#### PORTERVILLE COLLEGE CURRICULUM PROGRAM REVIEW UPDATE

Name of Division: <u>Counseling</u> [Note: The information in this area will repeat on all pages.]	Contact Person: <u>Kendra Haney/Sherie B</u> urgess			
Please submit this form to the Curriculum Committee <b>before</b> adding the course to eLumen when proposing a new Course or a new Program. Once the form is received, the course and/or program will be added as a discussion items at the next available Curriculum Committee meeting.				
Please include this form as an attachment when submitting the course for final evaluation in eLumen.				
All new Courses/Programs must be directly tied to the Institutional Goals, Strategic Plan, Educational Master Plan, General Education Outcomes, and Institutional Outcomes as appropriate through the Division Program Review.				
Is this new Course/Program addressed in your <u>current</u> Program Review: YESNOX				
If YES, please attach the appropriate sections.				
If NO, please complete the attached New Course	Program documents.			

(For office use only) CONTENT REVIEW	PORTERVILLE COLLEGE VOTE	(For office use only) PROPOSAL VOTE			
Date	CURRICULUM COMMITTEE	Date			
Yes	CORRICOLUM COMMITTEE	Yes			
No		No			
Abstaining	<u></u>	Abstaining			
	<b>COURSE ADDITION</b>				
The items enumerated given to guide you in	below are to assist you in filling out the Course Addition Form. Short description completing this form	ons and examples have been			
ATTACH COURSE	OUTLINE				
1. INITIATED BY	Kendra Haney/Sherie Burgess Counseling				
	Instructor Division	Department			
2. Subject INS	T Number P101Z Title Beginning Applied Leadership	)			
Units 0	Lecture Hours 18 Lab Hours				
Computer Assis	ted Instruction Distance Learning				
must be included v INFORMATION	IEW orequisite or recommended preparation is listed below, content review forms (en with this proposal. Forms are available on the web under the Curriculum Comminibelow MUST BE IDENTICAL ON THE ATTACHED COURSE OUTI	ttee tab. ALL			
Prerequisite:	N/A				
Corequisite:	N/A				
Recommended Preparation:	N/A				
4. CATALOG DESCRIPTION  Provide a draft of the course description as you wish it to appear in the catalog. This must match the attached course outline.					
skills and prop	one. Total lecture 18 hours. The course is designed as an introduction to applied er knowledge to participate in student government. Students critically reflect on d review their own performance along with assessing the organizational environment.	their goals, objectives and			
5. REASON FOR A Provide a concise	DDITION statement as to why the course is being added. Be clear regarding the evidence of	of need for the addition of this			

Provide a concise statement as to why the course is being added. Be clear regarding the evidence of need for the addition of this course (e.g., articulation with other colleges/universities, student demand, recommendation from advisory committee or external accreditation review, campus program review).

This course is being added as a non-credit option for students wanting to take the course without the unit load. A new 0-unit certificate will be added at a later date.

6. DESCRIBE ANY FISCAL IMPACT THIS ADDITION WILL HAVE ON THE DEPARTMENT, COLLEGE AND/OR **DISTRICT:** Address significant changes in staffing, facilities, equipment, supplies, learning resources or state reimbursement (e.g. loss of eligibility for basic skills, matriculation, and/or other categorical funding). Example: Adding a component of computer assisted instruction to a class could mean a change in identification of facilities, the need to purchase computers and software and the need for additional staff. 7. CHECK ANY OF THE FOLLOWING CATEGORIES FOR WHICH THIS COURSE WILL BE USED. None a. AA/AS Degree Associate Degree for Transfer (ADT) c. d. Area of Emphasis Certificate of Achievement Certificate of Proficiency f. 8. GENERAL EDUCATION: Forms for the appropriate Associate Degree area are available from Instructional Operations. CSU and IGETC requests approved by the Curriculum Committee are submitted each December for review by the specific four-year system office. Not applicable General Education - Associate Degree Section Area General Education - CSU Certification Section Area General Education - IGETC Area Section 9. FOR ARTICULATION OFFICER USE ONLY: CSU Articulation Probability **UC Articulation Probability** Yes Yes No **CSU Transfer Probability** Yes **UC** Transfer Probability Yes Articulation Officer Date 10. THIS COURSE MEETS OR EXCEEDS STATE TITLE 5 STANDARDS AND CRITERIA FOR COURSES AND CLASSES (Check one) Credit course applicable as units to the associate degree (within degree/certificate requirements or elective toward graduation) – Title 5: Section 55002 Credit course not applicable as units toward an associate degree – Title 5: Section 55002

Basic skills (when designated as non-degree credit; courses in reading, writing, computation, and ESL) –

Title 5: 55002/55000(j)

|X | Noncredit course (offered for zero units) – Title 5: Section 55002

### 11. Porterville College CROSS-LISTING COLLABORATION AND LETTER OF INTENT

Cross-listed	X Yes No	The original Letter of Intent, with sign off by the affected department at
eress notes	<u> </u>	Porterville, must be included with this proposal. The Curriculum
		Committee will not review any proposal that affects any division or
If yes, please list cross-listed course(s)	INST P101	department at Porterville unless a completed Letter of Intent is on file. Please meet and collaborate with the appropriate chair or coordinator when this course modification affects another program or certificate or if this
Similarity in course content in another department	Yes No	course is to be cross-listed at Porterville.
If yes, please list similar cou	ırse	Date sent Date returned

To assess learning resources support for your course or program, please consult with your departmental liaison librarian to

#### 12. FOR LEARNING RESOURCES REPRESENTATIVE USE ONLY:

	determine the adequacy of the resources available and have the liaison librarian sign below.		
	Resources Adequate	Resources Require Upgrading Estimated Costs to Upgrade \$	
		Funding Available to Upgrade? Yes No	
	Christopher Eert	Apr 13, 2023	
	Departmental Liaison or Library Chair	Date	
13.	STUDENT LEARNING OUTCOMES		
	Please meet with the Student Learning Outcomes Coordinate Outcomes Coordinator sign below.	or to submit your SLOs for review and have the Student Learning	
	my	Apr 17, 2023	
	Student Learning Outcomes Coordinator	Date	
14.	VOTE OF DEPARTMENT		
	Indicate the date that the department met to consider the curridepartment, the number voting and the number absent at the	iculum proposal, the number of full-time faculty members in the time the vote was taken.	
	Date of meeting 04/17/2023 Number of fu	all time members in department 12	
	Yes 7 No 1 Abstair	ining 5 Absent 9	
15.	SIGNATURES		
I have reviewed this form for accuracy and completeness and recommend this course addition.			
	Stephanie Olmedo Hinde (Apr 17, 2023 13:33 PDT)	Apr 17, 2023	
	Department Chairperson/Coordinator	Date	
	Ein Wingfield	Apr 21, 2023	
	Dean	Date	
16.	FOR CURRICULUM CHAIR and VP OFFICE USE ONLY:		
	STAND-ALONE COURSE APPROVAL	Yes No	
	This course addition meets the state Chancellor's Office regulations and guidelines requiring state approval as a stand-alone course outside of a program.	Curriculum Chair/VP Date	
	simila mone course outside of a program.	Curriculum Chair/VP Date	

Curriculum Committee:

# 2023 Spring - INST 101Z - New Curriculum Submission-worksheet

Final Audit Report 2023-04-21

Created: 2023-04-13

By: Stephanie Olmedo Hinde (solmedo@portervillecollege.edu)

Status: Signed

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