**Instructions for completion:**

1. **Complete Part A: Overview**
2. **For each degree and certificate in the program, complete Part B: Proposed Degree Sequence (See separate Part B document)**
3. **Complete Part C: Proposed Catalog Entry (see separate Part C document)**
4. **Complete Part D: Signatures**
5. **Submit completed Parts A-D to the Office of Instruction**

**PART A: OVERVIEW**

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| **Your Name and Title:** | Dale Chapman, Digital Design Instructor, North Campus |
| **Title of Proposed New Program** | Graphic Design Essentials (Mini-Certificate) |

**Proposal Summary** – Please include:

* Rationale for new Program: Listed Below
* The impact on other programs or areas: None
* Personnel, facility, and budgetary implications: None
* The course numbers of courses affected: CS 110, BUS 263, CS 224 and CS 220
* Any credit changes: No Credit Changes

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| Educational offerings in corrections settings face unique roadblocks to student outcomes. One of the biggest challenges is a chaotic timeline and lack of predictability, for example, it is common for students to become unexpectedly unable to attend class—either temporarily or permanently and sometimes close to the completion of a program. An incarcerated student's motivation can be difficult to sustain when they feel that, for reasons beyond their control, their chance of completing are impinged upon.  Mini certificates address the chaotic nature of corrections education by allowing students who are either on a very short timeline to release or have a high degree of uncertainty the following benefits:  • Ability to complete a certificate and receive recognition of significant skills attained  • A sense of achievement  • An official certification to show a prospective employer  • Improved employment prospects  In general, mini certificates in corrections education will improve student engagement and outcomes by acknowledging significant learning milestones that would normally go unrecognized in the context of a larger one or two-year programs. This acknowledgement in the form of a certificate acts as an incremental qualification to prospective employers. |
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**Please affirm that you have discussed the proposed new program and changes with:**

* Department chair/director
* Applicable deans at all campuses
* Registrar
* Vice President of Instruction
* Financial Aid
* Veterans’ Services

**PART D: SIGNATURES**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Signatures:** |  |  |  |  |  |  |  |

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| --- | --- | --- | --- |
| Chair/Director: | | Date: | |
|
| Dean: | | Date: | |
|
| Registrar: | | Date: | |
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| Curriculum Council Reviewer: | Vote Results: | | Date: |
| Curriculum Council Chair: | | Date: | |
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