

NEW PROGRAM PROPOSAL

After submitting the Curriculum Letter of Intent Form (CLIF), this form should be completed by the faculty author as preparation for writing a new Degree or Certificate. 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 programs 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 new courses 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 PROGRAM INFORMATION:

Faculty Author: *Ex: Corey Condor*

Division: Choose an item.

Department: *Engineering*

Discipline: *Aerospace*

Potential Title: *Aerospace Engineering*

Units: *Click here to enter text.*

Program Type: Choose an item.

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? (Please include employment data if available.)

What documentation could be provided to establish this need?

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

If a CE discipline, 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, if so, where? (The South-Central Coast Region includes Cuesta, Allan Hancock, Santa Barbara, College of the Canyons, and Antelope Valley)

Click here to enter text.

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.

If the program would be in an existing discipline, please complete the appropriate [Course Scheduling Form](#) to show evidence of courses being offered at least every 2 years. If a new discipline is required, request a form by emailing OCCurriculum@vcccd.edu.

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