



SAN DIEGO AND IMPERIAL COUNTIES CURRICULUM PROGRAM REGIONAL RECOMMENDATION PROCESS

The primary reference for curriculum development and approval is the California Community Colleges Program and Course Approval Handbook (PCAH), a link to the most current edition is provided below:

http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH6thEditionJuly_FINAL.pdf

Important points to remember:

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

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

For more detailed instructions, please refer to the PCAH.

New program development begins with a needs assessment which includes a labor market demand and supply analysis from the COE as the primary data source. To begin that process, request LMI data from the **Center of Excellence** using the following steps:

- **Individuals who may request LMI data are limited to CE Deans, VPIs, and Presidents.**
- Before requesting data from COE, please check www.coecc.net to see if that report has already been produced in the last year. On the main page, scroll down to "Studies by Region" and select "San Diego-Imperial." Click "view more" to see more reports.
- When requesting data from the Center of Excellence, San Diego-Imperial region, the COE requests that the **CE Deans, VPIs, and Presidents** use this online form: https://coecc.co1.qualtrics.com/jfe/form/SV_cMWNEHrgXEjy8E5 (also located at <http://myworkforceconnection.org/lmi/>)
- **Please Note: when submitting the above form, the requester must select the sector(s) most appropriate for the new or updated program. At that time, the Regional Director for that sector will be automatically notified.**
- **Due to multiple data requests that the COE receives, the COE asks for a minimum of 30 business days to turnaround one report. If the requester asks for more than one report (e.g., data for more than one occupation), then the turnaround time will be longer.**
- When submitting a data request, please include as much information as possible, including the program TOP Code and occupational name, which could be found at www.onetonline.org

- Submitting a data request form means that the request is **pending**. The COE may have follow-up questions regarding the request, so please provide contact information of the person who can help clarify or elaborate in the request form.
- If the COE does not endorse the requested program, alternative evidence of labor market need can be presented including an employer letter (a template can be found here).

Expectation for collaboration: It is the goal of the regional consortium to promote collaboration when designing new programs or updating existing programs. Labor market demand and supply analysis requests to the Center of Excellence will be added to the monthly dean’s agenda.

When a documentation of need is established, only the requesting **Regional CE Dean, VPI, or President** may submit this documentation and the following information to <https://www.regionalcte.org/>:

- “CE Dean Contact” must reflect the current designated Occupational Dean at each campus. For a list of current Deans, please see <http://myworkforceconnection.org/workforce-development/workforce-development-council/>
- Program name, goals, and objectives (including type of program)
- Proposed TOP Code
- A review of similar TOP Codes in the region
- A proposed catalog description
- A list of program requirements
- Enrollment/completer projections
- Industry/Advisory Committee recommendations
- Proposed start date

Using the following timeline and process, the college may begin the regional recommendation process.

REGIONAL CONSORTIUM TIMELINE AND PROCESS

1. TIMELINE

- Regional CE Dean will submit programs for recommendation electronically to <https://www.regionalcte.org/> two weeks before next meeting.
- Within three days of this deadline, the RC Program Specialist will send all programs for recommendation discussion to the nine voting Regional CE Deans
- The Regional CE Deans will have two weeks to review and discuss programs with their faculty.
- At the end of this two-week period, comments, feedback, objections will be electronically submitted to all nine Regional Deans via the regionalcte.org platform.
- Each voting CE Dean must also submit an electronic “vote” for each program.
- At the regularly scheduled Regional Consortium Deans’ meeting (usually the second Friday of each month), programs for recommendation will be placed on the agenda for open discussion and vote.
- If a majority of the Deans (five of the nine) vote to endorse the program, the recommendation is automatic and the Regional Consortium Chair will then approve the program in the regional database. Recommendation will be reflected in the minutes.
- If there **are** objections to the program from a majority of the Deans (five of nine), the Deans will have one additional week to make adjustments, review, provide feedback, and consultation.
- On the final day of the month, the Regional Consortium Chair will convene the CTE Deans to cast a vote on any outstanding programs.
- The final vote stands and will be reported to the Regional Consortium Chair for inclusion on the following month’s agenda as an information item.

2. 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.
 - Representative Regional CE Deans may appoint a designee to cast a vote.
 - Five Deans (or designated representatives) are needed to establish a quorum.
 - Programs must receive simple majority (five of the nine) of votes to obtain a positive recommendation.
 - If a program fails to obtain a positive recommendation from the Regional Consortium, and the proposing college feels that a negative vote was unjustified or unfair, the college may submit the program to the Chancellor's Office without regional recommendation for approval.
 - The burden of justification will be on the proposing college to show why the proposal must be approved without a positive recommendation from the Regional Consortium.
 - When the final vote on a proposal is taken, it is the responsibility of the proposing college's representatives to include the WDC minutes in their proposal to the state.
3. APPRENTICESHIP PROGRAMS
- Apprenticeship Programs will be included on the monthly agenda for information and included in the Consortium's inventory of new programs when approved by the Chancellor's office.
4. Program TOP Code changes will be reported and recorded in the official meeting minutes
5. RECORDS
- The Regional Consortium's Program Specialist will maintain the official listing of the status of all program recommendations. The program recommendation listing is posted on the Regional Consortium website; <http://myworkforceconnection.org/committee-sub/approved-programs/>