New CE Program - Approval Process

1. New CE program is discussed by the department and its division Dean
2. Ask for program recommendation at Advisory Committee meeting
   a. The Curriculum Specialist will need to submit advisory committe minutes to CCCCO that include attendance and program recommendation
3. Request Labor Market Information (LMI) for Programs Placement Council (PPC) from Centers of Excellence: https://coeccc.co1.qualtrics.com/jfe/form/SV_5ulwFmS203mbVKl
4. Submit Program Placement Council (PPC) form with attached PPC LMI
   a. Contact the Curriculum Chair or Curriculum Specialist for the link to the PPC form
5. Program approved by PPC
6. Request full LMI report here: https://coeccc.co1.qualtrics.com/jfe/form/SV_brb3ibflTxmTj7v
   a. The Curriculum Specialist will need to submit the full LMI report to CCCCO
7. Program can now be developed in SOCRATES
8. The Curriculum Specialist will send you a program narrative template to complete. The program narrative will be submitted to CCCCO
9. Program moves forward into Tech Review
   a. Program Narrative must be completed before moving past Tech Review
10. Program moves forward to SCC Curriculum Committee
    a. First reading
       i. Faculty developer makes edits to program if necessary
    b. Second reading
       i. Program approved by SCC Curriculum Committee
11. Program moves forward to District Curriculum Coordinating Committee (DCCC)
    a. First reading
       i. Faculty developer makes edits to program if necessary
    b. Second reading
       i. Program approved at DCCC
12. Program moves forward to Board of Trustees
    a. Program approved by Board of Trustees
13. Curriculum Specialist submits program recommendation application to North Far North Regional Consortium (NFNRC) for approval. NFNRC minutes with program recommendation will be submitted to CCCCO
14. Program put in CCCCO status in SOCRATES
15. Instruction Office can now apply for program approval from the California Community Colleges Chancellor's Office (CCCCO)
    a. Paperwork needed
       i. Program Narrative
       ii. Full LMI report
       iii. Advisory Committee minutes
       iv. NFNRC program recommendation minutes
    b. All Course Outlines of Record (CORs) in program must be approved and active in Chancellor's Office Curriculum Inventory (COCI) system before submitting program
16. Program Approved by CCCCO and receives its State Program ID number
17. Program added to PeopleSoft and catalogued in SOCRATES
18. New program is now ready for next catalog or catalog update