Educational Program Development Process
Laney College Curriculum Committee

Preface

1. Ensure that educational program development is integrated into the educational master planning process
2. Encourage development of courses and programs that are responsive to the needs of students and the community
3. Receive information about new initiatives that may include a re-packaging of existing courses
4. Provide technical assistance and constructive feedback about the viability of new initiatives
5. Ensure that courses and programs reflect standards of excellence models
6. Promote college-wide knowledge of all course and program additions and changes

Programs

Certificates (State-approved and Locally-approved) and Associate Degree Majors

An educational program is an organized sequence of courses leading to a defined objective, a degree, a certificate, or transfer to another institution of higher learning.

Other Programs
Any other programs (including innovative outreach programs, learning communities, academies or course(s)) offered under the auspices of Laney College. Other programs should follow the process described in the process section below and complete a Peralta Request for Program Approval Form including a justification based on the justification approval criteria outline below. Other programs will not require formal approval by the Curriculum Committee and will not be submitted to CIPD for approval.

Process

Curriculum Committee: Early in the development process, the faculty and dean shall meet with the Laney College Curriculum Committee to provide information about plans for the program and to receive input from the Curriculum Committee.   The Curriculum Committee will make initial recommendations on how to move the program forward, including an outline of the steps in the approval process and the necessary forms.

Program Advisory Committee: The faculty and dean shall form a program advisory committee of Laney College faculty and others who are supporting or impacted by the program and, for career and technical programs, members of the business community.

Laney College Vocational Advisory Committee: For career and technical programs, early in the development process, the faculty and dean shall meet with the Laney College Vocational Advisory Committee to provide information about plans for the program and to receive input.

Justification: Approval Criteria

A) Appropriateness to Mission

> **"The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level for both younger and older students, including those persons returning to school. Public community colleges shall offer instruction through but not beyond the second year of college" (Education Code, 66010.4 (a) (1)).**

> **"Laney College is an institution in Oakland, California, providing lifelong learning opportunities in academic and career programs to diverse cultural and social economic communities. The College fulfills this mission by offering optimal student support services and working with other organizations to address the local and global educational needs of our community to maximize access and student learning outcomes." (Mission Statement, Laney College 2007-2009 Catalog)**

A statement of the program's appropriateness to the college mission must be included. In addition, the proposal should include a brief general paragraph incorporating the objectives of the program for publication in the college catalog. The proposal should also list the student learning outcomes for the program.

B) Needs Assessment

> **Vocational Certificates (State Approved and Locally Approved) and Associate Degree Majors**
> The vocational program should meet local labor market needs. As suggested by the *State Program and Course Approval Handbook*, faculty can demonstrate need for the program by including a variety of supporting information, such as:
> - Statistical projections of growth in specific jobs by county (or labor market area) from the California State Employment Development Department's Labor Market Information system (http://www.labormarketinfo.edd.ca.gov/)
> - Employer surveys/industry studies.
> - Regional, state, or national economic studies.
> - Letters from employers.
> - Minutes of industry advisory committee meetings.

- Studies or data from licensing agencies or professional associations.
- McIntyre Report or other locally developed labor market studies

Academic Certificates (State Approved and Locally Approved) and Associate Degree Majors

The academic program should consist of an integrated set of courses that gives an enhanced understanding of a particular topic or theme. Faculty can demonstrate the need for the program by providing a variety of supporting information, such as:

- An explanation of how creation of the program furthers department, division and college (Mission Statement) goals in serving our students. (Required)
- Positive recommendation (signature) from all the areas represented in the program. (Required)
- Enrollment data from similar programs offered at other community colleges
- Surveys of university lower-division major preparation coursework.
- Minutes of academic advisory committee meetings.

C) Curriculum Standards

The program must meet the high standard of quality that students and the public should expect from Laney College. The program is designed so that successfully completing its requirements will enable students to fulfill the program objectives and outcomes. Courses are integrated so that they effectively meet the goals and objectives of the program for which they are required.

D) Adequate Resources (Feasibility)

Laney College must have the funding, faculty, facilities, library resources and equipment to offer the program. The courses in the program should be offered at least once every two years.

E) Compliance

The program should not conflict with any law, including licensing laws in particular occupations such as law enforcement, health care, and child care that may have specific provisions.

April 1, 2008

Approved by Laney College Curriculum Committee (April 8, 2008)
Approved by Laney College Faculty Senate (May 6, 2008)