NEW COURSE & DISCIPLINE PROPOSAL

After submitting the Curriculum Letter of Intent Form (CLIF), this form should be completed by the faculty author as preparation for proposing a new course in a new discipline. Your department Curriculum Committee representative and Dean can assist you in completing it appropriately. Please send the completed form to the curriculum team at OCCurriculum@vcccd.edu to be placed on the next CIA workgroup agenda. The purpose of this form is for interdisciplinary communication and efficient workflow. The responsibility to rigorously review and approve new curriculum remains with the curriculum committee. Fill out as best you can, the CIA workgroup can assist with any areas left blank. If you are proposing a new program as well, please complete that form found here. The CIA Workgroup will review this form and consider factors, such as projected resource and facility needs against college enrollment growth potential.

BASIC COURSE INFORMATION:

Faculty Author: Ex: Corey Condor   **Division:** Choose an item.

Department: *Engineering*   **Discipline:** *Aerospace*

Potential Title: *Introduction to Aerospace Engineering*   **Course Level:** Choose an item.

If proposing more than one course, do the answers in this form apply to any subsequent courses?   ☐ Yes   ☐No   ☐N/A

What purpose will the course serve? (Evidence of need/justification)
Click here to enter text.

Brief Course Description

This course explores the basics of the Aerospace field…

Enrollment Projections   *Estimated number of students to register for the course per semester.*

DEPARTMENT CAPACITY:

Can the courses be offered with existing faculty, facilities, and equipment? ☐ Yes   ☐No
If yes, what or how would existing resources be used? If no, what resources are needed and how will they be funded?
Click here to enter text.

COURSE OFFERING:

Can the course be realistically offered *at least* once every two years or more frequently if required in a low-unit certificate? Please describe how the course would be offered.
Click here to enter text.

Please request a Course Scheduling Form from by emailing OCCurriculum@vccccd.edu

PROGRAMS IMPACTED:

What existing programs will this course be added to?

Include Program Title and Award Type. Ex: Engineering, AS-T

Does this course require a new program (degree or certificate) to be created? ☐ Yes   ☐No

If yes, what other courses will be included in the new program and what type of program will it be?

If yes, please complete the New Program Proposal form found here.

Please submit the completed form via email to OCCurriculum@vcccd.edu.