

# **Santa Monica College Curriculum Committee**

## **Instructions for Development of Credit**

### **CE Degrees or Certificates**

#### **Types of CE Programs**

- Associate of Science  
At least 18 units in an area of emphasis (aka “major”) along with other degree requirements including GE, Global Citizenship, and American History requirements. Must receive SMC Curriculum, Academic Senate, Board of Trustees, and CCCCCO (California Community College Chancellor’s Office) approvals; appears on student transcript; financial aid eligible.
- Certificate of Achievement  
12 or more units\*; must receive SMC Curriculum, Academic Senate, and Board of Trustees approval, as well as LAOCRC (Los Angeles Orange County Regional Consortium) and CCCCCO (California Community College Chancellor’s Office) approvals; appears on student transcript; financial aid eligible.
- Department Certificate  
Fewer than 12 units\*; must receive SMC Curriculum, Academic Senate, and Board of Trustees approval; not CCCO approved, not financial aid eligible. Must be supported by either labor market demand data and/or constitute a milestone in a larger career pathway.

*\*Certificates of 8-15.5 units may be offered as either Certificates of Achievement (preferred) or as Department Certificates. When a department feels there is a significant benefit to offering a certificate of 8-15.5 units as a Department Certificate, they should submit their rationale to the Curriculum Committee along with the proposed certificate.*

#### **Approval Process for Associate Degrees and Certificates of Achievement**

To streamline the approval process, thereby minimizing the total time required to bring new programs to our students, departments should pursue regional and local approvals simultaneously. The following steps are recommended to ensure the process is as efficient as possible.

- Step 1:
  - Submit a Notice of Intent to create/modify a program to the SMC Office of Workforce Development. This prompts the Office of Workforce Development to request Labor Market Information (LMI) from the regional Center for Excellence or to obtain other Chancellor’s Office-approved LMI for the program. It also prompts submission of a Notice of Intent to the LAOCRC.
  - Hold a meeting of your local and/or regional Industry Advisory Board for the program to discuss the proposed program and obtain minutes that document the Board’s recommendation to pursue the proposal. A template for Advisory Board minutes is available from SMC’s Office of Workforce Development.

- Complete the LAOCRC Program Application Form
- Complete the CE Narrative
- Step 2
  - Enter the new program or program revisions in CurricUNET. Attach the following mandatory documents:
    - Completed CE Narrative
    - Advisory Board Minutes
    - Labor Marketing Information (LMI)
    - LAOCRC Minutes\*\*

*\*\*LAOCRC recommendation for the program is not required; however, the program still must be presented to the LAOCRC and the minutes of that meeting must be uploaded in CurricUNET.*

## **Approval Process for Department Certificates**

- Step 1
 

To help the Curriculum Committee understand the purpose of the program and its benefit to students, one or both of the following must be true:

  1. The certificate prepares students directly for entry into documented employment opportunities. In this case, submit a Notice of Intent to create/modify a program to the SMC Office of Workforce Development. This prompts the Office of Workforce Development to request Labor Market Information (LMI) from the regional Center for Excellence, or to obtain other Chancellor's Office-approved LMI for the program.
  2. The program serves as a milestone in a larger career pathway. In this case, attach a document outlining the larger curricular pathway and how this certificate fits into that plan.
- Step 2
 

Enter the new program or program revisions in CurricUNET. Attach the following mandatory documents:

  - LMI (if Option 1 above)
  - Pathway Description (if Option 2 above)