Attachment C

New Instructional Program Proposal

Phase 1 - Planning

Discipline: ESL Title: Computer Skills for ESL

Award Type: ☐ AA/AS Degree ☐ AA-T/AS-T ☐ Cert. of Achieve (18+) ☐ Cert. of Achieve. (12-17) ☐ Cert. of Prof. ☑ Cert. of Completion

Program Goal: ☐ Transfer Only ☐ CTE/Transfer ☐ Career Tech. Only ☐ Other (Local Need) ☐ Community Ed.

T.O.P Code (CB03) Click for TOP Codes T.O.P. Code 4931.00 Vocational ESL

SAM Code (CB09) ☐ E=Non-Occupational ☑ D=Possible Occupational ☐ C=Occupational ☐ B=Advance Occupational ☐ A=Apprenticeship

Justification/ Evidence of Need: We want to create shorter courses (8 weeks instead of 16) so that there are more entry points for the students. Also, there are no pre-reqs so students can enter at any point. The last course (NESL 984) includes updated technology.

How does this program meet the mission of the district? Click for Palomar College Mission: The courses will prepare students to be more confident performing basic computer tasks in the workplace or college level courses for career, associate or transfer degree programs.

Description: The three computer skills courses are designed to equip non-native speakers of English with basic computer literacy and skills needed to be successful in today's digital world.

Courses (*List courses*): Existing: NESL 983 New: NESL 982, 983, 984

Faculty: Existing: 7 New (FTEF): none needed Special Minimum Quals: none

Staff Existing: 7.45 New (FTE): none needed Titles:

Enrollment: Expected: 30 FTES:

Overlap (District): Departments: no ESL overlap

Outcome of Overlap Discussion:

Similar Programs in our Area: NCESL 81 ← Mira Costa offers a computer class for ESL, but not a certificate Colleges where overlap may exist: none Program Name: none

Requirements: Classroom: ☑ Lecture ☐ Lab Space: computer lab (H-121)

IT Computers Macs/PCs ~~MAC~~ PC Software Other Equipment ☐ Yes ☑ No

Outside Accreditation: — Licensure: Office, Typing CTE Regional Approval: ☐ Yes ☑ No

Is this a General Education Program? (51% or more courses transfer) ☐ Yes ☑ No Is this a Transfer Program? ☐ Yes ☑ No

Funding: General Fund: — Grant (Name): — Length of Grant: —

Resources: Startup Costs: — Ongoing: — Service/Maintenance Agreements: —

Post Grant Funding Plans:

Phase 2 - Validity, Cost, Mission

Comments required *(Indicate support or potential problems/recommendations. Overlap should be considered.)*

Faculty (Originator) Vickie Mellos

Dept. Chair Tracy Fung

Articulation Officer Benjamin Mudgett

Dean Shayla Sivert

Instruct. Svcs. Rep Cheryl D. Kearse

Overlap: ☐ Yes ☑ No

Recommendation: ☐ Move to IPC ☐ Return ☐ Not Viable at this Time

Phase 3 - Instructional Planning Council

The program addresses the District's global instructional and enrollment management needs: ☐ Yes ☐ No

The District has the resources to initiate and sustain the program: ☐ Yes ☐ No

Outside Funding and/or Institutionalization of Program's Budget into General Fund (Sustainability)

Feedback/Comments

Recommendation: ☐ Build in Curricunet ☐ Return Reason

Phase 4 - Curricunet Input and Pre--Launch

Curricunet --->Regional Dean Consortium (CTE only) --->Curriculum Committee --->Faculty Senate --->Governing Board --->Chancellor's Office