*Please Note:*

* *Replace all italicized text**with your own input and then* un-italicize it.*.*

Long Beach City College Chancellor’s Office Narrative (CON)   
***Program Name, Certificate of Achievement***

***Current Year***

***Home CAP (***[***locate at this link***](https://www.lbcc.edu/explore-our-programs)***)***

***Overarching Program (***[***locate at this link***](https://www.lbcc.edu/explore-our-programs)***)***

***CTE/NonCTE***

***Department Name***

***Program Name, Certificate of Achievement***

**Catalog Description:***i.e.* ***“****The Library Technician Associate in Science is designed to teach the fundamentals of knowledge and skills needed for today’s Library Technicians who will be employed, and are employed, in K-12 school settings. The program is designed to successfully prepare students for employment with entry and mid-level library technician positions in school libraries. It encompasses foundations of library services, youth services, and school-library specific functions.”*

*Includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.*

**Program Requirements**

**Required Courses:**

*ANTHR 2/2H Cultural Anthropology* *3 units* *Yr 1 Fall*

*ANTHR 1/1H Physical Anthropology*  *3 units* *Yr 1 Fall*

*AND*

*ANTHR 1L Physical Anthropology Laboratory*  *2 units*  *Yr 1 Spr*

***In addition, completed THREE (3) units from the following:***

*CDECE 47, Human Development* *3 units* *Yr 2 Fall*

***Subtotal Units 3***

***Required Total Units*** *24*

**Proposed Sequence:**

*Year 1, Fall 9 units*

*Year 1, Spring 9 units*

*TOTAL UNITS: 18 units*

**Codes**

* [1 TOP Code](https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Digital-Innovation-and-Infrastructure/Research/Files/TOPmanual6200909corrected12513.ashx?la=en&hash=94C709CA83C0380828415579395A5F536736C7C1)
  + *PASTE CODE & DESCRIPTION*
* [1 CIP Code](https://www.cccco.edu/-/media/CCCCO-Website/About-Us/Divisions/Educational-Services-and-Support/Academic-Affairs/What-we-do/Curriculum-and-Instruction-Unit/Files/CrosswalkTOP6to2010CIP061412pdf.ashx)
  + *PASTE CODE & DESCRIPTION*
* [up to 3 SOC Codes](https://www.bls.gov/soc/2018/soc_2018_manual.pdf)
  + *PASTE CODE & DESCRIPTION*
  + *PASTE CODE & DESCRIPTION*
  + *PASTE CODE & DESCRIPTION*

*Select the most granular SOC Code possible for the classification group. Do not select a code when a more specific code exists.*

**Program Student Learning Outcome(s)**

1. *i.e. “Master the art of sudoku.”*

*Work with your departmental SLO Facilitator to submit the program SLO to the ASLO subcommittee.*

**Program Purpose and Objectives**

*i.e. “The Library Technician Associate of Science Degree is designed to prepare students for employment as paraprofessional library technicians, library assistants, and other library support staff. Students will receive the theory and practical experience needed to earn employment in school, public, special, academic libraries, and related information settings. The Library Technician’s program courses are developed in consultation with employers that assist in advising the program’s trajectory. Students benefit from a curriculum that is designed to prepare them for utilizing automated systems, assist patrons through public access locations and reference services, technical services such as cataloging, circulation, acquisitions, and leadership.”*

*Based on the type of program, your purpose and objectives should include the following:*

* *For CTE Programs: the main competencies students will have achieved that are required for a specific occupation. List the potential careers students may enter.*
* *For Transfer: the preparation of students for one or more baccalaureate majors. Identify the baccalaureate major or related majors. Describe how these courses will meet the lower division requirements of a major at baccalaureate institutions. List the baccalaureate institutions that students will be able to transfer to upon completion of the program.*
* *For Programs Designed to Meet Community Needs: explain in detail how the degree was designed to meet community needs in accordance with the community college mission.*
* *For Selective Programs: describe relevant entry criteria, the selection process for admission to the program, and compliance with provisions of Title 5, sections 55201 and 58106.*
* *If applicable, reference accrediting and/or licensing standards including an explanation of any departures from the standards.*

**Master Planning**

*i.e. “There are no requested faculty or facilities for this program, as the program exists entirely online. The program serves to meet the labor market and educational needs of students and professionals seeking employment in the library and information sciences industry. Our program is vetted by an annual Advisory Board comprising experts in the field of information science, hiring agencies such as AIMS, private institutions such as JPL and other local communities, which allow us to tap into the needs of Long Beach community labor force, and align our Library Technician Program courses to sync with the industry needs.”*

*Please note, if necessary, Master Planning must include:*

* *A brief description of how the program connects to LBCC’s mission.*
* *An explanation of the specific needs for facilities and equipment*
* *Programs that require new facilities, major renovation to existing facilities, or an expenditure of over $100,000 in district and state funds for equipment must submit an itemized matrix that details program costs and anticipated revenue (either public or private), both for the initial year of operation and in the near future years.*
* *If the program is designed to meet local community needs, describe the community or other need leading to the program development.*

**Enrollment Projections**

*This item should justify the number of projected students or “annual completers” to be awarded the degree each year after the program is fully established as entered into the CCC Curriculum Inventory proposal field (discussed in sub-section one of this Guide). The justification must include either: (A) enrollment (student headcount) data or (B) a survey of prospective students and completer projections information.*

*(A) Enrollment Data*

*Use the* [*Enrollment List Summary Dashboard*](https://10ay.online.tableau.com/#/site/longbeachcitycollege/projects/144251?:origin=card_share_link) *to download enrollment data and add it to the table format below to provide final enrollment (student headcount) data for all required existing courses for the last two years to validate the need for this program in the college service area. To download enrollment data from the dashboard, click on*  *in the upper far right corner, select “Crosstab” from the drop-down, ensure “table” and “excel” are selected in the box that appears, and then select “Download.” The data can be copied and pasted from the spreadsheet into the table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***(Enter Year 1)*** | | ***(Enter Year 2)*** | |
| ***Course Number & Title*** | ***Annual***  ***# Sections*** | ***Annual Enrollment*** | ***Annual***  ***# Sections*** | ***Annual Enrollment*** |
| *LIB1 Introduction to Information* | *(Enter # Sections)* | *(Enter Enrollment)* | *(Enter Total Sections)* | *(Enter Total Enrollment)* |
| *LIB2 Foundations of Academic Research* | *(Enter # Sections)* | *(Enter Enrollment)* | *(Enter Total Sections)* | *(Enter Total Enrollment)* |

*(B) Survey In the case of a survey, the survey questionnaire, a description of the population surveyed, and survey results must be included.*

**Completer Projections**

i.e. “The department expects XXXX students to complete each year. Statewide data from the Chancellor’s Office report that completions for this or similar program are XXXX annually.”

*As a point of reference, refer to the Chancellor's Office Data Mart (*[*http://www.cccco.edu/*](http://www.cccco.edu/)*) click on the DATAMART hyperlink on the top right header) for historical completion rates by academic year for each TOP Code*

**Local Curricular Context**

*i.e. “There are similar program at LBCC: a Library Technician Associate in Science and three Library Technician Certificates of Completion” or “There are no related programs at LBCC.”*

*Remember, it is not necessarily a bad thing if there are related programs. For instance, our accrediting agency ACCJC would consider it a red flag if we submitted a brand-new program with no curricular context at the college, as this would require new facilities, new faculty, new equipment, etc.*

**Service Area Curricular Context**

*i.e. “There are similar programs at neighboring community colleges, including Santa Ana and Pasadena City Colleges” or “There are no similar programs in at neighboring community colleges.”*