

**PORTERVILLE COLLEGE  
CURRICULUM PROGRAM REVIEW UPDATE**

Name of Division: Mathematics & Engineering    Contact Person: Sherie Burgess

Please submit this form to the Curriculum Committee **before** 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 current Program Review: YES  NO

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

(For office use only)  
PROPOSAL VOTE

Date \_\_\_\_\_  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
Abstaining \_\_\_\_\_

CURRICULUM COMMITTEE

Date \_\_\_\_\_  
Yes \_\_\_\_\_  
No \_\_\_\_\_  
Abstaining \_\_\_\_\_

# DEGREE/CERTIFICATE ADDITION

Date Submitted \_\_\_\_\_

**ASSOCIATE DEGREE**  
**ASSOCIATE DEGREE FOR TRANSFER**  
**AREA OF EMPHASIS**

**CERTIFICATE OF ACHIEVEMENT**  
**CERTIFICATE OF PROFICIENCY**

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](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 

|                  |                           |            |
|------------------|---------------------------|------------|
| E. Paden Burgess | Mathematics & Engineering | Engineerin |
| Instructor       | Division                  | 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.

**PLEASE LIST THE FOLLOWING INFORMATION FOR ITEMS 6 TO 11 ON A SEPARATE SHEET OF PAPER. REFER TO THE ASSOCIATE DEGREE SECTION IN THE CURRENT CATALOG FOR FORMAT EXAMPLES.**

**6. PROGRAM STUDENT LEARNING OUTCOMES**

**7. ASSOCIATE DEGREE DESCRIPTION**

Describe the associate degree program exactly as you wish it to appear in the catalog. The description precedes the major requirement listing.

**8. ASSOCIATE DEGREE MAJOR REQUIREMENTS**

List all courses required to complete the major. If your degree has an area of emphasis, please list the course requirements for the area exactly as you would like them to appear in the catalog.

**9. CERTIFICATE OF ACHIEVEMENT REQUIREMENTS**

List all courses students must complete to receive a certificate. (The certificate requirements follow the major requirements.)

**10. CERTIFICATE OF ACHIEVEMENT STATEMENT**

If students need only to complete the core curriculum to be awarded a certificate, the following statement must be listed under the major requirements. This certificate cannot be used for an associate degree for transfer.

EXAMPLE

CERTIFICATE OF ACHIEVEMENT

Any student who chooses to complete only the courses required for the above major qualifies for a certificate in (enter certificate title here). An official request from the student must be filed with the Admissions and Records Office prior to the deadline stated in the yearly calendar which is listed in the class schedule and catalog.

**11. CERTIFICATE OF PROFICIENCY REQUIREMENTS**

A certificate of proficiency is awarded to a student who completes a core curriculum that totals less than 12 units. It is designed for the student who needs to be prepared to enter an entry-level job. The certificate may be awarded upon successful completion of a prescribed course of study.

Provide a description of the certificate and add as the last sentence, "All classes must be completed with a "C" grade or higher." List all courses students must complete to receive a certificate of proficiency. (The certificate requirements follow the major requirements.)

12. **ADMISSIONS STATEMENT**

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

13. **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

If yes, please list cross-listed course

Is any course in this degree/certificate shared with other department(s)  Yes  No

If yes, please list shared course

In cases where this degree addition affects another degree/certificate, please notify the appropriate chair or coordinator with a Curriculum Initiation Notification form and Letter of Intent.

The documents, with 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 at Porterville unless the Curriculum Initiation Notification form and Letter of Intent are on file.**

14. **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

15. **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.

*Arti Ovi*

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

\_\_\_\_\_  
Date

*[Signature]*

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

\_\_\_\_\_  
Date

*Ronald DelValle*

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date




# 2024 Fall - AS-T Computer Science & Software Engineering - New Curriculum Submission-program worksheet


Final Audit Report

2024-10-08


|                 |   |
|-----------------|---|
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