

# New Course Information Form

Los Medanos College, 2700 East Leland Road, Pittsburg CA 94565

1. **Course author(s):**                                  **Department:**                                  **Date:**
  
2. **Area/No.:**    **Title:**    **Units:**
  
3. **Under what existing program will this course fall?**
  
4. **Is this course an expansion of an existing program?**  
a.  Yes                                  ( *Required* or  *Optional*?)                                   No
  
5. **Could this course be part of a new program in the future?**  
a.  Yes                                   No
  
6. **Is it part of a proposed new program?**  
a.  Yes                                   No
  
7. **Please state the rationale for proposing the course. Include need and method of determining need. If program is new, attach LMC Preliminary Proposal – New Instructional Program form (precedes state program approval application).**
  
8. **Is this course being proposed as: (check all those that apply)**
  - a.  Part of the LMC General Education Package
  - b.  An LMC proficiency/graduation requirement-- which one?
  - c.  Part of a course sequence in a major or vocational program -- which one? -
  - d.  \_\_\_\_\_ A certification or licensing course
  - e.  A job preparation course
  - f.  A transfer course
  
  - g.  CSU -- If Area A-E general ed., which area?
  - h.  UC -- General Education?
  - i.  IGETC
  - j.  CAN -- Which CAN?
  - k.  CAN sequence – which sequence?
  - l.  Elective
  - m.  Other

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**9. How might this course impact other curricular areas?**

**a. Which faculty in that area have been consulted?**

**b. If issues or conflicts were discovered, how were they resolved?**

**10. What are the budget implications of this course?**

**11. Within the two year course offering cycle, what are the expected enrollments for the course?**

**12. What student groups are most likely to enroll?**

**13. What is the current productivity (FTES/FTE) for courses in the program review “family” of the proposed course?**

**14. Has an advisory committee been established and consulted?**

a.  Yes  No

**15. Is there any additional information pertinent to the Curriculum Committee’s evaluation of this course proposal?**

**16. Will out of the ordinary supplies or facilities be necessary?**

a.  Yes  No

**17. Will there be a request for tutoring funds?**

a.  Yes  No

**18. Will special equipment or additional staffing be necessary?**

a.  Yes  No

**19. If yes, explain. Include implications for classified as well as certificated staff.**