Program Attachments

In addition to completing the Elumen fields, creating and modifying a program involves uploading program related documentation to Elumen. Based on the program goal and action (new or modification), different documentation is needed.

- **NEW Local Non-CTE Associate Degrees and non-CTE Certificates** (These types of programs exclude Noncredit Certificates, ADTs, CTE programs, and Certificates of Achievements for CSU GE Breath and IGETC)
  - Articulation and transfer documentation if the program is designed to transfer. Please consult with the Articulation Officer.

- **NEW Career Technical Education Local Associate Degrees and CTE Certificates**
  - The Advisory Board meeting minutes. Includes date, time, place, advisory committee membership, and summary of recommendations
  - Labor Market Information (LMI), report produced by the Center of Excellence. To obtain LMI reports, please contact the Director of Career Services. Producing the reports may take three weeks.
  - The Bay Area Community College Consortium meeting minutes, endorsement/recommendation. To obtain this document, please contact the Director of Career Services.

- **New ADTs**
  - Most recent TMC (Transfer Model Curriculum template) and associated documents if required. Please contact our Articulation Officer, to ensure that:
    - you are using the most up-to-date TMC
    - C-IDs are approved or submitted
    - the double-counted units are correct
    - to obtain associated articulation agreements and the rest of the documents to comply with the TMC (i.e. AAM, BCT, GETCC) if required.

  TMCs that have not been previously validated by the Articulation Officer must not be uploaded to Elumen.

- **New Noncredit Certificate of Competency or Completion**
  - Labor Market Data (LMI) for short-term vocational certificates with high employment potential. The LMI must be no older than a year old. The focus on the data is on growth as well as job openings and graduates. To obtain LMI reports, please contact the Director of Career Services. The report should be produced by the Center of Excellence and its production may take three weeks.

- **Modified Local Non-CTE Associate Degrees and non-CTE Certificates**
  - Provide program completions in the last five years by attaching a word document including such information to Elumen. You can find program completion data by visiting Datamart

- **Modified CTE Local Degrees and Certificates**
- Up-to-date Labor Market Data (LMI) must be no older than one year old. To obtain LMI reports, the Director of Career Services. Its production may take three weeks.
- Advisory Committee Recommendation. Includes date, time, place, advisory committee membership, minutes and summary of recommendations
- Provide program completions in the last five years by attaching a word document including such information to Elumen. You can find program completion data by visiting Datamart

**Modified ADTs**

- Revised TMC (Transfer Model Curriculum template) and associated documents if required. Please contact our Articulation Officer, to ensure that:
  - you are using the most up-to-date TMC
  - C-IDs are approved or submitted
  - the double-counted units are correct
  - to obtain associated articulation agreements and the rest of the documents to comply with the TMC (i.e. AAM, BCT, GETCC) if required.

  TMCs that have not been previously validated by the Articulation Officer must not be uploaded to Elumen.

- Provide program completions in the last five years by attaching a word document including such information to Elumen. You can find program completion data by visiting Datamart

**Modified Certificate of Achievements for CSU GE Breath and IGETC**

- Copy of the CSU-GE Breadth or IGTC transfer requirements from current college catalog. This copy can be obtained by contacting our Articulation Officer.

- Provide program completions in the last five years by attaching a word document including such information to Elumen. You can find program completion data by visiting Datamart

**Modified Noncredit Certificate of Competency or Completion**

- Labor Market Data (LMI) for short-term vocational certificates with high employment potential. LMI must be less no older than one year old. To obtain LMI reports, please contact the Director of Career Services or the Dean of Workforce Development.

- Provide program completions in the last five years by attaching a word document including such information to Elumen. You can find program completion data by visiting Datamart