**Program Outline**

**Title:**

**Originator: Date** Click or tap to enter a date.

**Department:**

**College:  Moreno Valley College  Norco College  Riverside City College***(Please note: Non-credit adult high school diplomas are college specific. If multiple colleges wish to adopt this program, a separate proposal and college specific supporting documents are required.)*

**TOPs Code:** 4930.62 **CIP Code:**  53.0201

**This is a:**  New non-credit adult high school diploma

Modification to an existing non-credit adult high school diploma

**If this is a modification to an existing diploma, please specify the changes being made:**

*(Please be specific! Indicate any changes such as title, learning outcomes, course changes, course hour values, etc.)*

**Rationale:**

*(Please note: This information will be presented to the Board of Trustees.)*

**Required Documentation**

Please submit this form and the documents outlined below to your college’s Instructional Program Support Coordinator (IPSC) and the District Technical Review committee via [TechReview@rccd.edu](mailto:TechReview@rccd.edu). Please do not submit your proposal until all of the documentation below is complete.

**All new and modified non-credit adult high school diplomas must include the following:**

Evidence of district-wide discipline communication

Department minutes showing approval

Narrative *(See following page)*

**Program Narrative**

**Item 1. Demonstration of Need**

*Provide quantitative and qualitative data demonstrating the need for the proposed Adult High School Diploma program in the college. For example, discuss the number of students that have not completed high school in the service area (dropout rate); address the total number of students that have not passed the California High School Exit Exam (CAHSEE) in the service area; and/or demonstrate the requirement of a high school diploma for employment in the industries in the service areas. Describe how the college has verified that this program will not have an adverse impact on similar programs and options at neighboring colleges.*

**Item 2. Catalog Description**

*Provide a description of the program that will be placed in the college’s catalog and schedule of classes. This description should covey the program’s goals, objectives, and expected outcomes.*

**Item 3. Program Organization**

*Describe how the program will be consistent with the mission of the college and the relationship to other programs that complement or link to the AHSD program. Additionally, provide an organizational chart consisting of the AHSD program faculty and staff.*

**Item 4. Ongoing Faculty/Staff Efforts**

*Describe in detail how the college will fund on-going faculty/staff needed in order to sustain the program.*

**Item 5. Professional Development for Faculty and Staff**

*Describe the professional development activities that will be available for faculty teaching in the program to ensure that faculty has the necessary knowledge and skills to facilitate student success and completion of the AHSD program.*

**Item 6. Student Services**

*Describe the support services provided to students to assist them in completing the program (e.g., counseling, orientation, student follow-up, and monitoring).*

**Item 7. Student Assessment**

*Provide a description of student assessment procedures for academic placement in the program. Describe the method the college will use in evaluating student progress and the tools the college will utilize to determine student progress towards the program’s objectives*

**Item 8. Instructional Support Services for Students**

*Identify and describe the instructional support services for students, such as tutoring, supplemental instruction, and other instructional support services such as those provided in the learning resource center.*

**Item 9. Facilities**

*Describe the facilities where the program will be implemented. If facilities are not currently available, describe the district’s master plan for providing appropriate facilities for this program.*

**Item 9. Curriculum Alternatives**

*Provide a description of requirements or conditions by which a student can obtain high school credit by examination or by successfully completing college degree-applicable or non-degree-applicable credit course work and any alternative means for students to complete the prescribed course of study. All alternative means must meet or exceed the standards for the high school curriculum established by the California State Board of Education. These can be found on the California State Board of Education website (*[*www.cde.ca.gov/be/st/ss/*](www.cde.ca.gov/be/st/ss)*).*