

Ventura College
CREDIT/NONCREDIT PROGRAM INFORMATION FORM

PROPOSAL ATTRIBUTES

Department: _____ **Division:** _____
Proposal Type: _____ **Program Type:** _____
Program Title: _____
Program Goal: _____
Program Award: _____

PROGRAM SUMMARY

TOP Code & Desc.: _____

CIP Code & Desc. : _____

Effective Start: _____

PROGRAM DETAILS / UNITS

Distance Education: _____ Percentage of the entire program that it is possible to complete online.

Employment Potential: _____ For CTE programs; choose source used to estimate potential employment.

Number of Required Core Courses: _____ **Required Core Min / Max Units:** _____

Number of Elective Courses: _____ **Elective Min / Max Units:** _____

Units for Degree or COA

Minimum: (ADT is 60 units) **Maximum:** (ADT is 60 units)

Units for Major/Area of Emphasis

Minimum: _____ **Maximum:** _____

Program Completion: _____ Non-ADTs only: Weeks required to complete the program; a semester is 17.5 weeks.

Registrar/Admissions: _____ Any special application requirements or scheduling that need the Registrar's review?

PROGRAM RESOURCE REQUIREMENTS

Where will the program be offered? _____

Faculty Workload: _____ FTEF (Estimate the FTEF that will be dedicated to teaching courses in this program each year.)

Additional Resources Necessary to Offer the Program

Faculty Positions: _____ Provide the number of identified new positions, both FT and PT - Consult with area Dean.
Classified Positions: _____ Provide the number of identified new positions, both FT and PT - Consult with area Dean.
Equipment: \$ _____ Estimate cost of new equipment necessary for the program - Consult with area Dean et al.
Facilities: \$ _____ Estimate cost of any necessary new / remodeled facilities – Consult with F, M & O Director.
Library: \$ _____ Estimate cost of additional library acquisitions – Consult with the college Librarian.
Software/IT: \$ _____ Estimate cost of any software licensing and/or IT expenses – Consult with IT Supervisor.
Miscellany: \$ _____ Estimate any substantive costs, not reflected in the items above; explain below.

Total Cost: \$ _____ Sum of above cost estimates is performed automatically.

Grant/Contribution: _____ Is a grant or an in-kind contribution expected to cover some or all of the above costs?

Annual Completers: _____ Estimated annual number of students getting degree/COA after program fully established.

Gainful Employment: _____ COA only: Will program prepare students for gainful employ in a recognized occupation?