

Degree/Certificate Creation Process

New Degree or
Certificate Proposal

Elevator Pitch created. Stakeholders consulted.

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- 1. Consult with:
 - a. Faculty
 - b. Dean(s)
 - c.AVP(s)
 - d. Stakeholders
- 2. Request LMI Data*.
- 3. Submit proposal to Division Curriculum Committee (DCC).

*if Workforce/CTE

Proposal Steps

Proposal reviewed & approved.

2

- 1. DCC Review & Approval.
- 2. College Curriculum Committee (CCC) Review & Approval.
- 3.CCC Co-Chair notifies APM (approval not required).

Narrative

State-required narrative created & docs gathered.

3

- 1. Complete narrative & gather documents.
 - Consult with:
 - a. Faculty
 - b.DCC Reps
 - c.Dean(s)
 - d. AVP(s)
 - e. Stakeholders
 - f. Articulation
- 2. Submit narrative to DCC.

Final Steps

Narrative reviewed & approved.

4

- 1. DCC Review & Approval.
- 2.CCC Review & Approval.
- 3.FHDA Board of Trustees **Approval**.

Workforce/CTE also need:

- Advisory Committee Recommendation.
- BACCC Approval.

For full process and additional resources, or to contact the curriculum team, visit http://foothill.edu/curriculum/programs.html

College Curriculum Committee