**SANTA ANA COLLEGE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certificate of Achievement**

**DEVELOPMENT CRITERIA NARRATIVE**

1. **Statement of Program Goals and Objectives:** (must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose.)
2. **Catalog Description:** (includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goals)
3. **Program Requirements:** (includes course requirements and sequencing that reflect program goals)

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| --- | --- | --- | --- | --- |
| **Requirements** | **Dept. Name** | Name | **Units** | **Sequence** |
| Core Courses (\_\_\_ units) | ENGL 101 | Course Title |  | Year 1, F/S |
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| --- | --- |
| **Major Total** | 11 units |

1. **Master Planning:** (how it fits in the mission, curriculum and master planning of the college and higher education in California)
2. **Enrollment and Completer Projections:** (projection of number of students to earn certificate annually)

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1 (Example 2019-2020)** | | **Year 2 (Example: 2020-2021)** | | **Year 3 (Example: 2021-2022)** | |
| **Department and Course Number** | **Annual # Section** | **Annual Enrollment Total** | **Annual # Sections** | **Annual Enrollment Total** | **Annual # Sections** | **Annual Enrollment Total** |
| ENGL 101 |  |  |  |  |  |  |
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| **Projected Annual Completers** |  |

1. **Place of Program in Curriculum/Similar Programs:** (how it fits in college’s existing program inventory)
2. **Similar Programs at Other Colleges in Service Area:** (justification of need for program in the region)
3. **Labor Market Information and Analysis (CTE only)**
4. **Advisory Committee Recommendations (CTE only)**

* **List of Advisory Committee Members, Job Titles, and Business Affiliations**
* **Minutes of the Advisory Committee meetings**
* **Summary of the Advisory Committee recommendations**

1. **Regional Consortia Approval Meeting Minutes (CTE only)**