

CCC-510: Substantial Changes to an Approved Credit Program

This application requires three copies, one of which must include original signatures on the signature page. The form may be downloaded separately from the Chancellor's Office web site at http://www.cccco.edu/divisions/esed/aa_ir/CREDIT/credit_appsforms.htm.

When to use this form:

Use this form to request substantial changes to a previously approved program. Typical changes are:

- The goals and objectives of the program are substantially changed.
- The job categories for which program completers qualify are substantially different from the job categories for which completers previously qualified.
- The baccalaureate major to which students typically transfer is different from the baccalaureate major students typically transferred to in the past.
- The college wishes to add a new award to an existing program, such as a certificate of achievement added to a degree or a degree added to one or more existing certificates of achievement. All existing and proposed awards should be categorized in the **same 4-digit T.O.P. code**.
- An existing program is split into two or more tracks, options, emphases, etc. in the **same 4-digit T.O.P. code**. In most cases the proposed changes in a 5-digit T.O.P. sub-discipline may be considered within an existing program classified in the corresponding 4-digit T.O.P. discipline.

Refer to the discussion beginning on p. 8 for further information about correctly using this form. If the System Office believes the proposed changes should have been submitted as a new or substantially modified program, it may request additional information from the college before making an approval decision, which may include any of the elements on the "CCC-501: Application for Approval—New Credit Program" form, as necessary.

Title of Proposed Program: Please give the title as it is proposed to appear in the catalog. A program title should clearly and accurately reflect the scope and level of the program.

Existing Program Information: Before completing these five fields, review the college's existing program inventory. If you cannot obtain a printed inventory, you may view the inventory on the World Wide Web at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>. Please give the **title of existing program** as it is listed in the Inventory of Approved and Projected Programs. The **college** and **district**, along with the **T.O.P.** and **unique** codes, are necessary in order for the reviewer to identify the specific existing program that will be modified.

Contact Person: The person designated as contact for the application should be the person most able to answer questions about the proposed program. It may be the chief instructional officer, the division or department chair of the originating department, or the originating faculty member who has designed the program.

Title, Phone Number and E-mail Address are used for interim communications from the System Office, such as requests for further information, will usually be sent to the contact person, but official communications on the status of program approval applications are sent to the chief instructional officer, with copies to the contact person.

Projected Start Date for Change: Enter the month and year when the college plans to offer the first required course in the proposed program, or to enroll students in an existing course with the expectation that it will count toward the proposed program to be approved. Programs are required to be approved before being offered; however, if for some reason the program has already started, please indicate "Already started (term) (year)" and explain the reason in the narrative for **4. Optional: Discussion of background and rationale.**

Planning Summary

Type of change requested: Please check appropriate box or boxes. More than one change can be accomplished with this form. The changes that are marked should then be included in your narrative for **Criteria A. Appropriateness to Mission** as explained below.

Recommended T.O.P. Code: The Taxonomy of Programs code is the category which groups the proposed new option together with degree and certificate programs on other campuses that have similar goals and objectives. The code is used to aggregate system-wide data on awards, program completions, placements, job success and other outcomes, and is the basis for reporting county and statewide job market supply data. For non-occupational programs, the T.O.P. reflects the main discipline or subject matter.

The T.O.P. code is assigned according to the content and outcomes of the program, and should conform as best as possible to the code assigned to similar programs in other colleges around the state. It is not based on local departmental structure, faculty qualifications, or budget groupings.

If the appropriate T.O.P. classification of the new option or certificate is within a **different** 4-digit T.O.P. discipline, the "Application for Approval – New Career technical education Program" or "Application for Approval – New Transfer program" form should be used.

A college that has difficulty identifying the most appropriate T.O.P. code should contact the System Office. The System Office may change the T.O.P. code, if necessary, after consulting the college.

Units for Degree Major or Area of Emphasis: The number of semester or quarter units for the major or area of emphasis should not include general education requirements. Do not include prerequisite units needed to bring a student to standard collegiate levels of language and computational competence.

When the proposed change includes a degree with an area of emphasis, students may be allowed to choose from a list of courses to complete a specified number of units. For these proposed programs, include the number of units that all students are required to complete. Do not convert quarter units to semester unit equivalents.

Required Units–Certificate: The number of semester or quarter units, including required courses, restricted electives, and closely associated prerequisites that are not necessarily part of the certificate per se. Do not convert quarter units to semester unit equivalents.

Projected Annual Completers: Number of students estimated to receive the degree or certificate each year, when the program is fully established. Explanation must be provided in the attached narrative for **6. Enrollment and Completer Projections.**

Development Criteria Narrative & Documentation

Describe the development of the proposed program, addressing the five criteria as listed on the form. **Number** the sections of the narrative to match the list below. If appropriate, you may note that a section is "not applicable" but do not re-number the sections. Provide documentation in the form of attachments as indicated.

Criteria A. Appropriateness to Mission

1. Statement of goals and objectives

A statement must be submitted that defines the goal(s) of the program, including the proposed changes. On the basis of the program goals, objectives appropriate to these goals, and a program design consistent with these objectives, the determination is made as to whether the proposed program is appropriate to the mission of the community colleges.

It is the application's statement of goal(s) and objectives that serves to define the program over time. The goal statement is one of the major factors in determining whether changes to the program are "substantial modifications" for System Office approval purposes.

2. Catalog description

The catalog description should appear as it will be listed in the college catalog, and be consistent with the statement of goals and objectives. It's helpful to the reviewer if the description covers both the existing program and the new option.

3. New requirements

The program requirements should be consistent with the catalog description. It should be clear how requirements for the proposed program differ from requirements for the existing program. The number of units, specific course requirements, design of individual courses, and the sequence of the courses should, taken together, be coherent, complete, and appropriate, given the program objectives and the resources with which the college has to work. The System Office will rely heavily on the educational judgment of local discipline faculty and curriculum committees in regard to judgments on the appropriateness of program requirements.

Display a **list of all courses required** for completion of the program, including core requirements, restricted electives, and other requirements. For each course, the course number, course title, and unit value must be indicated. The total number of units must be shown.

For degree programs, general education requirements should also be indicated, but separately. These may include the local general education pattern, CSU-Breadth or IGETC, and may be described in any of several ways:

- college's overall general education requirements for a degree of this type, such as a photocopy of requirements from the catalog; or
- required general education categories with the number of units required in each; or
- required general education categories (including number of units required) with specific recommendations for appropriate general education course choices for students in this program.

The **total units required** for the degree should also be shown, including the major requirements or area of emphasis choices, general education, and open electives. If applicable, include any other special requirements for completion of the program, such as an internship, work experience, or examination, as well as any alternative means of satisfying the program requirements.

Taken together, successful completion by students of the set of courses designated for the program must be sufficient to enable them to fulfill the program goals and meet the program objectives. Courses should be required that will assure the college level communication and analytic skills

necessary for success in a transfer program or that will generally enable graduating students to participate as a full team member in a company, maintain currency in rapidly changing fields, and advance in their chosen occupations over a lifetime. The set of requirements for a career technical education program should reflect the thinking of the advisory committee, as indicated in the minutes of that committee that are submitted as part of the application. If the career technical education program requirements do not reflect the advisory committee's recommendation, then the college should explain its departure from those recommendations.

4. Optional: Discussion of background and rationale (if needed)

This optional section is only required if there are aspects of the new option that need special explanation. Provide a history of how the option came about, what is unique about it, why it is especially appropriate for the region and the college, the nature of the community support for it, and so forth. This is an opportunity for a college to explain special considerations and unusual circumstances.

Criteria B. Need

5. Place of option in the curriculum

Please review the college's existing entries on the Inventory of Approved and Projected Programs before submitting an application for a substantial change. Discuss how the proposed changes will augment or replace other options or programs. Indicate what existing entries will need to be removed or modified on the inventory to reflect program adjustments associated with the proposed changes.

6. Enrollment and Completer Projections

These figures should be based upon enrollment in current courses and/or a survey of prospective students. A survey is rarely needed for a transfer program. In the case of a survey, the survey questionnaire, as well as a description of population surveyed and survey results, should be included in this documentation.

Please provide estimates of the:

- number of sections of core courses to be offered annually
- headcount student annual enrollment in the number of sections estimated above. (It is not necessary to break down enrollment estimates by course. A total estimate is sufficient.)
- number of estimated program completers per year after the proposed changes go into effect

For career technical education programs, the enrollment and completer projections should be compared to the **Net Job Market**, discussed in **8. Labor Market Information & Analysis**. It is expected that data should show adequate demand for the estimated completers.

7. Optional: Discussion of impact on other colleges in region

This optional section is only required if the new option might possibly create destructive competition with programs in other colleges. Discuss how the college has verified that the option will not have a negative impact on similar programs and options at neighboring colleges.

8. Discussion of labor market need or job availability (career technical education programs only)

Summarize how the college has determined the need for the new option. This may be through labor market statistics, employer survey, recommendations from industry advisory committee, expressions of student interest, requests from individual employers, or other appropriate means.

Criteria C. Curriculum Standards

9. Transfer applicability to two 4-year institutions (if applicable)

If the proposed change includes transfer as one of its goals, include specific information on the requirements for the corresponding baccalaureate degree or area of study at **two or more** four-year institutions to which students are most likely to transfer. A comparison must be made between requirements for the associate degree and lower-division requirements for the baccalaureate major. The comparison must show that the community college program will substantially satisfy the lower-division baccalaureate major requirements or prepare students well for an area of emphasis or study at a four-year institution.

Attachment: Outlines of Record for Required Courses

Outlines of record must be included for **all core courses** required of all students in the program. If the proposed program is for an area of emphasis, students may be required to complete a specified number of units by completing courses from a list. In these cases, the course outlines of record for all courses in the list must be submitted. Do not send outlines for general education courses.

Attachment: Articulation Agreements (if applicable)

If there is an existing programmatic articulation agreement, such as an agreement providing that completion of the program satisfies, in whole or in specified part, lower division requirements in the major at the four-year institution(s), include it here.

The ASSIST database (<http://www.assist.org>) can often be helpful in documenting programmatic articulation. Caution is important, however: ASSIST is often incomplete and/or out-of-date. Whatever ASSIST may show must be verified, supplemented, or explained as necessary to provide complete documentation.

Criteria D. Adequate Resources

10. Discussion of facilities, additional faculty, and new equipment or library resources

This optional section is only required if the proposed changes to the existing program will require a substantial new investment of facilities, equipment, funding, or faculty. Please discuss how each of these needs will be met, and how the college knows it will be able to provide the resources to continue the option.

Criteria E. Compliance

11. Discussion of enrollment restrictions and licensing or accreditation standards (if needed)

In this item, entry criteria and the selection process for admission to the program, if the program is selective, should be detailed. Program admission or selection procedures should comply with the provisions of Title 5, § 55201 and § 58106. If accrediting or licensing standards apply to the revised program, include a summary of them, together with information as to organizations or persons representing the field who may be contacted by the System Office, if necessary.

Signature Page

The proposed program title, and name of the college, must be filled in at the top of this form.

Please be sure to provide all signatures required, and to fill in all blanks. A date must be filled in for each signature, as well as a typed or printed name. Note that the second box of signatures and date of recommendation for approval by the Regional Occupational Consortium must be filled in **for career technical education only**.

Supplement to *Program and Course Approval Handbook*, 2nd Edition
CCC-510: Substantial Changes to an Approved Credit Program

The signature of the chair of the Regional Occupational Consortium is not always necessary on this form. If the application includes a memo or letter from that chair indicating that the proposed program was recommended for approval and giving the date of the recommendation, and/or if it includes a copy of minutes showing the positive recommendation, please write "See memo [or letter, or minutes] attached" in this space.

In the signature block for the superintendent/chancellor of the district, one of the two boxes must be checked: either approval by the district governing board (in this case the date of board approval must be filled in), **or** the superintendent/chancellor has approved the option under a delegation of authority.

Forms missing required signatures, dates or other information will be returned to the college to be completed.