

## Purpose of this Handbook

This handbook is intended to help new and experienced faculty at Cerro Coso Community College in the process of curriculum development including creating new courses, updating existing courses, and proposing or modifying programs. It provides information, guidance, how-to-guides, and other tools for faculty and administrators. This handbook is subject to change as new questions and resources arise.

## Curriculum Committee Purpose

The Curriculum Committee promotes development of curriculum, in cooperation with the instructional departments, that meets the identified needs of the students, community, regional work places, and global society; reviews and recommends changes in instructional programs and courses, implementation of graduation and breadth requirements, and identifies courses that meet them; ensures compliance with statewide educational policy and articulation with other educational institutions; and examines topical instructional issues of major importance to the college.

Effective practices for curriculum approval:

1. Appropriateness to Mission
2. Need
3. Curriculum Standards
4. Adequate Resources
5. Compliance (Title 5)

## Faculty Responsibility for Curriculum

The college faculty is responsible for initiating curriculum development and revision. Title 5 (53200 b) “10 + 1” requirements state “Academic and Professional Matters” include policy development and implementation of the following:

1. Curriculum including establishing prerequisites and planning courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

## Reviewing a Course or Program for Approval

The following questions should be kept in mind as a committee member reviews curriculum proposals:

- Does the course or program fit the mission of the college?
- Is the course or program appropriate for the college level?
- Is the incorporation of critical thinking apparent throughout the outline, particularly in the description, learning outcomes and objectives, and instruction and evaluation methods?
- Does each part of the outline integrate with and reinforce other parts of the outline?

### STANDARDS FOR APPROVAL

All credit and noncredit courses offered by a community college are subject to the approval by the district governing board (“local approval”). All of these courses must be reviewed by CIC. CIC and the governing board must then determine that the course meets the standards of Title 5. Curriculum approval at the local level plays a central role in ensuring that all students receive the same quality of instruction. This is also a fundamental mechanism that engages faculty in the design and evaluation of curriculum and its effectiveness in helping students.

Requirements for local curriculum approval include

- Local CIC approval of all credit courses or sequences of courses that constitute a program
- CIC review has been established by a mutual agreement between the college and district and the Cerro Coso Academic Senate
- CIC shall recommend approval of the course only if the course
  - Covers appropriate subject matter, and
  - Uses resource materials, teaching methods, and standards of attendance and achievement deemed appropriate by CIC
- The Course Outline of Record (COR) specifies the scope, content, instructional methodology, and methods of evaluation for determining whether the stated objectives have been met.

At Cerro Coso this is done by faculty proposal of new, revised, updated, or deleted courses or programs. These proposals are submitted to the process of technical review and then placed on the CIC agenda for two different reviews by the committee (with the exception of course updates which only require one review). Once approved by the committee, the CIC Chair then advances them forward to the Vice President of Instruction and Instruction Office Specialist for review by the Board of Trustees.

For more information, see:

- Title 5, sections 55002, 55002.5, 55003, 55062
- Program and Course Approval Handbook 6<sup>th</sup> ed., page 40
- ASCCC Paper “The Course Outline of Record: A Curriculum Reference Guide Revisited” (2017)
- Education Code, section 66010.4

**Program Narrative**

**College** Cerro Coso Community College  
**Program** Computer Application Specialist Certificate of Achievement  
**Program Goal** CTE  
**TOP Code** 0702.10 Software Applications  
**CIP Code** 11.0899 Computer Software and Media Applications, Other.

**Objectives**

Program goal is to address an occupational need in the region. The computer application specialist program is a revision of the prior business office technology program at Cerro Coso Community College. This skills degree provides students with the computer software specialist skills to be utilized in the information technology environment. The courses are designed around the Microsoft Office Specialist certification exam to provide preparation to take the exams in addition to Google applications, cloud and data analytic tools. This skills' Associate of Science degree prepares students for a variety of information technology positions in the ICT industry sector, such as data analyst, help desk technician, office specialist, database-entry specialist, computer operator, and other general office positions.

**Catalog Description**

The Computer Applications Specialist Certificate of Achievement (26 units) is designed to develop integrated application software skills for an increasing information technology field. Upon completion of this certificate, students demonstrate upper computer application specialist skills with the ability to integrate and use software tools to provide employers with superior skills and efficiency. This program prepares students for careers such as data analyst, help desk technician, office specialist, database-entry specialist, computer operator, and general office positions.

Each course for this certificate must be completed with a grade of "C" or better.

**Program Requirements**

Course	Title	Units	Year/Semester (Y1 or S1)
IT C101	Introduction to Computer Information Systems	3.0	Y1/S1
IT C121	Microsoft Word	3.0	Y1/S1
IT C123	Microsoft Excel	3.0	Y1/S2

Course	Title	Units	Year/Semester (Y1 or S1)
IT C125	Microsoft PowerPoint	3.0	Y1/S2
IT C127	Introduction to Databases with Microsoft Access	3.0	Y1/S2
IT C130	Professional Information Management Tools	3.0	Y2/S3
IT C135	Adobe Acrobat	2.0	Y2/S3
BSAD C222	Data Analytics	3.0	Y2/S4
IT C260	Computer Specialist Professional	3.0	Y2/S4

**Master Planning**

The mission of Cerro Coso Community College is to improve the life of every student it serves. Through traditional and distance delivery, Cerro Coso Community College brings transfer preparation, workforce education, remedial instruction, and learning opportunities that develop ethical and effective citizenry to the rural communities and unincorporated areas of the Eastern Sierra. In doing so, we promise clarity of educational pathways, comprehensive and equitable support services, and a commitment to equity.

This award fits the mission of the college by preparing students in workforce education.

**Enrollment and Completer Projections**

The Business Office Technology (BSOT) program served the Microsoft Office courses in the past, but were split up into one-unit sections so students could not easily complete the Office product software skills development in one semester. Additionally the BSOT program focused on the office environment targeting clerical assistance and administrative assistance which were not highly paid. Persistence and completion in these courses was challenging. The new Computer Application Specialist changes the emphasis from the “office” environment to the “software” environment which has wider application to other fields. The courses are redesigned with this new emphasis in addition to being combining the one-unit courses into a comprehensive 3-unit course so that when students take Microsoft Word, they learn the entirety of the application. Additional software packages (Adobe, Google) and collaboration cloud tools and data analytics raise the level of these completers and will provide them with high paying jobs.

As noted above, the enrollment, persistence and completer information in the BSOT was challenging. Students would take one to two levels a semester and then not complete the last course. This new design and emphasis is projected to increase enrollment, persistence and completion.

Estimated 15-20 completers annually.

### **Place of Program in Curriculum/Similar Programs**

Four of the courses are used in other programs. The BSOT C075 (Computer Literacy) and IT C101 are used in multiple programs and will have not changes that will impact those other programs. The BSOT C121 and C123 are used in the Medical Assisting program and we have notified them of our intent to redesign these course combining them and raising the unit value. They may decide to create their own introductory level to meet the needs of their programs.

### **Similar Programs at Other Colleges in Service Area**

There are no other colleges in our service area and the program does not represent unnecessary duplication. The program does not represent unnecessary duplication of training programs and other regional colleges offering a similar program are too far away to impact employer's needs in our service area.

### **Required Documentation**

- Current Labor Market Information and Analysis
- Advisory Committee Meeting Minutes (showing program recommendation)
- Regional Consortia Approval for Recommendation

### Narrative Template

#### ITEM 1. PROGRAM GOALS AND OBJECTIVES

**Program Goal:** Career Technical Education (“CTE”)

The registered nursing program is a new occupational program at Cerro Coso Community College. This program will give new dimension to the vocational programs of the college and will prepare students to serve as registered nurses in a variety of healthcare environments. Upon completion of the program, the graduate is qualified to take the National Council of State Board of Nursing (NCSBN) NCLEX-RN examination.

The mission of the associate degree in nursing (ADN) program is to provide an innovative, student-centered, educational program that prepares students as candidates to become registered nurses to provide safe, quality, and evidence-based nursing care. The program prepares students to practice nursing in a variety of healthcare environments with input from the community represented through the program's advisory committee.

The ADN program is not considered a transfer program; however, the nursing program graduates are prepared with necessary nursing knowledge, skills, and competencies to continue their education in a higher degree pathway. The nursing program has articulation agreements with upper-level institutions in California to assist students in their quest for a baccalaureate degree pathway.

#### Program Learning Outcomes

Upon successful completion of the ADN program, the student will be able to

1. Provide safe, quality, and evidence-based patient-centered nursing care to diverse populations across the lifespan in a variety of healthcare settings.
2. Participate in quality improvement processes to improve patient care outcomes.
3. Effectively participate in teamwork and collaborate with members of the interprofessional team, the patient, and the patient’s support system.
4. Effectively use information management systems and patient care technologies to communicate, manage knowledge, mitigate error, and support decision making processes.
5. Implement leadership, management, legal, and ethical principles to guide practice as a registered nurse.
6. Promote a culture of caring in all healthcare environments.

#### Student Selection and Fees

To be eligible for enrollment in the ADN program, the student must meet the following criteria:

- Graduation from an accredited high school, or
- Successful completion of General Education Development (GED) or California High School Proficiency Exam (CHSPE) or High School Equivalency Diploma (HiSET).

These requirements are defined by the current Nurse Practice Act, Title 16, California Code of Regulations, Section 1412. Students already with an associate degree in arts (AA) or an associate degree in science (AS) or higher do not need to submit proof of high school graduation but must submit proof of

AA/AS degree completion (in progress not accepted). Graduates from outside the US must have transcripts evaluated by a National Association of Credential Evaluation Services (NACES) approved independent agency.

The program is selective. At Cerro Coso Community College, the ADN program has adopted a combination of multi-criteria selection process for admission (Education Code Section 78261.5). The multi-criteria selection process will be utilized to identify the most qualified candidates for admission. Each incoming cohort will be selected based on the following criteria:

- Academic degrees
- GPA averages in sciences (Anatomy, Physiology, Microbiology)
  - Repeats in science prerequisites receive penalty points
- GPA in non-science courses (English, Math)
- Relevant work experience or volunteer work
- Life experiences/special circumstances
- Veteran status or eligible spouse status
- Language proficiency
- Diagnostic assessment (NLN pre-exam)

Meeting all these requirements does not guarantee acceptance into the nursing program. There will not be a waitlist, therefore students must reapply each year. The college's ADN application describes the criteria in much more detail.

Finally, in terms of fees, as a condition of enrollment into the ADN program, the student is required to provide the following:

- Current physical examination (3 months within start of program)
- Current immunizations to include TB clearance
- Drug screening (completed in program)
- Background check
- Current AHA – BLS CPR card

Students are additionally responsible for uniforms, necessary equipment, and transportation to off-campus clinical sites.

## **ITEM 2. CATALOG DESCRIPTION**

The Registered Nursing Associate in Science Degree (ADN) (79 units total, 53 units in the major) is designed to prepare students for careers as registered nurses. Upon successful completion of the program, students demonstrate mastery of basic healthcare essential skills including critical thinking and problem-solving abilities. These skills can be applied to careers within the healthcare community including hospitals, clinics, skilled nursing facilities, and schools.

This degree is not specifically designed for transfer. Courses required for the major at Cerro Coso Community College may not be the same as those required for the major at a four-year school. Students who plan to transfer should consult a counselor or advisor and <http://www.assist.org/> to identify the courses needed for the major at the transfer school and to develop an education plan.

Students must complete a minimum of 60 units, including the courses listed in the major and general education requirements, with an overall GPA of 2.0 or better, and a grade of “A,” “B,” or “C,” in all courses for the major. A minimum of 12 units must be completed at Cerro Coso Community College. Completion of the Cerro Coso local general education pattern does not prepare students for transfer. Students should consult with a counselor or educational advisor regarding general education options.

**ITEM 3. PROGRAM REQUIREMENTS**

***Prerequisites***

A grade point average (GPA) of 2.5 is required for all ADN prerequisite courses.

\* - indicates courses that are conducted via distance education during emergency conditions only.

- BIOL C251 – Human Anatomy (4 units) \*
- BIOL C255 – Human Physiology (4 units) \*
- BIOL C262 – General Microbiology (4 units) \*
- CHEM C101 - Introduction to Chemistry (4 units)  
or CHEM C111 – General Inorganic Chemistry I (5 units)
- ENGL C101 – Freshman Composition (4 units)
- MATH C121 – Probability and Statistics (4 units)  
or MATH C121H – Probability and Statistics: Honors (5 units)
- PSYC C101 – General Psychology (3 units)  
or PSYC C101H – General Psychology: Honors (4 units)

**Associate Degree in Nursing Program Curriculum**

Note: all classes are required core classes.

Discipline/#	Course Title	Units	Cal-GETC	District GE	Sequence
NURS C150	Fundamental Concepts	4.0			Year 1, Fall
NURS C151	Adult Care Concepts	4.0			Year 1, Fall
NURS C152	Critical Thinking for the Registered Nurse	2.0			Year 1, Fall
PHIL C141	Ethics	3.0	3.0	3.0	Year 1, Fall
NURS C153	Adult Care Concepts II	6.0			Year 1, Spring
NURS C154	Reproducing Family Concepts	4.0			Year 1, Spring
SPCH C101	Elements of Speech	3.0	3.0		Year 1, Spring
NURS C250	Mental Health Concepts	4.0			Year 2, Fall
NURS C251	Adult Care Concepts III	6.0			Year 2, Fall
ETHN/ANTH C141 or	Introduction to Native American Studies or	3.0	3.0	3.0	Year 2, Fall



Discipline/#	Course Title	Units	Cal-GETC	District GE	Sequence
ETHN/SOCI C210	Race and Ethnicity in Film				
NURS C252	Pediatric Concepts	4.0			Year 2, Spring
NURS C253	Adult Care Concepts IV	6.0			Year 2, Spring
NURS C254	Transition into Nursing Practice	1.0			Year 2, Spring
HIST C131 or HIST C132	History of the United States to 1877 or History of United States from 1877 to Present	3.0	3.0	3.0	Year 2, Spring

**Required Major Total:** 53 units (does not include the program prerequisite classes)

**Completion of CalGETC pattern:** 34 units

(Possible double counting: 12 units)

**Completion of District (College) GE:** 26-28 units

(Possible double counting: 9 units)

**Transferable electives (as needed to reach 60 units):** 0

**TOTAL UNITS:** 79-87 units (assuming no double-counting; with double counting, minimum units can be as low as 70)

#### ITEM 4. MASTER PLANNING

The mission of Cerro Coso Community College is to improve the life of every student it serves. Through traditional and distance delivery, Cerro Coso Community College brings transfer preparation, workforce education, remedial instruction, and learning opportunities that develop ethical and effective citizenry to the rural communities and unincorporated areas of the Eastern Sierra. In doing so, we promise clarity of educational pathways, comprehensive and equitable support services, and a commitment to equity.

The proposed program contributes to the Kern Community College District's mission of providing workforce skills training through career and technical education programs and of preparing students with the skills to function effectively in the global economy of the 21<sup>st</sup> century. And it addresses the district's current strategic directions by ensuring student access and by providing workforce and economic development programs that respond to local and regional industry.

This associate degree fits the mission of the college and the mission of the California community college system by preparing students in workforce education.

#### ITEM 5. ENROLLMENT AND COMPLETER PROJECTIONS

Demand for a registered nursing program in our rural area of the state has been a constant drumbeat for the last several years. The local community was once served by an LVN-to-RN bridge program operated

by Bakersfield College, but that ceased operating in 2014. Since then, no college—community or 4-year—has offered, or even asked about offering, an RN program in our service area. But the hospitals still need registered nurses. No survey was deemed necessary as the advisory committee, local hospital partners, and students (for example, at outreach events and in appointments with counselors) have been clamoring for an RN program.

The 2022 Labor Market Analysis Registered Nursing report, completed by the Center of Excellence suggests that there is an undersupply of 1,228 trained registered nursing workers in the central valley region and 775 workers in the subregion. The occupational demand highlights that nearly 18,390 registered nurses were employed in 2021 throughout the South-Central Valley/Southern Mother Lode subregions and a projected growth rate of 10% is estimated for the next five years. The program will graduate only 10 students per cohort to start due to nursing board enrollment limitations. At some point in the future, this may go up to 20, but facilities limitations make this the maximum. The two community colleges closest to us, Antelope Valley College and Bakersfield College, have large waitlists for their RN programs. We do not expect any lack of demand. The proposal was regionally approved.

#### **ITEM 6. PLACE OF PROGRAM IN CURRICULUM/SIMILAR PROGRAMS**

1. No active inventory records need to be made inactive or changed in connection with the approval of this program.
2. The program does not replace any existing program(s) in the college's inventory.
3. The college currently offers a Licensed Vocational Nursing program that does not duplicate the curriculum of this program and that the college will run concurrently with the proposed Registered Nursing program.

#### **ITEM 7. PLACE OF PROGRAMS AT OTHER COLLEGES IN THE SERVICE AREA**

The Registered Nursing associate degree does not represent unnecessary duplication with other regional colleges. There are few other colleges to begin with that serve our vast rural service area north of the Antelope Valley and east of the Sierra Nevada mountain range, and none that offers this program.



**Program Narrative**

**College** Cerro Coso Community College  
**Program** Digital Media and Marketing  
**Program Goal** CTE

- Prepare individuals from the broader business community with fundamental skills in visual communication, such as creating and editing newsletters, advertisements, technical illustrations, photographs, web sites, and videos
- Equip middle-skill workers and business owners across industries with digital media skills for the purpose of marketing and communications with customers, colleagues, and stakeholders

**Catalog Description**

Digital Media and Marketing Certificate of Achievement (12 units): The purpose of this certificate is to equip individuals from the broader business community with fundamental skills in visual communication, such as creating and editing newsletters, advertisements, technical illustrations, photographs, web sites, and videos. Participants will also acquire skills in social media marketing. Those who work in business office technology, real estate, sales, marketing, administration, education, science, engineering, healthcare, small business, and other industries will benefit from these skills as they communicate with customers, management, investors, colleagues, students, patients, and the general public. Complete each course to be applied toward the certificate with a “C” or better.

**Program Requirements**

Course/Course Block	Credits
<i>Complete the following:</i>	
DMA C201: E-Commerce	3
<i>Complete three of the following:</i>	
DMA C107: Computer Illustration	3
DMA C131: Digital Video Production	3
DMA C102: Digital Imaging	3
DMA C111: Fundamentals of Web Development	3
<b>Total Credits</b>	<b>12 credits</b>

**Suggested Sequence:**

FALL	SPRING
DMA C107: Computer Illustration	DMA C102: Digital Imaging
OR	OR
DMA C131: Digital Video Production	DMA C111: Fundamentals of Web Development

OR	OR
DMA C102: Digital Imaging	DMA C201: E-Commerce
OR	
DMA C111: Fundamentals of Web Development	
<b>Total Credits: 3-12</b>	<b>Total Credits: 3-9</b>

### **Master Planning**

Labor market data, California Community College Chancellor's Office data, and our local advisory committee indicates that there is a need for equipping middle skill workers and business owners across industries with digital media skills for the purpose of marketing and communications with customers, colleagues, and stakeholders. As an online program, this certificate will meet this need in our service area and in California.

### **Enrollment and Completer Projections**

AY2018-2019 census day enrollments for 7 online sections of DMA C102, DMA C107, DMA C111, DMA C131, and DMA C201 were 179 with an average of 26 students per section. We project that the new student population that this certificate will attract will bring annual enrollment in these courses to 280 or more.

Projected Annual Completers: 20

Projected New Annual Labor Demand (CTE only): 100

### **Place of Program in Curriculum/Similar Programs**

The courses in the Digital Media and Marketing CoA are shared with the Web Professional AS and CoA (and two courses are shared with the Web Fundamentals CoA), however the targeted student populations differ. The Digital Media and Marketing CoA does not represent unnecessary duplication, but will rather complement the other awards by further strengthening enrollments that have been increasing during the past two years.

### **Similar Programs at Other Colleges in Service Area**

The Digital Media and Marketing CoA does not represent unnecessary duplication at other regional colleges. Neither Bakersfield College nor Antelope Valley College offers a similar program.

### **Required Documentation**

- Current Labor Market Information and Analysis
- Advisory Committee Meeting Minutes (showing program recommendation)
- Regional Consortia Approval for Recommendation