College of Marin Curriculum Committee (CC) New Course or Program Process

Process:

1. Faculty proposes new course or program to his or her department
2. Faculty schedules a presentation visit with the CC Chair
3. Scheduled visit included in the appropriate Agenda
4. CC minutes reflect the presentation
5. Presentation discussion added to next Agenda
    5.1. Opportunity to discuss the presentation further
    5.2. Determine Status of the presentation
6. CC minutes reflect the presentation discussion

Overview of Proposed Course/Program:

1. Is the course or program designed to be taught to lower division students for credit towards the degree, and/or for purposes of transfer, occupational preparation, or career supplementation or upgrade, skill building, and lifelong learning (mission of College of Marin)?
2. Is there a demonstrable need for a course or program that meets the stated goals and objectives, at this time, and in the region the college proposes to serve with the program?
3. The proposed new program should not cause undo competition with any existing program at another college. How is the program distinguished from other local community colleges?

Topics for presentations to the CC for new courses/programs:

1. Demonstrate how this courses or program compares to what other local community colleges are offering. List similarities and differences.
2. Explain any financial impact on students by adding this course or program including credit hours, textbooks, fees, materials or other.
3. Will this class be articulated to UCs and/or CSUs for transfer and/or GE? __yes__ no If you are requesting the course be applied to a GE Pattern, what is the justification for this?** Was a C-ID Descriptor used to develop the course?
4. How does the course fit into a certificate, degree or transfer requirement?
5. How does the proposal fit in with the mission of the college?
6. Are the number of units requested appropriate for students? __yes__ no
7. Are your Department Chair and Dean aware of this proposal __yes__ no Do they think there will be units available to support it? __yes__ no

*If the proposal has a DE component, Distance Education Committee representatives will be invited to attend.

**If you are requesting the course be applied to the COM GE pattern, you will need to contact the GE Committee for approval.

CTE related courses/programs must also share with the CC:

For new CTE programs and revised programs there is additional labor market information* that is needed in addition to:

1. Evidence that the Advisory committees have met and support the curriculum
    1.1. Highlighted Minutes from the meeting
2. LMI (Labor Market Information) including occupational outlook
    2.1. Wages, Supply and Demand, and projected job opportunities
3. Evidence that the program is not duplicative internally or regionally
4. Evidence that state regulatory agencies (Nursing, Court Reporting) are aligned with curriculum
    4.1. Third party certifications?
    4.2. Industry recognized credentials?
5. Regional Advisory Board (BACCC) evidence supporting the program

*for assistance with Labor Market Information, contact the COM CTE Workforce Development Specialist