

eLumen Curriculum Program Review (20-21)

Program:

Reviewer:

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 (System Taxonomy) <i>Check that TOP code matches course and discipline, For AD-Ts, the TOP code must match the TMC</i>	
4.) Award Type – Possible transfer degrees are listed on C-ID.net; Certificate of Achievements must have 12 units or more, Job Skills are for less than 12 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	
5.) Student Program Award – should match award type selection	
6.) Credit Range – should match award selection	
7.) 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.	
8.) Transferability	

Proposal Details:

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

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..., Program Electives*
This is what gets published in the catalog.

Recommended Sequence

1.) **Term (or Semester) 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.) PLOs must be listed. **Each one** 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.	
2.) Program Requirements – list the courses required and the Program Goals.	
3.) Master Planning – the program should explicitly state how it aligns with the mission of the college.	
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.	
8.) Similar Programs – Describe any similar programs in the service area	
9.) Percentage Offered Online	
10.) Third Party Requirements	
11.) CE Programs	

Program Attachments

1.) ADTs – Work with the Articulation Officer for needed documentation.	
2.) CE documentation – Work with the Career Education Office.	