

7. 2023-2024 New Certificate Proposal Form: 2025-2026 Catalog Program

General Catalog Information



Select *Program* below

Type of Program*

- Program
- Shared Core

****Instructions: read before beginning****

Note: For more detailed instructions, go to [Resources](#).

1. Before beginning, do an [Advanced Search](#) for this program in current [CI University Catalog](#). Doing so should yield useful information, such as required courses and areas which will be needed to complete curriculum schema portion of this form. For step-by-step instruction, go to [Resources](#).
2. FILL IN all fields required marked with an *. You will not be able to launch the proposal without completing required fields.
3. Save all Changes. Validate and launch proposal by clicking on  icon in top left corner. Curriculog will state: **This proposal has moved on. This proposal moved on in the workflow.** This statement means that the proposal is now visible to all Curriculog users. You, as the proposer, still need to **MAKE your DECISION** in order to send this proposal to Program Chair (next step in process).
4. **MAKE your DECISION**, approve/reject/hold/suspend/custom route the proposal by clicking on the Decision icon  Decisions in the Toolbox/Ribbon on the right side of the form. Once approved, proposal will move to next step in process.

Every effort will be made to include your proposal in the earliest possible catalog, and inclusion is based on the timeliness of the approval process and is not guaranteed.

Local Curriculum Committee***Program Owner***

The program this Minor will be under. The program this Minor will be housed.

Where will this Certificate be housed?*

- State Side
- Self Supported = Extended University

Will this Certificate State side or Self supported side? Is this certificate state supported or self supported = extended university?

Add the CertificateTitle in the catalog format following the examples below.

If this Minor is to be listed under a major in the catalog, include the major title in the Minor Title. The title must include the total number of units for the minor.

Example: Spanish: Certificate in Healthcare Interpreting - 15 units

Certificate Title:***Status***

- Active-Visible

Program Level*

Program Type:*

Degree Type*

Certificate Description

Provide a catalog description of the Certificate:*

Justification

How does the Certificate support the University's Mission and Strategic Goals?*

Curriculum

Total number of units in the Certificate*

Including pre- and co-requisites.

Certificate Summary of Units*

Identify all required lower- and upper-division courses, including required electives, and any pre- or co-requisites. Identify courses currently available in catalog, and identify newly developed courses.


Follow these steps to create the New Minor Curriculum Schema under Prospective Curriculum:

First, ALL needed courses must be added (new courses) and/or imported (existing courses) under the View Curriculum Courses tab = **Step 1.** below. Second, the New Minor Curriculum schema will be created by adding cores (e.g.: Requirements, Required Core, Electives, Pre-requisites, etc.) and populating with added or imported courses under the View Curriculum Schema tab = **Step 2.** below.

Step 1. Adding and /or Importing Courses

Click on "View Curriculum Schema" tab. There are two options to add courses to the New Minor: "Add Course" and "Import Course." For courses that already are in the catalog, click on "Import Course" and find the courses needed. For new courses that are in the Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title. All new courses must have a New Course Proposal Form submitted in addition to this form.

Step 2. Creating Curriculum Schema

To create the New Minor Curriculum Schema, Cores will need to be created and the courses above will need to be added. Click on "View Curriculum Schema" tab. Click on "Add Core" or "Import Core". Click on "New Core", complete the "Title" field for your core (e.g.: Electives), and the "Description" field if applicable. Click on "Add Courses". When you click on "Add Courses" it will bring up the list of courses available from **Step 1.** Select the courses you wish to add and click "Add Course". For removing courses click on the  and proceed.

Step 3. Preview Program as it will show in University Catalog

To see what the program will look like when exported to the University Catalog click on the Preview Curriculum icon

Prospective Curriculum:*

Academic Structure and Enrollment

Identify Certificate area and person(s) responsible for Certificate management and oversight.*

Number of Students in the Certificate

Estimate number of students enrolled in Certificate in initial, third and fifth years if applicable.

Initial Year*

Third Year*

Fifth Year*

Faculty and Staff Resources

Existing faculty and staff qualified to teach in and support Certificate, including percent of their work assignment contributing to Certificate.*

Additional faculty and staff needed to teach in and support Certificate, and areas of expertise needed.*

Facilities, Equipment, Information and Financial Resources

Existing facilities, equipment and information resources available to support Certificate.*

Additional facilities, equipment and information resources needed to support Certificate.*

External funding in-progress or anticipated.*

Desired Year of Implementation:*

Will any component of this program contribute to studies related to: (choose as many as apply)*

- Mission Pillar
- Sustainability
- Justice, Diversity, Equity, Inclusion
- N/A

Notes (not required):

Do not complete

No Do not complete