

I. Curriculum: New Course Documentation Form

To help the Curriculum Committee assess the need and relevancy of the proposed course, please complete the following:

A. Basic Overview

Course Number:
Course Title:

Need

Please describe how this course will *uniquely* serve students in your current program(s):

Target Population & Marketing Plan

While overall more apt for Noncredit, building on the above, please describe whom you imagine this course would serve and how you plan on reaching such students so they can enroll in this class:

Evidence of Need/Justification

Please check all of the below that apply and attach supporting documentation as there should be some evidence to support proposal:

<input type="checkbox"/> School/Department Minutes	<input type="checkbox"/> Program Review
<input type="checkbox"/> Advisory Board Minutes	<input type="checkbox"/> Labor Market Data
<input type="checkbox"/> COC IR Data	<input type="checkbox"/> Student/Employer Survey
<input type="checkbox"/> Industry Support Letter	<input type="checkbox"/> Other: _____

B. Curricular Considerations

Program(s)

Which program(s) will this course belong to? If the program(s) is also new, please be sure to indicate that.

If this course will replace an existing course(s) in your current program(s), please provide those course numbers and titles as well as your rationale for replacing them.

Resources

Are there facilities available for this program? If so, identify these facilities. If not, what is the plan for obtaining facilities? If external facilities (i.e., sites off-campus, such as clinical sites) have been identified, then attach letters of support.

Will additional equipment, supplies, and/or instructional materials need to be obtained? If so, please identify what will be needed:

C. Additional Considerations

Please complete Section 1, 2, **OR** 3 below depending on the type of course you are proposing:

1. For **Transfer** courses, please provide the following regarding articulation:

Is there a C-ID descriptor for this course? If so, please provide ([C-ID](#)):

Which local CSU's accept this course, and do they accept it for content credit or units? ([Assist](#)):

How many CCCs have approved this course ([CCC Curriculum Inventory](#)):

2. For **Career Education** courses (CE):

Provide information on C-ID descriptors and transfer/articulation from (1) *if applicable*:

Borrowed curriculum (previously approved by Chancellor's office from another district) [CCC Curriculum Inventory](#)):

Labor Market Data Summary (data should be attached, but summarize here):

3. For **Non-Credit** courses:

Which category pertains to this course: parenting, basic skills, ESL, immigrant education/citizenship, persons with substantial disabilities, short-term vocational, older adults, home economics, or health and safety?

Will this course be part of a College Preparation (CP) or Career Development (CD) Certificate?