

# PROPOSAL FOR NEW PREFIX

1. Proposed Prefix (MATH, ENGL, TD, etc.): \_\_\_\_\_

2. Rationale for creating a new prefix: *This includes demonstrated student need, labor market data, anticipated target market, anticipated certificates and degrees, anticipated enrollment, expected associated costs. This may also include why existing prefixes do not meet the need.*

3. How is this prefix different from what we already have?

4. List the Discipline/Area for the proposed prefix. The Discipline/Area is used to determine Minimum Qualifications.

See CCCC Minimum Qualifications Handbook for reference:

[https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2019/CCCCO\\_Report\\_Min\\_Qualifications-ADA-Final.pdf](https://californiacommunitycolleges.cccco.edu/Portals/0/Reports/2019/CCCCO_Report_Min_Qualifications-ADA-Final.pdf)

---

5. The proposed division in which this prefix will reside: \_\_\_\_\_

6. If changing a course from one prefix to a new prefix, enter that course information and the rationale here:

Submitted by: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Comments**

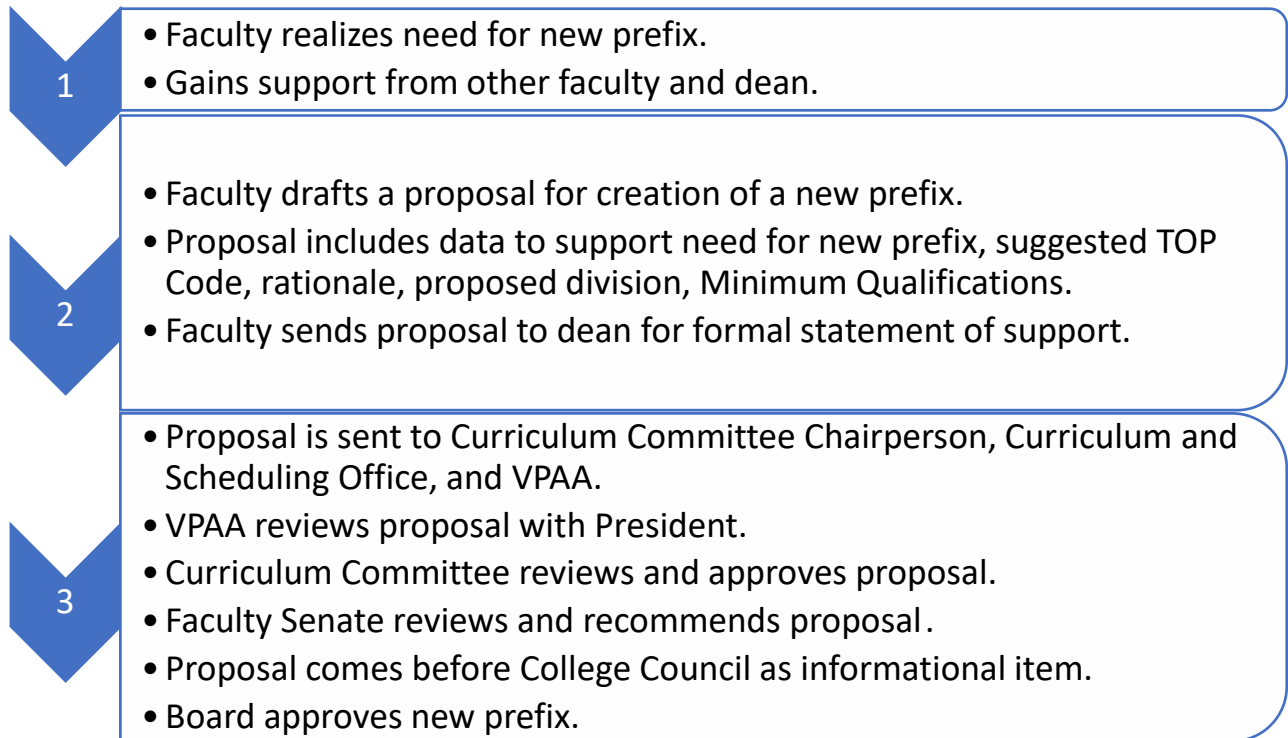
---

Proposal was reviewed by \_\_\_\_\_ (Dean) on \_\_\_\_\_ (Date)

**Comments:**

Please submit completed and signed proposal to Curriculum Committee Chairperson, Curriculum and Scheduling Office, and the VPAA.

## DIAGRAM FOR CREATION OF NEW PREFIX



With approval by Curriculum Committee and support from Faculty Senate, progress toward creating the curriculum moves forward.

Prefix Created in CurricUNET by Curriculum and Scheduling Office.

Curriculum created under new prefix.  
Curriculum is approved by Curriculum Committee, Board and CCCC.

### Proposed Approval Pathway:

- Originator determines need for new prefix
- Originator collaborates with other faculty members and shares vision for new prefix.
- Originator, after receiving support of faculty, drafts proposal for new prefix and submits to the Dean in the division in which the new prefix will reside.
- Dean reviews proposal and formalizes support with digital signature
- Proposal is sent to Curriculum Committee for approval. A copy is sent to Faculty Senate and the VPAA.
- VPAA shares the proposal with the President.
- Proposal is also submitted to College Council as an informational item.
- Curriculum Committee puts the proposal on the next agenda for approval after first and second readings.
- As a part of normal curriculum action update to Faculty Senate, the approved proposal goes before the Faculty Senate for support
- After Curriculum Committee approval, the proposal for new prefix is submitted to the Board for approval.