HOW TO ENTER A PROGRAM INTO CURRICUNET
DEGREES AND CERTIFICATES

COVER

DEPARTMENT

Choose the Department in which the certificate/degree will be housed.

PROGRAM TITLE

The program title should include both program level (Certificate of Completion, Certificate of Achievement, Associate of Arts, Associate of Science) and the subject matter (e.g., Biotechnology, or Entertainment and Design Technology, or Art History).

The program title indicated here must be the same as the program title to be published in the catalog, posted on the student’s transcript, and entered into Degree Audit.

The program title should accurately reflect the scope and level of the program and should reflect the subject matter in ways that are meaningful and accurate within the discipline. The title of an occupational program should reflect the terminology in use in the region where students are expected to be hired.

YEAR

Indicate the year the program is to become effective

SEMESTER

Indicate the semester in which the new or revised program will become effective.

Programs become effective the semester after they have been approved by the Curriculum Committee; programs approved during the fall semester will become effective the following fall, and programs approved in the spring semester will become effective the following spring.

COLLEGE MISSION / GOALS

Indicate how this program fits in with the Ohlone College mission and goals by selecting all that apply. To select more than one category press Ctrl and Alt on the keyboard and then select the appropriate mission/goal(s) from the list.

The program must fall within the Ohlone College Mission/Goals:

**General Education** - to introduce students to the main fields of knowledge—the humanities, the arts, the sciences, technology, and health and wellness, thereby allowing them the opportunity for personal, intellectual and cultural growth; and to provide them with oral and written communication, mathematical, and critical thinking skills; and an understanding and appreciation of human differences.
Transfer Education - to provide the first two years of the college education for those students preparing to continue their studies at a four-year college or university.

Career/Occupational Education, Workforce Development, and Economic Development - to provide a variety of occupational and Workforce Development programs intended to meet the needs of those students preparing for employment immediately following their experience at the College and those currently employed who wish to retrain or upgrade their skills. The College is committed to establishing mutually beneficial partnerships with business, industry, labor, and public service, as well as developing cooperative agreement with high schools, other colleges, and universities in pursuit of this goal.

Fundamental Skills - to offer students a program of basic skills instruction. The skills program is designed to improve student abilities in mathematics, writing, reading, speaking, and computer literacy.

Lifelong Learning - to provide opportunities for continued learning throughout one's life.

NEED FOR PROGRAM
New program: State the rationale for adding this new program.

An educational program is defined in title 5, section 55000(m) as "an organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education." (6th Edition PCAH)

Where does this new program fit into the current curriculum and how does it meet student need or demand?

Example: “Kinesiology is the seventh most popular major within the CSU system. This program will allow students to be guaranteed admission to a CSU that has a Kinesiology major.”

Program revision: A brief rationale for what exactly is being changed and why.

Example: The courses have been revised in order to align with the C-ID descriptors.

PROGRAM RESOURCES REQUIRED - State if any additional college resources will be needed and/or any additional costs will be incurred.

DESCRIPTION
The program description is a short paragraph that summarizes student outcomes and content. It is the exact replica of the description that will appear in the college catalog. The description must be written in complete sentences and in the present tense.

LEARNING OUTCOMES
What are the expected concepts and skills the students should have by the time they have completed the coursework in this program? Outcomes must be measurable and begin with Bloom’s Taxonomy of Verbs for Cognitive Outcomes. Outcomes should demonstrate college level rigor, breadth and depth of subject matter, and critical thinking skills.
ASSESSMENT
For each outcome listed, provide an explanation of how the student will demonstrate proficiency and/or attainment of the learning outcome. Assessment may be accomplished in major field coursework or in a capstone project.

Example: "SLO 1 will be assessed through quizzes and a term paper in ASTR 101."

AWARD

AWARD TYPE
Select the appropriate award type.

EXAMPLE: “Certificate of Achievement”

Certificate of Achievement - 16 or more units approved by the Curriculum Committee and the California Chancellor's Office.

Certificate of Accomplishment - maximum of 15.5 units approved by the Curriculum Committee.

Noncredit Program Options:

Certificate of Competency - certificate in a recognized career field articulated with degree-applicable coursework, completion of associate degree, or transfer.

Certificate of Completion - leads to improved employability or job opportunities.

AWARD TITLE
Indicate the name of award title to be printed on the transcript.

EXAMPLE: “Certificate of Achievement in Kinesiology: Fitness Professional”

AWARD DESCRIPTION
List the requirements to earn this degree. This may contain the standard requirements for the degree as found in the Program and Course Approval Handbook.

EXAMPLE:

- Minimum of 60 degree-applicable semester units with a 2.0 grade point average
- Minimum 18 semester units in Major Field and Supporting Courses with a grade of C or better
- Complete Ohlone College General Education (Plan A), CSU GE (Plan B) or IGETC (Plan C) requirements. These requirements are specified in the Ohlone College catalog.

PROGRAM BLOCK DEFINITIONS

COURSE BLOCK DEFINITIONS
Below are three default definitions:

MAJOR FIELD: Courses included in this field should be all courses required by said program.
**RECOMMENDED COURSES:** Suggested additional courses not required to complete program but supporting the program outcomes.

**SUPPORTING COURSES:** Courses included in this field should be specific to individual options or tracks accomplishing this program’s student learning outcomes.

These three options have been provided for you in the space below the blank box. You do not need to complete this area unless you have a block definition that is not included.

**DEFAULT (All Units Calculated)**
- Utilize this function if all units must be calculated.

**UNITS (Specify Unit Range)**
- Utilize this function when units may vary.

**BLOCK DEFINITIONS**
Choose which of the three definitions you would like to populate and click on the COURSES box.

**DEPARTMENT** - Choose the department you are going to select a specific course from.

**SELECT CONDITION**

**And:** Choose this option when there will be a group or required sequence of courses. Leave this blank for the first course. The “and” will appear before the course when selected.

**Or:** Choose this option when there will be optional courses to take. Enter the first course without the condition. Add the condition “or” for the second course.

**COMMENTS** - Optional information to help support your conditions.

**UNIT RANGE** - Make sure values are blank, unless you want to specify a value other than the actual course Unit Range, or the value should be 0.

**EXCEPTION IDENTIFIER** - This is if you are using a Selected Topic temporarily until the official course has been approved.

**EXCEPTION** - Type in Selected Topic Course Number and Title

Click ADD. Continue to add all of the courses in this block.

Once all of the pages have been FINISHED, all of the boxes in the right menu will appear with a check mark. This means that you are ready to LAUNCH your proposal. Click on AUDIT in the left column. Click on MY APPROVALS and in the Comments box, explain changes you have made and why.