

Santa Monica College Curriculum Committee Instructions for Development of Credit CE Degrees or Certificates

Types of CE Programs

- **Associate of Science**
At least 18 units in an area of emphasis (aka “major”) along with other degree requirements including GE, Global Citizenship, and American History requirements. Must receive SMC Curriculum, Academic Senate, Board of Trustees, and CCCCC (California Community College Chancellor’s Office) approvals; appears on student transcript; financial aid eligible.
- **Certificate of Achievement**
8 or more units*; must receive SMC Curriculum, Academic Senate, and Board of Trustees approval, as well as LAOCRC (Los Angeles Orange County Regional Consortium) and CCCCC (California Community College Chancellor’s Office) approvals; appears on student transcript; financial aid eligible.
- **Department Certificate**
Fewer than 12 units*; must receive SMC Curriculum, Academic Senate, and Board of Trustees approval; not CCCO approved, not financial aid eligible. Must be supported by either labor market demand data and/or constitute a milestone in a larger career pathway.

*Certificates of 8-15.5 units may be offered as either Certificates of Achievement (preferred) or as Department Certificates. Department Certificates are not financial aid eligible and do not appear on student transcripts. When a department feels there is a significant benefit to offering a certificate of 8-15.5 units as a Department Certificate, they should submit their rationale to the Curriculum Committee and Teach Review along with the proposed certificate.

Approval Process for Associate Degrees and Certificates of Achievement

To streamline the approval process, thereby minimizing the total time required to bring new programs to our students, departments should pursue regional and local approvals simultaneously. The following steps are recommended to ensure the process is as efficient as possible.

- *Regional approval is the LARC process (described below in Step 1). This provides regional information on workforce or labor market demand for students who complete the proposed program or certificate.*
- *Local approval is our Curriculum Committee, Academic Senate Committee, and the Board of Trustees.*
- *Following all local approvals, programs and certificates are uploaded to the Chancellor’s Office for final review and approval.*

See the PCAH for full definitions of the above approval agencies.

1. Step 1: Curriculum Proposal Preparation

- a. **LMI request:** Submit a request to the SMC Office of Workforce Development for a Labor Market Information (LMI) report from the regional Center of Excellence (COE) or to obtain other Chancellor's Office approved labor market information for the program. [Workforce Process Page](#)
- b. **Advisory Board:** Hold a meeting of your local and/or regional Industry Advisory Board to discuss the proposed program and obtain minutes that document the Board's recommendation to pursue the proposal. A [Handbook on Advisory Boards](#) and a template for Advisory Board minutes is available (page 9).
- c. **LARC Program Application Form:** Complete and submit the online Program Application form within a year of the date on the COE LMI report. Application information is found here: [Workforce Process Page](#)
 - i. On the program application, attach the following three documents:
 1. COE LMI report (under Supporting Documents).
 2. Research the Los Angeles County community colleges' online catalog/websites and list similar programs at other colleges. Colleges with the same TOP code are listed in the LMI report.
 3. Advisory Board minutes (see above)
 - ii. The application status will be "Submitted", after it is deemed accurate and complete it is "Under Review" and placed on the LARC Agenda, then after the vote it will be either "Recommended" or "Not Recommended" and part of the minutes.
- d. **CE Narrative:** Complete and attached to SMC CurriQnet META application.
 - i. Contents of the Narrative and LARC Application are similar. Copy and paste information as needed. (Both forms must be filled out and submitted).

2. Step 2: Curriculum Proposals entered into META

- a. Enter the new program or program revisions in SMC CurriQnet META. Attach the following required documents:
 - i. CE Narrative Form: [SMC Curriculum Degrees and Certificates Page](#)
 - ii. Advisory Board Minutes
 - iii. Labor Marketing Information (LMI)
 - iv. LARC Minutes** <https://losangelesrc.org/> Under Program Recommendations

**LARC recommendation minutes for the program are not required at the time of Program submission; however, the program still must be presented to the LARC and the minutes of that meeting must be uploaded in CurriQnet META when available.