**Program Outline**

It is the responsibility of the program originator to complete the Program Outline on CurricUNET. If the program originator does not have access to CurricUNET or needs help getting started, the faculty member should contact the college curriculum chair.

Program originators should review the information in this section under “Completing the Program Outline” for detailed information about the contents of each item required in developing or revising a course.

The Curriculum Committee uses the following criteria to evaluate program proposals.

* Appropriateness to mission of college, department, and discipline
* Need as justified by department
* Curriculum standards
* Appropriateness of program content
* Adequate resources
* Compliance
* CTE departments’ advisory board support
* Departmental faculty support
* Consultation with other disciplines or colleges

**Completing the Program Outline**

Following are descriptions of the elements in the program outline that must be completed as part of the program development process. All items in the CurricUNET Degree/Certificate Checklist must be completed, saved, and finished before the system will allow you to submit it to the work flow.

To use CurricUNET for the first time, contact the College Curriculum Committee chair. This section of the manual only covers the content elements of the program outline; it does not explain how to get to the data entry screens in CurricUNET.

More details about using CurricUNET can be found in the Help Section on the CurricUNET Home Page and in the Peralta District Guide to CurricUNET (under development). In addition, each college has a Curriculum Web Page; Laney’s has been well developed to provide good support for the system. Finally, the College Curriculum Committee chair is an excellent resource.

**Note:** *Approval of curriculum is a time-consuming process.* Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered, new curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation.

**Program Outline**

Cover

*□ Program Title*

Identify the program title as it will be listed in the catalog.

*□ Discipline*

Identify the discipline in which the program will be managed.

*□ Award type*

Identify which type of degree or certificate is being developed.

*□ Justification for Proposal*

If this is a new program, explain the purpose the program will serve in the department, discipline, and/or college curriculum.

The justification should also clearly outline the specific program plan for transfer to four year schools or the specific Career/Technical Education goals for the program. Detailed supporting documentation should also be attached in CurricUNET.

If this program is being modified, update this as necessary. In most cases, the original justification should not be deleted.

*□ Career Opportunities*

If this program is in the Career Technical Education areas (CTE), include a brief description of the career opportunities available to the student who completes the program.

Program Description

This is the description of the program which will be printed in the catalog. It should be clear and concise.

Program Outcomes

It is essential that every program have Program Learning Outcomes (PLOs) for assessment and accreditation purposes.

Each PLO consists of an Outcome Text which will be measured during the regular assessment process, a mapping to an appropriate Institutional Learning Outcome, and an Assessment Method.

Each college manages their PLOs slightly differently. See the college assessment coordinator for additional information.

Course Block Definitions

All courses required to be completed for the program must be listed.

Attach Files

If there are additional documents that should be archived with the program outline, they can be attached here.

General attachments might include:

* Documentation prepared to submit to the California Community Colleges Chancellor’s Office (CCCCO) for approval, including program narrative, labor market information (CTE only), ASSIST/Transfer documentation, and signature page.
* Approval Letters from the CCCCO
* Transfer Model Curriculum (TMC) Template for Associate Degrees for Transfer (ADT)
* Documentation of Transfer Plan to four year schools

Additional attachments for Career/Technical Education (CTE) programs might include:

* Letters of Support from Advisory Committees
* CTE Advisory Council Approval Meeting Minutes
* Documents for CTE programs approved by the Bay Area Community College Consortium (BACCC)
* California Division of Apprenticeship Standards (DAS) Approval Letter (Apprenticeship only)
* Employer Survey (CTE only)