

Instructions to Complete a Program Change

This is an overview of major changes as a part of a program change. All pages and fields may not be addressed. For more information, contact the Curriculum Specialist or Curriculum Co-Chair.

1. Find the program you want to change
2. Click on the 'Modify' button



3. Select 'Program Change' from the dropdown and click the 'Create' button
4. Complete each page of the program checklist. Some things may need to be updated, while other items may not need to be changed.

Planning Summary	21/22
Catalog Notes	
Co-Contributor	
Program SLO	1/1
Transfer Program	
Mission and Curriculum	4/4
Vocational	
Program Prerequisites	
Proposed Four-Semester Curriculum Sequence	
Program Requirements	
Attach Files	

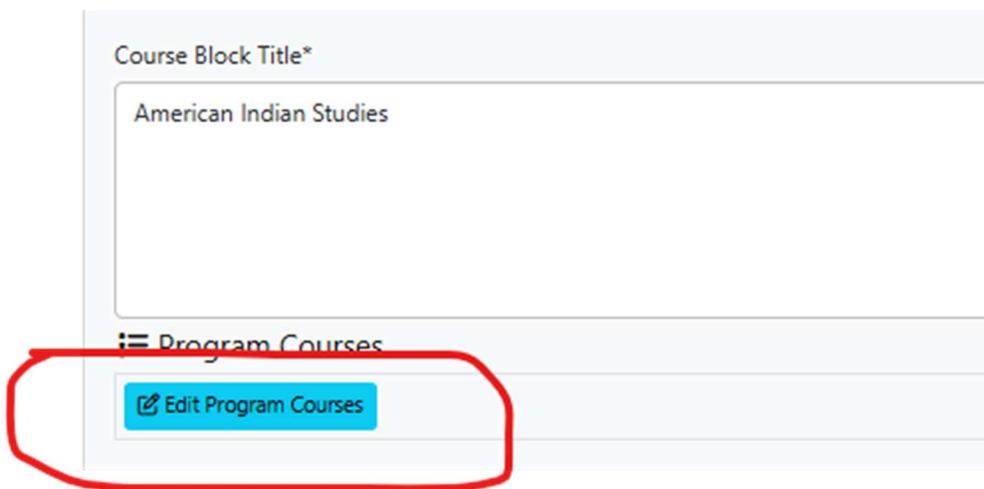
5. Program SLO – At least two program SLOs are required. Enter a short name for each, and the outcome.
6. Update the 'Mission and Curriculum Page' for Recency. Fields on this page include:
 - a. Catalog Description – Ensure the catalog description is still relevant. Are there outdated terms or information that needs to be updated? Descriptions should not include room numbers, phone numbers, or personal email

addresses (a department email as opposed to a specific person) as these items may change and provide students with incorrect information.

- b. Program Goals and Objectives – Ensure these are current and reflect the current direction of the department, align with the description and the Program Learning Outcomes.
- c. Place of Program in Curriculum/Similar Programs – Where is the program housed? Are there similar programs or programs aligned with this one? Is this program a stackable certificate or preparation for another academic goal?
- d. Similar Programs at Other Colleges in the Service Area – Are there other colleges that offer this program in North County? List them here.
- e. Master Planning – How does this program align with Palomar College’s Mission, Vision, and Values? Does it prepare for job readiness or transfer? Refer to the college’s mission statement for more information.

7. Add courses to the program using the ‘Program Requirements’ tab. To do this:

- a. Choose the appropriate block to add the course. To add a new block, click ‘Add.’
- b. Once a block is chosen, click the ‘Edit Program Courses’ button



- c. Click the ‘Add’ button to add a course option. To remove a course, select the ‘remove’ button.



- d. Select the appropriate option from the dropdown. Options are as follows:

- i. Course Requirement – Use this option to add a course to the overall block
 - ii. Group – Use this option to create another group of courses, *e.g., a Language Requirement group could list language course options from which students may choose*
 - iii. Non-Course Requirement – Use this option to create a requirement which is not a course, *e.g., Student must be CPR certified*
8. Choose the subject and course number for the course you want to add
9. Complete the ‘Course Sequence’ information. These numbers do not have to be exact. Definitions are as follows:
 - a. Term/Year – Indicates whether the course is likely to be offered as a fall or spring course and the year a student would likely take it. This information is based upon the 2- year, (four semester) pathway a full-time student would take to complete the program. This does not mean that every student would fall into this category but is based upon a community college associates degree pathway.
 - b. Annual # Sections – Number of sections of the course planning to be offered per year. Year 1 is the total for the first year. Year 2 is the total for the second year.
 - c. Completers – Estimated number of students to complete each year
 - d. *Again, this information does not have to be exact. Estimates are fine.*

Once all tabs of the checklist are completed, the ‘Launch’ button becomes active. Click to launch the program into the approval process.

