE NOTE THAT IT IS TO BE AN ACTION ITEM.**

B. Documentation

Provide copies of the proposed changes (This is a substantial change and requires a completed Form CCC 510) via the Coordinator to members of the Consortium at least two weeks prior to the scheduled meeting. The Coordinator sends the information to all college representatives. In addition to Form CCC 510, any new Course Outlines of Record should be submitted.

C. Discussion

A discussion of the new option should include:

- The background and rationale for the new option.
- The relationship of the new option to the existing program.
- Labor market needs.
- Feasibility.
- Impact on other colleges in the Region.

D. VOTING

When the discussion is concluded, the Chair calls for a vote and the same process described in Section 1 D is followed. Electronic voting follows the same process described in Section 1 D.

III. APPRENTICESHIP

The approval process outlined in the California Community College Program and Course Approval Handbook does not require Regional Consortia approval for new apprenticeship programs. The Division of Apprenticeship Standards evaluates the capacity prior to approving programs in a specific trade and/or geographical area. Colleges planning to apply for new apprenticeship programs are requested to notify the Regional Consortia for information only. Notification can be verbal or e-mail.

IV. RECORDS

The Coordinator of 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 http://www.sdicregionalconsortium.org/.