CHECKLIST FOR DEPARTMENT/DISCIPLINE REVIEW CYCLE

- Programs
    - Structure and goals of the programs
    - How effectively are we offering these programs?
    - How viable/appropriate are these programs?
    - Presentation of date: completion rates
- Courses
    - When were they last offered?
    - When were they last assessed?
    - When were they last updated?
    - Presentation of date: productivity and/or completion rates

SAMPLE STATEMENTS FOR CERTIFICATES OF PROFICIENCY

CHABOT:
*Certificates of Proficiency and Certificates are not posted on the student's transcript per Title 5 §55070(b).

OHLONE:
Certificate of Accomplishment
Certificates of Accomplishment are awarded for the completion of an organized course of study for a specific purpose, usually career or job related. These certificates have been approved by the Ohlone Curriculum Committee, Ohlone Community College District Board of Trustees, and consist of a maximum of 17.5 units. Certificates of Accomplishment are designed to allow students to finish a program in a shorter period of time. Although not as comprehensive as Certificates of Achievement, these certificates do serve to recognize student achievement in a particular emphasis area. However, per Title 5 of the California Code of Regulations (§55070.b), a Certificate of Accomplishment cannot appear on a student's transcript.
A Certificate of Accomplishment will be granted to a student who meets the following requirements:
1. Maintains a C (2.00) grade point average in the specified courses.
2. Completes satisfactorily a specific curriculum or recognized sequence of courses as prescribed by selected faculty and/or an occupational advisory committee, approved by the College Board of Trustees, and published in the applicable curriculum guide.
3. Completes 50% of the required units at Ohlone College for the certificate to be awarded by Ohlone.

SANTA ROSA:
Certificates in the Non-Credit Program
There are two types of non-credit certificates acknowledged by the State and the College. The first is called a Certificate of Completion and the second a Certificate of Competency. Title 5: 55151 (b)(1)(2)
CERTIFICATE OF COMPLETION
This certificate confirms that a student has completed a program or sequence of non-credit courses that prepares him or her to progress in a career path or to undertake degree-applicable or non-degree applicable credit courses. This document certifies that the student has gained proficiency in basic educational skills, such as math, reading, listening, writing or English as a Second Language leading to improved employability or job opportunities at the entry level.
CERTIFICATE OF COMPETENCY
This certificate confirms that a student has enrolled in a program or sequence of non-credit courses and demonstrated competencies that prepares him or her to progress to a career path or to undertake credit courses to further pursue his or her career. This document certifies that the student has achieved a set of skills or competencies that can be applied in a recognized career field and articulated with degree-applicable coursework leading to a degree.
APPROVALS
Each certificate must be approved by the Curriculum Committee, Board of Trustees and the Systems Office.

COLLEGE OF MARIN
Basic Skills Courses: Courses numbered below 100 are non-degree applicable but may be used for a Certificate of Achievement when listed as a major requirement. Basic skills courses under 100 do not apply toward the 60 units required for graduation, even though they may be listed as part of a vocational program.