

New Program Guidelines

Before taking action in CIM, please complete the following form. The purpose of this form is to ensure adequate resources are available and there is a plan to offer this new program (per Title 5 requirements). Please work with your department chair, other discipline faculty, and Dean to provide accurate information.

Basic Program Information:

Division Career Education Liberal Studies Math, Science, etc. Public Safety Student Services

Department *Click here to enter text.*

Potential Title: *Click here to enter text.*

Units *Click here to enter text.*

Program Type: Associate Degree for Transfer (ADT) Associate in Science / Arts (AS/AA)

Certificate of Achievement (COA) Proficiency Award (PA)

Noncredit Certificate of Completion Noncredit Certificate of Competency

Does the program consist of new courses or existing? New Existing Both

Mission & Need:

Is the program appropriate to the mission of the California Community Colleges? Yes No

“To provide lower division college level and serves a purpose of transfer, occupational, basic skills, civic education, or lifelong learning.”

Is the program appropriate to the mission of Oxnard College? Yes No

“Oxnard College transforms lives by offering equitable access to multiple educational and career pathways. Our academic programs and student services prepare students to enrich their communities and to succeed socioeconomically, professionally, and personally.”

What “need” will the Program serve that is not currently being met?

What documentation could be provided to establish this need?

Enrollment Projections *Estimated number of students to graduate with the degree, certificate, or award.*

Can an advisory committee be formed? *Who in the community would be a part of that advisory committee?*

Adequate Resources:

Are there similar programs already in our service area?

Click here to enter text.

Can the courses in the program be realistically offered at least once every two years or more frequently if required in a low-unit certificate?

Click here to enter text.

Can the courses & programs be offered with existing Faculty, Facilities and Equipment? Yes No

If not, explain: *Click here to enter text.*

Please complete the Course Scheduling Form for the appropriate department [found here.](#)

(Contact the Curriculum Team for new courses & programs)

If the above information supports the creation of the program please submit the course proposal in CIM to begin the curriculum process.