|  |
| --- |
| laocrc-logo-WITH-CCC-outline.jpg |
| **Program Approval Application** |
| **College in Los Angeles and Orange County LAOCRC**  Cerritos College  Citrus College  Coastline Community College  Cypress College  East Los Angeles College  El Camino College  Fullerton College  Glendale Community College  Golden West College  Irvine Valley College  Long Beach City College  Los Angeles City College  Los Angeles Harbor College  Los Angeles Mission College  Los Angeles Pierce College  Los Angeles Southwest College  Los Angeles Trade-Technical College  Los Angeles Valley College  Mt. San Antonio College  Orange Coast College  Pasadena College  Rio Hondo College  Saddleback College  Santa Ana College  Santa Monica College  Santiago Canyon College  West Los Angeles College |

|  |
| --- |
| Doing What Matters Logo.jpg  LAOCRC is supported by the CA Community College Chancellor’s Office and  Carl D. Perkins IV grant #13-150-003.  Steven Glyer, Chair  Dr. Lynn Shaw, Vice Chair |

**PROGRAM APPROVAL APPLICATION**

|  |
| --- |
| Overview |
| The program approval process outlined by the California Community College Chancellor’s Office requires that all requests to add new programs or certificates and/or to make substantial changes to any existing college’s inventory of Career Technical Education (CTE) programs include a recommendation from the Regional Consortia. Instructions and the application form for the regional consortia recommendation are posted on our website at laocrc.org. |
| The process for obtaining a recommendation from the Regional Consortia is intended to inform and engage our region in creating programs for the Los Angeles and Orange County colleges, and to foster a spirit of collaboration and coordination that results in viable choices for Career Technical Education (CTE) courses/programs across the region. |
| The Los Angeles and Orange County Voting Members should submit **Requests for Program Approval** and **Notice of Intent (separate template available for Notice of Intent)** by the deadlines below: |

|  |  |
| --- | --- |
| **Deadlines for application submissions** (Program Approval and Notice of Intent) | |
|  |  |
| Submission Deadline | LAOCRC Meeting Date |
| September 6, 2013 | September 19, 2013 |
| October 11, 2013 | October 24, 2013 (CCCAOE October 23-25) |
| November 8, 2013 | November 21, 2013 |
| December 6, 2013 | December 19, 2013 |
| January 3, 2014 | January 16, 2014 |
| February 7, 2014 | February 20, 2014 |
| February 28, 2014 | March 13, 2014 (CCCAOE March 12-14) |
| April 4, 2014 | April 17, 2014 |
| May 2, 2014 | May 15, 2014 |
| June 6, 2014 | June 19, 2014 |

**PROGRAM APPROVAL APPLICATION**

**NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED**

**(This application may not exceed 3 pages)**

|  |  |  |  |
| --- | --- | --- | --- |
| Fill In Form | | | |
| Click here to enter text.Proposed Program Title | | | Click here to enter text.Voting Member |
| Click here to enter text.College | | | Click here to enter text.Title |
| Click here to enter text.District | | | Click here to enter text.Phone Number |
| Click here to enter text.Projected Program Start Date | | | Click here to enter text.E-mail Address |
|  | | | |
| Goal(s) of Program (Check all that apply): | | | |
|  |  | |  |
|  | | | |
| Type of Program (Check all that apply): | | | |
|  |  | | Certificate of Achievement: |
|  |  | |  |
|  | | | |
| Reason for Approval Request: (Check One) | | | |
|  |  | |  |
|  | | | |
| Program Information | | | |
| Recommended Taxonomy of Program (TOP) Code | | Click here to enter text. | |
| Units for Major-Degree | | Click here to enter text. | |
| Total Units for Degree | | Click here to enter text. | |
| Required Units-Certificate | | Click here to enter text. | |

|  |
| --- |
| **Written Form** |

1. Insert the description of the program as it will appear in the catalog.

Click here to enter text.

1. Provide a brief rationale for the program.

Click here to enter text.

1. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (Push Enter after each entry to begin a new line)

|  |  |  |  |
| --- | --- | --- | --- |
| **Courses** | **Course No.** | **Course Title** | **Units** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Summarize the Labor Market Information and employment outlook (including citation of the source of the data) for students exiting the program.

Click here to enter text.

1. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (Push Enter after each entry to begin a new line)

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | **Program** | **Who you Contacted** | **Outcome of Contact** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

1. Include any other information you would like to share.

Click here to enter text.