eLumen Curriculum Program Review (Fa 2023)

Program: _____   **Reviewer(s):** _____

*If <u>DELETING</u> a program, include the effective semester/year (I.e. Summer 2025) in the comments field.

Student Program Award Data Elements (SP) Codes

COVER INFO

Program Basics:

1.) **Program Title.** *No Abbreviations, Subject should be listed first with the award type listed second. EX: Accounting Associate of Arts*	
2.) **Department.**	
3.) **T.O.P. code** (Taxonomy of Programs). *Check that TOP code matches course and discipline, For AD-Ts, the TOP code must match the TMC*	
4.) **CIP.code** (Classification of Instructional Programs). *Data collected by TOP codes are also reported by the Chancellor's Office to the federal government. For this to happen, the data must be converted to the system of classification used by the U.S. Department of Education, which is called the Classification of Instructional Programs (CIP)*	
5.) **Award Type.** *Possible transfer degrees are listed on C-ID.net; Per BC policy: Certificate of Achievements must have 16 units or more, Job Skills are for less than 16 units but must include at least 2 courses or 6 units, Certificate of Completion or Competency are for Noncredit only and must include at least two noncredit courses.*	
6.) **Student Program Award.** *Should match award type selection*	
7.) **Credit Rang.**–*Should match award selection* and program requirements and sequence tabs	
8.) **Transferability.**	
9.) **Program Description.** *Should be student-friendly language, this is what appears in the catalog. Must include the "To achieve the …" statement. ADTs have specific language. Verify with Articulation Officer.*	

Proposal Details:

9.) **Author(s) Listed.** *At least one faculty from discipline should be listed*	
10.) **Proposed start.** *Check curriculum calendar*	
11.) **Submission Rationale.** *At least one chosen*	
12.) **Rational for Non-fall Start.** *Must be completed if Fall term not chosen*	
13.) **Program Justification.** *Detailed reasoning with labor market data or transferability*	

Labor Market

Program Outlook Summary

1.) **Job Data For.** *Choose most applicable in drop down, if one is given*	

Course Blocks

Credit / Non-Credit Options:

1.) **Naming Conventions.** *Core Classes, List A, List B, List C...; Only list courses needed for the degree/certificate; This is what gets published in the catalog.* *Note: If a program has courses that are not active the program cannot be submitted to the State until this status changes.*	

Recommended Sequence

1.) **Term 1, 2, 3, 4.** *Terms listed with courses in major and GE courses. This will be in the catalog, Program Mapper and Starfish. This should be reviewed by a counselor*	

Learning Outcomes

Course Program Learning Outcomes (PSLOs)

1.) **Class Name.** *Should match the title of the program.*	
2.) **PSLOs must be listed.** <u>*Each one*</u> *starts with the statement "Upon successful completion of the program, the student will be able to..." Should be 70% or greater expected performance. These need to be numbered with correct grammar and formatting. It is suggested to have 3-5 SLOs.*	
3.) **Align PSLOs.** *Map all course SLOs to the PLOs. Each SLO should be mapped to at least one PLO. (More than one PLO can be mapped to a single SLO. For example, SLO #1 maps to PLO #1, 3, and 4.)*	

Program Narrative

Program Narrative

1.) **Catalog Description.** *Should match the Cover Info description verbatim. Requirement: Program Description must match Narrative exactly*	
2.) **Program Requirements.** *List the courses required and the Program Goals. If there are any prerequisite skills or enrollment limitations, they should be added here.*	

3.) **Master Planning**. *The program should explicitly state how it aligns with the mission of the college. Justification of need for program in the local community or region of the district.*	
4.) **Planning Summary #1.** *Will new faculty be needed*	
5.) **Planning Summary #2.** *Will new/remolded facilities be needed this program*	
6.) **Enrollment and Completer Projections.**	
7.) **Place of Program.** *Discuss the department and pathway and any related programs. How does the program fit into the college's existing program inventory. Include a statement that identifies Pathway in which this program will be housed.*	
8.) **Similar Programs.** *Describe any similar programs in the service area*	
9.) **Percentage Offered Online.**	
10.) **Third-Party Requirements.**	
11.) **CTE Programs ONLY.**	

Program Attachments

1.) **ADTs.** *Work with the Articulation Officer for needed documentation.*	
2.) **CE documentation.** *Work with the Career Education Office.* • *Labor Market Information and Analysis – refer to the section VII for additional information. (Credit & Non-Credit Required)* • *Advisory Committee Recommendation – includes advisory committee membership and meeting minutes that clearly detail the recommendation for the specific program being offered by the college.* • *Regional Consortia meeting minutes clearly detailing the title of the program and clearly stating the consortium's recommendations. (only for new programs)* • *Steering Committee Minutes must show Member, Minutes and Approval of Program* **Apprenticeship programs** *do not require advisory committee and regional consortia minutes but do require labor market information and analysis and an approval letter from the California Division of Apprenticeship Standards (DAS).* **Local (non-CTE) Certificates** *In addition to a narrative, all new local certificates may include:* • *Programmatic articulation agreements* • *ASSIST documentation (Within the last five years) verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program's students are likely to transfer Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with California Community Colleges program requirements* • *Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included* • *Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum*	

Resources:
Program and Certificate Quick Overview

PCAH 8th Edition
Curriculum Submission & Approval Technical Manual 2023
Bachelor's Degree   CCCCO Checklist Page 53
AA-T, AS-T, UCTP   CCCCO Checklist Page 74
Associate Degree (AA, AS)   CCCCO Checklist Page 94
CTE Associate Degree (AA, AS)   CCCCO Checklist Page 137
Certificate of Achievements   CCCCO Checklist Page 112
CTE Certificate of Achievements   CCCCO Checklist Page 159