

Los Medanos College
New Instructional Program Proposal – Phase 1
DRAFT 1-4-05; Revised October 2010

Date: _____

Primary Contacts: _____(faculty); _____(dean)

Program Name: _____

Mission/Goals

Describe the purpose and goals of the program. Who is it designed to serve? Will the program offer an Associate Degree? A Certificate of Achievement?

Rationale

What role would this program fulfill in the college curriculum? Why is it important to offer this program?

Curriculum and Needs Assessment/Feasibility

List the proposed new courses for the program, including the title, number of units, and a brief course description.

List the course requirements for the major.

List the proposed sequence of program-specific courses and the projected enrollment:

Fall-Year 1 (list the courses to be offered each term and the projected enrollment)

Spring-Year 1

Fall-Year 2

Spring-Year 2

Projected number of students in the program*:

Fall-Year 1 _____; Spring – Year 1 _____

Fall-Year 2 _____; Spring – Year 2 _____

* Unduplicated total headcount in program-specific courses.

Enrollment projections are based on: [enrollments in experimental (900) courses to be included in the program; enrollments in similar programs in the college or nearby colleges; etc.]

Projected Annual FTES (to be completed by the Office of Instruction)

Year 1 _____

Year 2 _____

Do other colleges in the district or in neighboring districts offer a similar program? If so, provide the rationale for duplicating it at LMC.

For new CTE programs: provide labor market information and job market projections that support the establishment of this program. Sources for this information are provided in the Program and Course Approval Handbook (Chancellor's Office). Also include the results of discussions with key local employers/potential advisory committee members.

What other departments at the college could be affected by adding this program? Explain and include the results of preliminary discussions with the affected departments.

Staffing

Describe the initial staffing needed for the program, including the approximate number of full time and part time faculty and classified staff.

Will new hires be required in order to offer the program? If so, are the pools of full time and/or part time faculty expected to be sufficient?

How will the staffing needs change in years 2-4?

Operating Budget

Outline the initial budget required to fund the program. Briefly explain any budget item as needed to make the purpose clear.

Staffing (Types: hourly classified, reassigned time, stipends, student – do not include faculty or permanent staff)

Supplies

Consultants

Travel

Interprogram (Copies, postage, etc.)

Equipment (list all major equipment)
See Instructional Technology Department for recommendations and cost estimates

What additional costs should be anticipated in subsequent years?

Facilities

Describe the facilities needed for the program in the first year (classrooms, labs, offices, other).

What additional facilities needs should be anticipated in subsequent years?

| Reviewed by:

_____ Senior Dean of Instruction

_____ Academic Senate President

_____ President