**Basic information:**

|  |
| --- |
| **Proposed Program Title:** Program Title  **Submitter:** Submitter’s first and last name |
| **Program Type:** Associate of Science Degree (at least 18 units) |
| [**TOP Code**](http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf)**:**000000 **Career Technical Education (CTE**)**:** No **Total Program Units:** 00.00 |
| **Summary of new program costs:** New equipment? More faculty time? Any funding sources? |
| **Why is this certificate/major needed:** What is the purpose of this program? How does it benefit students? For example: How well does it align to 4-year institutions lower-division preparation requirements? How does it prepare students for a career in this field? |
| **For CTE only, brief summary of** [**labor market information**](https://www.labormarketinfo.edd.ca.gov/CommColleges/)**:** Sonoma County labor market information or rationale for a larger geographic area |

**Checklist of Attachments:**

|  |
| --- |
| **All Applications:**  [**Recommended Course Sequence**](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Recommended%20Sequence%20of%20Courses.xlsx)\* |
| **For Programs in a Career Education TOP Code only, include the following attachments:**  Advisory committee **roster** including: First names, last names, titles, companies and contact information  Advisory committee **minutes** where the advisory committee recommends the College create the proposed program  Bay Area Community College Consortium Recommendation and [**Labor Market Information**](https://www.labormarketinfo.edd.ca.gov/data/employment-projections.html), [**including job titles**](https://www.onetonline.org/find/) *(not required for Skills Certificates)*\* |
| **For** [**Associate Degrees for Transfer**](https://c-id.net/tmc) **(based on State-Approved Transfer Model Curriculum) only:**  Only complete Items #1 & #2 in the Narrative section  Include Transfer Model Curriculum Template\*  Attach applicable C-ID & ASSIST transfer documentation\* |

*\*Can be obtained after AAC review. Curriculum office can also assist with this documentation.*

Envelope

After obtaining department chair & dean support, submit application to:

**[Adrienne Leihy, Curriculum Technician, aleihy@santarosa.edu](mailto:aleihy@santarosa.edu)**

**Item 1. Program Goals and Objectives**

**1. Statement of Program Goals and Objectives:**

What are the goals of this program? Include Program Student Learning Outcomes (SLOs) here.

**Item 2. Catalog Description**

Enter a description of the program. This will appear in the catalog as well as on the program’s webpage.

#### ADT Verbiage

The Program Title Skills Certificate (less than 16 units) degree is designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an ADT are guaranteed admission with junior standing somewhere in the CSU system. This priority does not guarantee admission to specific majors or campuses. Current and prospective community college students are encouraged to meet with a counselor to develop an educational plan that best meets their goals and needs.

Students are required to complete 60 semester units that are eligible for transfer to the California State University, including both of the following:

1. The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
2. A minimum of 00.00 semester units in a major or area of emphasis, as determined by the community college district. Students are also required to obtain a minimum grade point average of 2.0.  
   ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis.

#### Continued

**Item 3. Program Requirements**

List all course numbers, course titles, & units. Include courses pending development.

**Item 4. Master Planning**

What is the purpose of this program? How does it benefit students? For example: How well does it align to 4-year institutions lower-division preparation requirements? How does it prepare students for a career in this field?

At Santa Rosa Junior College, faculty members with discipline expertise develop all certificates and majors. For AA-T and AS-T degrees, faculty members with appropriate expertise determine which courses align with the C-ID descriptors. The Supervising Administrator(s) then review the application to assure that it aligns with Chancellor’s Office criteria for approval and SRJC guidelines for financial feasibility and community need. The Majors & Certificate Review Committee reviews the application and suggests any changes to assure than all guidelines have been observed. The item is then placed on the Curriculum Review Committee agenda for approval, and when approved, is submitted for approval by the Board of Trustees.

**Item 5. Enrollment and Completer Projections**

How many students do you expect to complete this program annually? Tip: look at other similar programs completer numbers in the SIS211\_ProgramAwardsTally report in SIS to help determine a reasonable estimate.

**Item 6. Place of Program in Curriculum/Similar Programs**

List any, existing, similar, programs we have. Give a brief explanation of the relationship between the programs. If new courses are being developed for this program, could they be incorporated into existing programs?

**Item 7. Similar Programs at Other Colleges in Service Area**

The purpose of this question is to see if we would be negatively impacting nearby California Community Colleges (stealing their students or “negative competition”). Fortunately our nearest CCCs are over 40 miles away so this is usually a non-issue. If College of Marin or Napa Valley College has a similar program, list that here. If not, state that neither College of Marin nor Napa Valley College has a similar program.