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The purpose of this step is early communication and awareness across campuses of the faculty author's intention to create a new degree certificate. Consultation with the people listed below will help ensure that important aspects of the new degree certificate e.g. resource availability are discussed early in the process.

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CourseLeaf. This form will ask for

- Faculty Author's
- Division
- Proposed Title of Degree Certificate
- Type of Award

The purpose of this step is to formally approve the proposal at the Division CC and CCC levels and to encourage communication between Foothill and De Anza regarding new degrees/certificates

Division CC ensures form is complete and aligns with department/division/college mission/priorities, offers constructive feedback and approves form before forwarding to CCC

Faculty author and/or division reps pitch new degree/certificate to CCC with a goal of interdisciplinary communication, addressing concerns with potential redundancies, ensuring degree/certificate aligns with college mission/priorities

Faculty Co-Chair of CCC asks to agenda degree/certificate creation proposal at APM as part of a newly agreed-upon process for both colleges to share new curriculum development with the sister school. For the purposes of this process, this step is simply a heads-up to De Anza colleagues. Faculty author can continue to Step

The purpose of this step is to fill out and gather the documentation required by the state Chancellor's Office for all new degrees/certificates. Communication with the people listed below will help ensure that all information is accurate and complete.

CourseLeaf. Some degrees, e.g., ADTs may have separate requirements.

In filling out this form, faculty author needs to be communicating/ coordinating with:
Department faculty
Division curriculum representatives
Division Deans
AVPI
Articulation Officer
AVP of Workforce

