Getting Started Checklist

Eligibility and Workforce Need Checklist

❐ Proposed degree not duplicated at a UC or CSU
- ✔ Letters of Support
- ✔ Evidence of Collaboration
- ✔ Curriculum Duplication Analysis

❐ College currently has an associate degree in subject area of proposed degree
- ✔ TOP Code
- ✔ CIP Code
- ✔ 5 years of enrollment data/successful completion

❐ Documentation of unmet workforce needs
- ✔ Proposed Baccalaureate Degree Codes: TOP Codes, CIP Codes, SOC Codes
- ✔ Letters of Support
- ✔ Evidence employers are having difficulty filling positions (baccalaureate degree necessary)
- ✔ Evidence employers will pay students with a bachelor's degree higher wages
- ✔ Job Announcements
- ✔ LMI Data (Regional and Statewide)

❐ Evidence program meets industry standards; provides knowledge and skills for occupations that pay a **high wage** (LMI workforce data)
- ✔ Evidence program will provide equity
- ✔ Evidence of sufficient demand/student interest (student surveys)
- ✔ Evidence of necessity for a 4-year degree in the proposed degree program
- ✔ Evidence employers will hire students
- ✔ Letters of support from industry workforce partners

Institutional Capacity

Assessing institutional capacity is crucial to ensure that the college has the necessary resources, infrastructure, and expertise to deliver a high-quality program. This checklist may be used to help colleges the evaluate the institutional capacity and identify any areas that may require additional attention or development.

- ❒ Program capacity—Student Interest and Enrollment Projections
- ❒ Program facilities and equipment
- ❒ Required internship and/or directed clinical practice
- ❒ Accreditation and compliance (ACCJC and any external accreditation or licensure requirements)
- ❒ Estimated costs to students
- ❒ Estimated Revenue
- ❒ Funding Plan

Funding Plan

Colleges need to develop a sustainable funding plan to support the implementation and ongoing operation of the proposed program. Use this checklist to determine the resources needed and guidance to help the college assess the financial feasibility of the program and develop a sound funding strategy.

- ❒ Support faculty development baccalaureate degree application and curriculum
- ❒ Support development ACCJC Substantive Change
- ❒ Accreditation fees (ACCJC and external accreditation)
    - ✔ ACCJC $1,500 application fee
    - ✔
- ❒ Faculty
    - ✔ FTEF (1 cohort, 2 cohorts, upper division GE)
    - ✔ Program Director (if applicable)

- ❒ Administrative Support
- ❒ Counseling
- ❒ Tutoring
- ❒ Library Services (books, databases, manuals, etc)
- ❒ Clubs and Club Advisors
- ❒ Professional Memberships
- ❒ Professional Development
- ❒ Marketing
- ❒ Classified Professional (applications, acceptance, admissions, graduation, transcripts)
- ❒ DSPS
- ❒ Graduation Ceremonies
- ❒ Diplomas
- ❒ Mental Health Support Services
- ❒ Articulation
- ❒ Marketing
- ❒ Research and Reporting

Possible Funding Sources
- ✔ Upper Division Tuition
- ✔ Regional Consortium
- ✔ Strong Workforce Partnership
- ✔ Perkins

Resources:

[Budget Calculation Tool](#)

Program Development

- ❐ Proposed coursework and recommended sequence (40 upper division semester units (60 quarter units)/including 9 semester units (12 quarter units) upper division general education)
- ❐ Program sequence
- ❐ Program alignment with industry standards
- ❐ Faculty commitment/minimum qualifications

General Program Requirements
- ❐ A combination of lower division and upper division coursework = 120 units applicable to a baccalaureate degree.
- ❐ A minimum degree requirement of 60 semester credits or 90 quarter units at the associate level.
- ❐ At least 36 semester or 54 quarter units general education
- ❐ Completion of a minimum of 40 semester or 60 quarter units of upper division courses
- ❐ Upper Division GE: At least nine semester or 14 quarter units

Lower Division General Education Requirements

- ❐ Cal-GETC

- ❐ Baccalaureate Degree from Institutionally Accredited Institution

- ❐ California Community College Lower Division General Education Pattern*

Optional

Residency

- ❐ 12 units in residency at the college

Upper Division Unit and General Education Requirements
- ❐ A minimum of nine semester or 14 quarter units of upper division general education courses.
  - ✔ Upper division general education courses should come from at least two disciplines outside of the major
  - ✔ one of which must have an emphasis in written communication, oral communication or computation.

Upper Division Major Requirements
- ❐ A minimum of 40 semester credits or equivalent or total upper division coursework, including the major and general education, is required.
- ❐ The minimum total number of semester credits required is 120.

  A major is defined as a single field of study from the Classification of Instructional Programs. Colleges may determine that a lower division course meets the requirements for an identified upper division course requirement, but the minimum number of upper division units must still be completed.

All courses designated as an upper division major requirement must be completed with a grade of C or better or P.