Coursedog Curriculum Program Review Checklist FALL 2027

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

***If DELETING a program, include the effective semester/year (i.e., Fall 2028) in the comments field.**

Student Program Award Data Elements (SP) Codes

COVER INFO

Cover Info:

☐ 1.) **Program Title**. No abbreviations; the subject should be listed first, with the award type listed second. EX: Accounting Associate of Arts.

☐ 2.) **Subject**. List the discipline associated with the program.

☐ 3.) **Academic Senate 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, Certificates of Achievement must have 16 units or more, Job Skills are for less than 16 units but must include at least 2 courses or 6 units, and Certificates of Completion or Competency are for Noncredit only and must include at least two noncredit courses. NOTE: Must match what's listed in the Title and the Description.

☐ 6.) **Student Program Award**. Should match award-type selection.

☐ 7.) **Credit Range for Completion – Min** –Should match award selection, Degree Maps (Recommended Sequence), and COURSE BLOCKS (Requirements).

☐ 8.) **Credit Range for Completion – Max** –Should match award selection, Degree Maps (Recommended Sequence), and COURSE BLOCKS (Requirements).

☐ 9.) **Hours Range for Completion – Max** – Will only appear for noncredit awards. Should match award selection, Degree Maps (Recommended Sequence), and COURSE BLOCKS (Requirements).

☐ 10.) **Hours Range for Completion – Max** – Will only appear for noncredit awards. Should match award selection, Degree Maps (Recommended Sequence), and COURSE BLOCKS (Requirements).

☐ 11.) **Program Goal**. Choose: CTE, Transferable, and Local.

☐ 12.) **Program Description**. Should be student-friendly, asset-minded language; this is what appears in the catalog. Must include the "To achieve the …" statement (found in Canvas Resources). Include blank lines between topics (e.g., To achieve statements and Notes). ADTs have specific language. Verify with the Articulation Officer.

☐ 13.) **CDCP Eligibility Criteria**. Only appears if noncredit program.

☐ 14.) **Employment Potential**. Only appears if noncredit program.

Proposal Details:

☐ 15.) **Author (new)**. At least one faculty from the discipline should be listed.

☐ 16.) **Proposed Start Term**. Check the Curriculum Committee calendar.

☐ 17.) **Notes for Submission**. Detailed reasoning with labor market data or transferability.

Last Updated: 10/20/2026, 7/20/2023, 09/21/2023, 6/30/2024, 10/23/25, 11/05/2026

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COURSE BLOCKS (REQUIREMENTS)

Course Blocks (Requirements:

☐ 1.) **Credit / Noncredit Options**. 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. For examples, visit the Curriculum Committee Canvas eLumen Guides page.

eLumen data populated into the Free Form tab. Use the Simple Requirements tab to build out the Course Blocks. For step-by-step tutorials, visit the Curriculum Committee Canvas page.

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. FOR EXAMPLES, VISIT THE CURRICULUM COMMITTEE CANVAS ELUMEN GUIDES PAGE.RECOMMENDED SEQUENCE VIEW ONLY

☐ 1.) **Recommended Sequence (view only)**. Information automatically populated.

DEGREE MAPS (RECOMMENDED SEQUENCE)

☐ 1.) **Degree Map**. Build map. Work with your Pathway Counselor. For step-by-step tutorials, visit the Curriculum Committee Canvas page.

PROGRAM LEARNING OUTCOMES (PSLOS)

Program Learning Outcomes (PSLOs)

☐ 1.) **PLOs must be numerically listed**. Each one starts with the statement “At the conclusion of this program, the student should be able to...” and each should be listed in separate boxes. 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.

☐ 2.) **Expected Performance**. Set to 70% unless required differently by an outside agency.

Assessment Mapping

☐ 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.) NOTE: If the PLOs are edited, remember to double-check the mapping.

Use the link to navigate to an online mapping form.

PROGRAM NARRATIVE

Program Narrative

☐ 1.) **Catalog Description**. Should match the Program Description on the Cover Info page verbatim. Then, skip a line, and add, “Program Learning Outcomes” and list them numerically.

☐ 2.) **Program Goals and Objectives**.

☐ 3.) **Program Requirements – (Not required for ADTs)**. Type the title of the certificate/degree along with the total number of units.

Skip a line and list the core courses required (match the Course Blocks.) Include unit amounts for each course. (e.g., ENGL B1A Expository Composition (3 units))

Skip a line and type, “Recommended Sequence," list the courses by term, and identify each term (match the Recommended Sequence). Include course and term unit totals.

If there are any prerequisite skills or enrollment limitations, they should be added here.

☐ 4.) **Master Planning – (Not required for ADTs)**. The program should explicitly state how it aligns with the mission of the college and justification of the need for the program in the local community or region of the district.

☐ 5.) **Planning Summary – (Not required for ADTs)**.

Will new faculty be needed?

Will new/remodeled facilities be needed for this program?

☐ 7.) **Enrollment and Completer Projections – (Not required for ADTs)**. Include the annual number expected to enroll and the projected amount to complete the program.

☐ 8.) **Place of Program – (Not required for ADTs)**. Discuss the department and pathway and any related programs. How does the program fit into the college’s existing program inventory?

☐ 9.) **Similar Programs – (Not required for ADTs)**. Describe any similar programs in the service area

☐ 10.) **Percentage Offered Online**. Choose one.

☐ 11.) **Third-Party Requirements**. If not applicable, list “n/a”

☐ 12.) **CTE Programs ONLY**. If not applicable, list “n/a”

☐ 13.) **Program Pathway** (Indicate the program pathway this will fall under)

Required Documents (if applicable)

☐ 14.) **ADTs**. Work with the Articulation Officer for needed documentation.

☐ 15.) **CTE documentation**. Work with the Career Technical Education Office.

- Labor Market Information and Analysis – refer to section VII for additional information. (Credit & Noncredit 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 the alignment of the proposed program with their program curriculum

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Approval Documents

These are approval documents that are uploaded by the Curriculum Technician once the program has been approved.

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

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