**Basic information:**

|  |
| --- |
| **Program Title:** Program Title  **Submitter:** Submitter’s first and last name |
| **Program Type:** Skills Certificate (less than 16 units) |
| [**TOP Code**](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/documents/TOP%20Code%20Manual%202023.pdf)**:**0000.00 **Career Education (CE**)**:** Yes **Total Program Units:** 00.00 |
| **Summary of new program costs:** New equipment? More faculty time? Any funding sources? |
| **For Credit CE only (not AD-Ts),** [**Labor Market Information**](http://www.coeccc.net/Supply-and-Demand.aspx) **needed**\* **(**[**TOP-SOC Crosswalk**](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/documents/TOP-CIP-SOC_2021.xls)**,** [**LMI by SOC Codes)**](https://coeccc.net/our-resources/): Sonoma County labor market information or rationale for a larger geographic area. |

|  |
| --- |
| **All Applications:**  [**Recommended Course Sequence**](https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/documents/Recommended%20Course%20Sequence%20Template_0.xls) |
| **For Credit (non-ADT) Programs in a CE 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](https://www.regionalcte.org/)\* |
| **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\* |

*\* Curriculum and/or Articulation offices can assist with this documentation.*

**Item 1. Program Goals and Objectives**

What are the goals of this program? Include Program Student Learning Outcomes (PSLOs) 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 (or “P” for Pass) in all courses required for the major or area of emphasis.

#### Continued

**Item 3. Program Requirements**

**For Academic Affairs Council:** List each course, units, whether the course is New or Existing, and which PSLO the course aligns with (only list the PSLO number):

|  |  |  |  |
| --- | --- | --- | --- |
| Course Number | Units (or Hours for NC) | New (N) or Existing (E) | PSLO |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | (press the *tab* key to add rows) |

**For Majors and Certificates Review Committee and Chancellor’s Office:** Create a program mockup with Required (R) and Elective (E) Courses, the Course Number and Title, and Units (or hours for NC)

|  |  |  |
| --- | --- | --- |
| Key | Course and Title | Units |
| Complete \_\_ units from the following: | | |
| R |  | 0.00 |
| R |  | 0.00 |
| R |  | 0.00 |
| R |  | 0.00 |
| Complete \_\_ units from below: | | |
| E |  | 0.00 |
| E |  | 0.00 |
| E |  | 0.00 |
| E |  | 0.00 |
| Total | Minimum number of units to meet program requirements | 0.00 |

**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 that 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. 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 6. 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 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”). Search [**Napa Valley College**](http://catalog.napavalley.edu/degrees-and-certificates/), [**College of Marin**](https://academics.marin.edu/programs/visual-and-performing-arts), and [**Mendocino College**](https://www.mendocino.edu/academics/programs). If a similar program is found, list that here. If not, state that neither Mendocino College, College of Marin, nor Napa Valley College have a similar program.