GENERAL PROGRAM INFORMATION

Justification for proposed program

Need

1. Program Award: Choose one
   • Associate in Arts for Transfer (AA-T)
   • Associate in Science for Transfer (AS-T)
   • Associate of Arts (AA)
   • Associate of Science (AS)
   • Certificate of Achievement (12+ units)
   • Jobs skills certificate (less than 12 units)

2. Program Title:

3. Program Goal: choose one
   • Transfer
   • CTE
   • Local

4. Program TOP Code

5. Units for Degree Major or area of emphasis
   Total units in Major or area of emphasis (minimum):
   Total units in Major or area of emphasis (maximum):

   Total Certificate Units (minimum):
   Total Certificate Units (maximum):

6. Total Unit for Degree
   Total units for Degree (minimum):
   Total units for Degree (maximum):
   Have you included courses which are pending C-ID approval?
   If yes, list them

7. Projected Annual Completers

Adequacy of Resources

8. Estimated FTE Faculty Workload (formula for calculating FTE)

9. Number of New Faculty Positions / Availability of qualified faculty

10. Est. Cost, New Equipment

11. New/Remodeled Facilities


13. First program review date. A future month and year (date) is listed. For CTE programs, program review must occur every 2 years.

14. Distance Education: What percent of the Program will be offered as Distance Education?

Gainful employment: (yes/no): Indicate if the program meets U.S. Department of Education gainful employment criteria.
BAKERSFIELD COLLEGE
PROGRAM TEMPLATE

PROGRAM NARRATIVE

Item 1. Statement of Program Goals and Objectives

Program Student Learning Outcomes:
Upon completion of the {insert program name}, the student will:
List PLO’s here

Student Selection and Fees:
If applicable, list any fees a student will incur outside of enrollment e.g. background check, etc.

Item 2. Catalog Description

Program Description:
This will be the program description as you want it to appear in the College Catalog. For current programs, if there are no changes, this must match exactly

Item 3. Program Requirements and Course Sequence

Requirements:
In addition to the required general education pattern, students must complete the core courses listed below for the Associate of Science in Health Information Technology Degree. Students must also obtain a minimum grade point average of 2.0 with a grade of C or higher in all courses required for the major. A “P” (Pass) grade is not an acceptable grade for courses in this major.

Program Pre-requisites: List pre-requisites here in a table format.

Program Course Sequence: List the program courses along with the GE and pre-requisite courses. This will match your program student education plan (SEP). The first line is an example.

<table>
<thead>
<tr>
<th>Semester One (total units for this semester -it may be a range)*</th>
<th>Requirements</th>
<th>Dept. Name/#</th>
<th>Name</th>
<th>Units</th>
<th>CSU-GE</th>
<th>IGETC</th>
<th>Local GE</th>
<th>Sequence</th>
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<tbody>
<tr>
<td>Required Core (6 units)</td>
<td>ADMJ 50</td>
<td>Introduction to Justice Criminal Law</td>
<td>3</td>
<td>A1 B2</td>
<td>Area 4</td>
<td></td>
<td>Yr 1, Fall Yr 2, Spring</td>
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<tr>
<td>ADMJ 60</td>
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<tr>
<th>Semester Two (total units for this semester -it may be a range)*</th>
<th>Requirements</th>
<th>Dept. Name/#</th>
<th>Name</th>
<th>Units</th>
<th>CSU-GE</th>
<th>IGETC</th>
<th>Local GE</th>
<th>Sequence</th>
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### Semster Three  
**total units for this semester - it may be a range)**

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<th>Units</th>
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### Semster Four  
**total units for this semester - it may be a range**

<table>
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<tr>
<th>Requirements</th>
<th>Dept. Name/#</th>
<th>Name</th>
<th>Units</th>
<th>CSU-GE</th>
<th>IGETC</th>
<th>Local GE</th>
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*It is recommended that students complete additional GE units prior to entering the program if they choose not to take more than 15 units per semester.

**Required Major Courses**  
____ units

**Required Completion of CSU breadth**  
____ units

**Required IGETC**  
____ units

**Double Counted Units**  
____ units

**Local General Education**  
____ units

**Electives**  
____ units

**TOTAL**  
____ units

These totals may be a range

**Proposed Sequence:** This is an additional picture of the sequencing. The totals may be a range and should include GE.

Year 1, Fall =
Year 1, Spring =
Year 2, Fall =
Year 2, Spring =

**TOTAL UNITS:** ____ units (needs to match total units above)

**For an ADT:** Complete the ADT template. The template information needs to match the information above. To ensure accuracy, contact the Articulation Officer (Mark Osea - mark.osea@bakersfieldcollege.edu or Marisa Marquez- marimarq@bakersfieldcollege.edu)
Item 4. Master Planning

Program purpose/relevancy for the region:
Discuss how the program support the mission of Bakersfield College. Include labor market data and any supporting information that supports workforce demands. Career options for students with this degree should be included.

Item 5. Enrollment and Completer Projections
Identify the projected number of students who will complete the program. Discuss the proposed scheduling information. Are you offering all of the courses at once, or will you phase them in. State when you propose to have your first course(s) scheduled.

Item 6. Place of Program in Curriculum/Similar Programs
State the department in which this program will be associated with.

Item 7. Similar Programs at Other Colleges in Service Area
List colleges in the area that offer this degree. Describe how this program will not impact the existing programs and that the local region labor market can support additional supply. If there are none, do not leave this blank, make a statement to the fact that there are no local programs.

To avoid a delay in approval, be sure to avoid the common pitfalls:

- Course sequencing not provided in a table
- Program units in Narrative do not match units on the ADT template

Be prepared to attend the curriculum meeting when your program is a voting item. Submit the following to the curriculum committee.

- The program template
- A program student education plan

If your program is CTE, additional requirements are listed on the following page.
Criteria for approval for CTE Programs

There are 2 approval processes required for CTE programs – California Community College Chancellor’s Office Approval (previous pages) and the Regional Consortium recommendation process. Both are very similar and can be done simultaneous. Before a program can be submitted to the CCCO, you must have the regional consortium recommendation.

Required documents for CCCCO approval:

- Narrative: be sure to include the specific CTE information requested in each area of the template
- Labor Market Information (LMI)
- Advisory Committee Recommendation includes advisory committee membership, minutes and summary of recommendations
- Regional Consortium Recommendation (Regional Consortia Approval Meeting Minutes – showing program recommendation)

Required documents for CTE consortium recommendation:

- Program narrative which includes:
  - Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation.
  - Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.
  - Program Requirements – includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown following the program requirements table.
  - Enrollment and Completer Projections – projection of number of students to earn degree annually.
- Labor Market Information and Analysis (LMI)
- Advisory Committee Recommendation – includes advisory committee membership, minutes and summary of recommendations
- Employer survey (include only if strong LMI is not available)

Consortium approval Process:

1. Log on to the consortium site (Central/Mother Lode Regional Consortium) and register. [https://www.regionalcte.org/](https://www.regionalcte.org/). Click on register in the upper right corner.
2. After registering you can access the site at consortium website [http://crconsortium.com/program-and-course-approval/](http://crconsortium.com/program-and-course-approval/).
3. Complete the template which is at the very bottom of the web page. A submission checklist is also available on the site.
4. Submit the required documents to the consortium and send a copy of the document to the CTE Dean at Bakersfield College. This will allow the Dean to facilitate the approval process.
5. Consortium approval will be sent via email. The email must be sent to the administrative services assistance for the curriculum committee and the curriculum co-chairs.