

**PORTERVILLE COLLEGE CURRICULUM  
PROGRAM/CERTIFICATE REVIEW UPDATE**

Name of Division: Career Education      Contact Person: Mary Jo Jordan

Please submit this form to the Curriculum Committee **before** adding the program/certificate to eLumen when proposing a new Program or Certificate. Once the form is received, the program/certificate will be added as a discussion item at the next available Curriculum Committee meeting.

Please include this form as an attachment when submitting the program/certificate for final evaluation in eLumen.

All new Programs/Certificates 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 Program or Certificate addressed in your current Program Review: YES  NO

If YES, please attach the appropriate sections.

If NO, please complete the attached New Program sections.

PORTERVILLE COLLEGE

CURRICULUM COMMITTEE

DEGREE/CERTIFICATE ADDITION

Date Submitted 10/7/24

ASSOCIATE DEGREE
ASSOCIATE DEGREE FOR TRANSFER
AREA OF EMPHASIS

Form with a checked box in the middle row.

CERTIFICATE OF ACHIEVEMENT
CERTIFICATE OF PROFICIENCY

Form with empty boxes in the top and bottom rows.

The items enumerated below are to assist you in filling out the Associate Degree/Associate Degree for Transfer/Area of Emphasis/Certificate of Achievement/ Certificate of Proficiency Addition form. Short descriptions and examples have been given to guide you in completing this form. As you develop a new degree, it is extremely important to review the State Chancellor's Program and Course Approval Handbook (PCAH) at https://committees.kccd.edu/sites/committees.kccd.edu/files/PCAH%207th%20edition\_0.pdf

Example: for occupational programs there is a need for extensive labor market analysis and regional deans' approval; for transfer programs, there is a need to determine course-to-course articulation.

1. INITIATED BY Mary Jo Jordan Instructor Child and Adolescent Development Division CE Department

2. TITLE OF DEGREE, AREA OF EMPHASIS, CERTIFICATE OF ACHIEVEMENT OR CERTIFICATE OF PROFICIENCY

3. REASON FOR ADDITION Provide a concise statement as to why the associate degree/associate degree for transfer/area of emphasis/certificate of achievement or proficiency is being added and in what ways it will improve the department and the campus-wide curriculum.

4. 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 (i.e. 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.)

5. **TOTAL UNITS**

a. For AA/AS Degree

Indicate the exact number of units a student will need to take to be awarded an AA or AS degree

b.. For AA-T/AS-T Degree

Indicate the exact number of units a student will need to take to be awarded an AA-T or AS-T degree.

c. For Area of Emphasis

Indicate the exact number of units a student will need to take in the area(s) of emphasis.

d. For Certificate of Achievement

Indicate the exact number of units a student will need to take to be awarded a certificate of achievement.

e. For Certificate of Proficiency

Indicate the exact number of units a student will need to take to be awarded a certificate of proficiency.

6. **ADMISSIONS STATEMENT**

Describe the requirements for admission to the program as you would like them to appear in the catalog.

7. **PORTERVILLE COLLEGE LETTER OF INTENT: CROSS-LISTED COURSES OR COURSES SHARED WITH OTHER DEPARTMENT(S)**

Is any course in this degree/  
certificate cross-listed

 Yes  No

In cases where this degree addition affects another degree/  
certificate, please notify the appropriate chair or coordinator.

If yes, please list cross-listed course

The notification along with the sign off by the other  
department at this campus, must be included with this proposal.  
**The Curriculum Committee will not review any proposal  
that affects any division or department without this  
evidence.**

Is any course in this degree/certificate shared  
with other department(s)

 Yes  No

If yes, please list shared course

8. **VOTE OF DEPARTMENT**

Indicate the date that the department met to consider the curriculum proposal, the number of full-time faculty members in the department, the number voting and the number absent at the time the vote was taken.

Date of meeting

Number of full time members in department

Yes

No

Abstaining

Absent

9. SIGNATURES

I have reviewed this form for accuracy and completeness. I have also reviewed the State Chancellor's Program Approval Handbook and believe that this addition will meet the requirements as stipulated in the Handbook. I am therefore recommending this program addition.

*Clara Stein*

\_\_\_\_\_  
Articulation Officer (for transfer degree proposal only)

10/8/24

\_\_\_\_\_  
Date

*Stephanie Cortez*

\_\_\_\_\_  
Division Chair

10/08/24

\_\_\_\_\_  
Date

*Ronald DeValle*

\_\_\_\_\_  
Dean

10/08/24

\_\_\_\_\_  
Date










# New Curriculum Submission- program worksheet-(v3 Sept 2024) Child and Adolescent Development


Final Audit Report

2024-10-08


Created:	2024-10-08
By:	Dustin Acres (dustin.acres@portervillecollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjVZDrLxI5BSicy_g7ybEJdUcNptu1yj7

## "New Curriculum Submission- program worksheet-(v3 Sept 2024 ) Child and Adolescent Development" History

-  Document created by Dustin Acres (dustin.acres@portervillecollege.edu)  
2024-10-08 - 5:00:46 AM GMT- IP address: 97.191.20.57
-  Document emailed to Christine Okialda (christine.okialda@portervillecollege.edu) for signature  
2024-10-08 - 5:01:59 AM GMT
-  Email viewed by Christine Okialda (christine.okialda@portervillecollege.edu)  
2024-10-08 - 5:02:08 AM GMT- IP address: 52.202.236.132
-  Document e-signed by Christine Okialda (christine.okialda@portervillecollege.edu)  
Signature Date: 2024-10-08 - 3:13:26 PM GMT - Time Source: server- IP address: 76.158.94.52
-  Document emailed to Stephanie Cortez (stephanie.cortez@portervillecollege.edu) for signature  
2024-10-08 - 3:13:28 PM GMT
-  Email viewed by Stephanie Cortez (stephanie.cortez@portervillecollege.edu)  
2024-10-08 - 3:13:48 PM GMT- IP address: 52.202.236.132
-  Document e-signed by Stephanie Cortez (stephanie.cortez@portervillecollege.edu)  
Signature Date: 2024-10-08 - 6:14:43 PM GMT - Time Source: server- IP address: 198.189.4.30
-  Document emailed to Osvaldo Del Valle (osvaldo.del@portervillecollege.edu) for signature  
2024-10-08 - 6:14:45 PM GMT
-  Email viewed by Osvaldo Del Valle (osvaldo.del@portervillecollege.edu)  
2024-10-08 - 6:15:34 PM GMT- IP address: 52.202.236.132

 Document e-signed by Osvaldo Del Valle (osvaldo.del@portervillecollege.edu)

Signature Date: 2024-10-08 - 7:18:19 PM GMT - Time Source: server- IP address: 198.189.4.30

 Agreement completed.

2024-10-08 - 7:18:19 PM GMT