



Proposal of New Program to Academic Senate

Instructions: Please submit your completed form to the administrative assistant on Academic Senate. Submissions must be at least one week before the Academic Senate votes to approval your proposal.

1. Name of faculty contact and name of proposed program with brief description

Jill Carbone. Career Exploration and Preparation Certificate (CDCP certificate of achievement for workforce preparation). The certificate is comprised of two new non-credit courses: Career/Major Exploration (NPCN 209) and Career Preparation (NPCN 211) that will be offered during Career Jam Fall 2024.

2. Support for the program on campus and/or state mandate

The proposed certificate and courses have received positive feedback and support from the Counseling Department, Career Center, VP Academic Services, REACH, Curriculum Specialist and Curriculum Committee chair. I will present Career Jam to the CTE committee Feb. 28.

3. Anticipated resources and costs, including classified professional support and administrative oversight

If approved by the state as CDCP, the college will be given funds to pay for instruction. Career Preparation course = 0.43 CAH. Career/Major course = 0.28 CAH.

Career Jam will require classrooms or computer rooms that can hold 20 students each with access to a computer.

I do not anticipate administrator oversight or additional costs at this point.

4. Mission appropriateness

The Career Exploration and Preparation Certificate is aligned with the College's Mission of supporting students' completion of academic and career goals. The focus of the Career/Major Exploration course is to help students determine and enter their path. The aim of the Career Preparation course is to increase job-readiness for students to enter the workforce.

5. Curriculum required

I will submit curriculum proposals for the certificate, new courses, Degree & Certificate Map, PSLOs and SLOs to the Curriculum Committee spring 2023.

6. FTES and FTEF required (if applicable)

The Career Preparation course requires 0.0287 FTEF

The Career/Major Exploration course requires 0.0187 FTEF

8. Outcomes (How will success be measured?)

Outcomes will be measured by enrollment numbers and with a satisfaction survey of students.

9. Plan for funding termination (Institutionalization?)

If the State approves this program as CDCP and will therefore receive enhanced funding to support instruction, I believe it can be institutionalized at the College. This follows the model of Math Jam.