**Basic Information**

**Name of Program:** *Fill in your information here*

**Contact Name and Title**:

**Department:**

**Supervisor:**

**Program-Specific Information**

**Date, Year, and Term of Proposed Implementation:**

**Program Award:**

\_\_Less than 1 year certificate

\_\_1 year certificate

\_\_2 year certificate

\_\_Career Pathway certificate

\_\_Degree

**Number of Credits:**

**New Program/Certificate Title**:

**Program Description *(This is the description that will appear in the catalog, so make sure it is exactly what you want)***

**Labor Market Need *(Brief description; you will also need to complete an LMI worksheet, EXCEPT for Career Pathways Certificates)*:**

**Target Student Population:**

**Program Outcomes: (please list numerically)**

**Program Impacts:**

\_\_Standard Instructional Costs (staff, materials, equipment or facilities) are required.

\_\_Additional instructional costs ((staff, materials, equipment or facilities) are needed.

\_\_Impact to other divisions in terms of scheduling or staffing.

**Program Impact Description (for any of the program impacts listed above, please describe):**

**Additional Instructor Requirements (FT/PT, number, qualification, ability to recruit):**

**Program Standards**

*Using new or parent program information, create a short description that provides the requested data. These descriptions will be entered exactly as they appear in the New Program From into the official record with the State of Oregon. The maximum number of characters for each standard is 4,000.*

**Standard A – Need:**

***The community college provides clear evidence of the need for the program.***

**Standard B – Collaboration:**

***The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.***

**Standard C – Alignment:**

***The program is aligned with the appropriate education, workforce development, and economic development activities.***

**Standard D – Design:**

***The program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.***

**Standard E – Capacity:**

***The community college identifies and has the resources to develop, implement, and sustain the program.***

**Proposed Courses – please attach course outlines**

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| **Course #** | **Course Title** | **Credits** |
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|  | Total credits for Program |  |

**Additional Process Items**

*Please check all of the additional forms and documents you have completed and submitted to Curriculum Committee. Links to fill-able versions of these forms can be found at* [*http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces*](http://umpqua.edu/resources-and-services/faculty-and-staff/committees-taskforces)*.*

\_\_**Required: Labor Market Information (LMI) Form (not needed for Career Pathway Certificate)**

\_\_**Required: Course Outlines for all courses**

\_\_**Specialized Form: Advisory Committee**

\_\_**Specialized Form: Start Up Budget**