

Approval of NEW Majors and Certificates
Flow Chart version 6
October 4, 2016

Note – this draft represents a revision to the work flow in Article 3.2.2

Step 1: Consultation

- Department submitters will consult first with their department chair and supervising administrator to determine if they support the concept.
- Department (in consultation with dean) create a “white paper”
- Consult with CTE Dean to determine if there is labor market demand for jobs related to this proposed program (for CTE related programs only)

Step 2: Academic Affairs Council

- AAC members review “white paper” and ask questions
- AAC is reviewing for feasibility, financial viability, and competition with existing programs
- AAC make recommendations to VPAA
- VPAA makes decision to move forward or not
- Associate Degree for Transfer for existing majors will come as an information item (template), but new majors will go through the full process.

Step 3: Assistance

- Associate Degree for Transfer (ADT) Submitters meet with Dean Liberal Arts/Sciences, Articulation Officer, Program Curriculum Tech, and faculty submitter(s) to review the process and plan.
- Articulation Officer researches articulation for transfer majors and submits any C-ID articulation.
- All other certificates and degrees, submitters contact the Dean Career & Technical Education (CTE) for advice Contact the Curriculum Office for support and advice on filling in the application.

Step 4: Application

- Department faculty create the appropriate application with assistance (as noted above)
- Email application to Supervising Administrator

Step 5: Supervising Administrator and Dean III Approval

- Approves/denies by email
- Emails on to Chair, Majors/Certificate Review and Dean, Curriculum

Step 6: New Majors/Certificates Review Committee

- Supervising Administrator/Dean III emails application to Dean, Liberal Arts/Sciences
- Review is primarily to assure all Chancellor’s guidelines have been met
- Submitter(s) invited to a meeting when major/certificate is discussed
- Curriculum Tech makes any necessary revisions
- Curriculum Tech forwards clean copy by email to VPAA, Academic Senate President, and Dean of Liberal Arts and Sciences, Dean CTE, and Dean of Curriculum

Step 7: EPCC Review

- VPAA puts major/certificate on EPCC Agenda
- EPCC reviews the proposed certificate/major for a Student and Senate perspective.
 - Will the certificate or major support student completion?
 - Will employers preferentially hire students?
 - Will students find gainful employment?
 - Does the major support successful transfer in a timely manner?
- EPCC forwards any recommended changes to Dean, Liberal Arts and Sciences or Dean CTE, as appropriate, and the Dean of Curriculum
- With approval from appropriate dean, changes are made
- For CTE programs only, the Supervising Dean sends a completed Program Endorsement Form to the Dean CTE, for Bay Area Community College Consortium (BACCC) Review/Approval. This is time sensitive consult with Dean CTE for deadlines for submittal)

Step 8: Curriculum Review Committee

- Approves/denies major/certificate

Step 9: Curriculum Office

- Forwards on Board Agenda item to VPAA
- Seeks approval Board of Trustees
- Submits the major/certificate to Chancellor's Office
- If required, coordinates course submission to the UC President's Office
- Submits new courses to the State Chancellor's Office for approval