**Educational Program Development Process: A Primer on Creating and Justifying a Program at Berkeley City College**

**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. Other programs should follow a process including a justification based on the justification approval criteria outlined 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 department chair or designee and the originating faculty shall meet with the Berkeley City College Curriculum Committee to provide information about plans for the program and to receive input from the Curriculum Committee. (The dean is invited and encouraged to attend.) 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 steps in Curricunet to move the program through the workflow.

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

**Berkeley City College Career Technical Education Advisory (CTE) Committee:** For career and technical programs, early in the development process, the faculty and dean shall meet with the Berkeley City College Career Technical Education Advisory Committee (ad hoc) provide information about plans for the program and to receive input.

**Justification: Approval Criteria**

**A) Appropriateness to Mission**

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.

**Our Mission**

**Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.** ~ Adopted by the Peralta Community College District Board of Trustees April 12, 2005

**Our Values**

***A Focus on Academic Excellence and Student Learning.***

We value our students’ varied educational and experiential backgrounds and learning styles as well as educational objectives. Strategic Intention: Berkeley City College faculty use teaching and learning strategies that respond to the many different needs of Berkeley City College students. Berkeley City College ‘s scheduling and delivery methods are responsive to students’ needs for access, convenience, and different learning styles.

***A Commitment to Multiculturism and Diversity.***

We value diversity, which fosters appreciation of others, depth of understanding, insight, empathy, innovation, and creativity, characteristics our institution seeks in its students, faculty and staff. Strategic Intention: Berkeley City College provides students with an environment that supports diversity in learning and self-expression, and with a curriculum supportive of multiculturalism. Berkeley City College hires faculty and staff that reflect the diversity of its communities and students.

***A Commitment to Preparing Students for Citizenship in a Diverse and Complex Changing Global Society.***

We value the fact that students live and work in an increasingly complex society and world. Strategic Intention: Berkeley City College faculty members prepare students with learning experiences that help them develop cultural and global perspectives and understanding.

***A Commitment to a Quality and a Collegial Workplace.***

We value the high quality that characterizes everything we do. Strategic Intention: The college implements review and improvement processes that constantly improves quality. The college develops leadership skills and respectful, close ties among all employee groups continuously improving the institution.

***The Importance of Innovation and Flexibility.***

We value innovation because it encourages our students to question the typical and expand their thinking in a flexible manner that allows them to understand life’s dynamic potential. Strategic Intention: We celebrate the maverick attitude which challenges conventional ways of viewing life.

**Our Vision**

Berkeley City College is a premier, diverse student-centered learning community, dedicated to academic excellence, collaboration, innovation, and transformation.

**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 *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.
* Positive recommendations from all the areas represented in the program.
* 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 Berkeley City 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)**

Berkeley City 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, especially Title V, bargaining agreements (regarding department chairs, program coordinators, and administration), licensing laws in particular occupations such as law enforcement, health care, and child care that may have specific provisions.