Program Processes

NEW Local Non-CTE Associate Degrees and non-CTE Certificates

- Local Associate degrees can be designed to transfer but are not considered to be transfer degrees by the state
- If the program is designed to transfer, 51% or greater of required courses in associate degrees should articulate as lower division major courses at transfer institutions
- The total of all degree and general education requirements should be at most 60 units for an associate degree.
- Minimum of 18 units in major or area of emphasis for an associate degree.
- May use Local GE, IGETC, or CSU GE
- Include local graduation requirements
- Has non-vocational TOP code
- Offered to serve transfer preparation and/or community needs

1. Meet with department and dean to discuss fit with community college mission, rationale for new program, and need within both the district and the region.

2. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for Guidance

3. Update existing courses if revisions needed (must be completed at the start of the fall semester)

4. Create any new courses if planned (must be completed at the start of the fall semester)

5. Create new program in eLumen and attach the required documents (see Curriculum Committee website: Resources → Program Attachments document).

6. Course Blocks in eLumen must match Program Table in the Narrative.

7. Program Sequence in eLumen needs to align with Program Table in the Narrative.

8. Answer narrative questions included in program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee website: Resources → Narrative Templates.

NEW Career Technical Education Local Associate Degrees and CTE Certificates

- Has CTE TOP code
- Associate degrees can include CTE and transfer prep
- If the program is designed to transfer, 51% of greater of core courses in associate degrees should articulate as lower division major courses at transfer institutions
- The total of all degree and general education requirements should be at most 60 units.
- Minimum of 18 units in major or area of emphasis
- May use Local GE, IGETC, or CSU GE
- Needs recommendation of Bay Area Community Colleges Consortium (BACCC)

Updated, Sp2021, pg. 1
• Needs positive Labor Market data

1. Meet with department and dean to discuss fit with community college mission, rationale for new program and need within both the district and the region.

2. Discuss new degree or certificate with Advisory Board and obtain approval. Take minutes during meeting approval is given as these will need to be submitted. Should include, date, time, place, committee membership and the approval statement.

3. Meet with the Director of Career Services to obtain labor market demand. A preliminary report will be used to determine the need for the certificate and an additional report will be requested from the Centers of Excellence. Because competing issues may arise at regional level, work with the Director of Career Services to identify them and contact faculty leading possibly impacted programs offered within the region.

4. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for guidance and be ready to provide and discuss the labor market report produced by the Center of Excellence.

5. Update existing courses if revisions needed (must be completed at the start of the fall semester)

6. Create any new courses if planned (must be completed at the start of the fall semester)

7. Create new program in eLumen and attach the required documents (see Curriculum Committee website: Resources→Program Attachments document).

8. Course Blocks in eLumen must match Program Table in the Narrative.

9. Program Sequence in eLumen needs to align with Program Table in the Narrative.

10. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee website: Resources→Narrative Templates.

12. Once the program is built in eLumen, contact the Director of Career Services so that he requests the recommendation from the BACCC.

**NEW Transfer Degrees, Including ADT’s and Certificates of Achievement for CSU Breadth and IGETC**

• ADT’s must follow most recent TMC template.

• The total of all degree and general education requirements must be at most 60 units.

• Articulation agreements required per TMC.

• C-ID approval required per TMC.

1. Meet with department and dean to discuss rationale for new program and need.

2. Meet with Articulation Officer to validate TMC, collect the associated articulation agreements/documents and verify C-ID approval for relevant courses.

4. Submit completed TMC and articulation agreements to Articulation Officer.

5. Update existing courses if revisions needed (must be completed at the start of the fall semester); if courses have C-ID descriptors, must align with descriptors.

6. Create any new courses if relevant (must be completed at the start of the fall semester); if courses have C-ID descriptors, must align with descriptors.

7. Articulation Officer will submit relevant courses for articulation and C-ID approval. (Degree cannot be submitted to state without articulation agreement and C-ID approval).

8. Create new program in eLumen and attach the required documents (see Curriculum Committee website: Resources→Program Attachments document).

9. Course Blocks in eLumen must match TMC.

10. Course Sequence in eLumen must align with TMC.

11. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee website: Resources→Narrative Templates.

NEW Transfer Degrees, Including

Modified Local Non-CTE Associate Degrees and non-CTE Certificates

1. Meet with department and dean to discuss program completions over past years.

2. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for guidance if needed.

3. Update existing courses if revisions needed (must be completed at the start of the fall semester)

4. Create any new courses if relevant (must be completed at the start of the fall semester)

5. Launch revision of program in eLumen.

6. Course Blocks in eLumen must match Program Table in the Narrative.

7. Program Sequence in eLumen needs to align with Program Table in the Narrative.

8. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee website: Resources→Narrative Templates.

Modified CTE Local Degrees and CTE Certificates

1. Meet with department and dean to discuss program completions over past years.
2. Meet with the Director of Career Services or the Dean of Workforce Development to obtain current labor market demand. LMI must not be older than a year. A report indicating labor market demand with need to be submitted.

3. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for Guidance if needed. (program goal, unit, TOP code change)

4. Obtain Advisory Board Minutes indicating continued recommendations for program. Should include date, time, place, committee membership and summary recommendations.

5. Update existing courses if revisions needed (must be completed at the start of the fall semester)

6. Create any new courses if relevant (must be completed at the start of the fall semester)

7. Launch revision of program in eLumen and attach the required documents (see Curriculum Committee website: Resources→Program Attachments document).

8. Course Blocks in eLumen must match Program Table in the Narrative.

9. Program Sequence in eLumen needs to align with Program Table in the Narrative.

10. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee website: Resources→Narrative Templates.

**Revised Transfer Degrees, Including ADT’s and Certificates of Achievement for CSU Breadth and IGETC**

1. Meet with department and dean to discuss degree and certificate completions over past several years.

2. Meet with Articulation Officer to validate TMC, collect any additional associated articulation agreements/documents and verify C-ID approval for relevant courses.


4. Submit completed TMC and articulation agreements to Articulation Officer.

5. Update existing courses if revisions needed (must be completed at the start of the fall semester); if courses have C-ID descriptors, must align with descriptors.

6. Create any new courses if relevant (must be completed at the start of the fall semester); if courses have C-ID descriptors, must align with descriptors.

7. Articulation Officer will submit relevant courses for articulation and C-ID approval. (Degree cannot be submitted to state without articulation agreement and C-ID approval).

8. Launch revision of program in eLumen and attach the required documents (see Curriculum Committee website: Resources→Program Attachments document). Course Blocks in eLumen must match TMC.

9. Course Sequence in eLumen must align with TMC.
10. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee web site: Resources → Narrative Templates.

**NEW Noncredit Certificates of Competency or Completion**

- Certificate of Competency= a sequence of courses (ESL, Basic Skills, Vocational ESL) leading to credit, completion of an associate degree or transfer to a baccalaureate institution
- Certificate of Completion=a sequence of noncredit courses (short-term vocational, workforce preparation) for career field with high employment potential

1. Meet with department and dean to discuss fit with community college mission, rationale for new certificate and need.

2. For short-term vocational certificates of completion, meet with the Director of Career Services to obtain labor market demand. The LMI must show a positive growth/trend in the program’s targeted field/industry. Only showing that the number of jobs offered is greater than the number of graduates in the region will not suffice. A preliminary report will be used to determine the need of the certificate and an additional report will be requested from the Centers of Excellence. Or, identify a career that has high employment potential at http://www.labormarketinfo.ca.gov or O*Net.

3. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for Guidance, especially appropriateness for noncredit.

4. Update existing non-credit courses if revisions needed (must be completed at the start of the fall semester)

5. Create any new non-credit courses if planned (must be completed at the start of the fall semester)

6. Create new certificate in eLumen and attach the required documents (see Curriculum Committee web site: Resources → Program Attachments document).

7. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee web site: Resources → Narrative Templates.

**Modified Noncredit Certificates of Competency or Completion**

1. Meet with department and dean to discuss program completions over past years.

2. For short-term vocational certificates of completion, meet with the Director of Career Services to obtain current labor market data. The LMI must show positive growth/trend in the program’s targeted field/industry. Only showing that the number of jobs offered is greater than the number of graduates in the region will not suffice. A preliminary report can be used to show the continued need for the certificate and an additional report will be requested from the Centers of Excellence.
3. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for Guidance, if needed.

4. Update existing non-credit courses if revisions needed (must be completed at the start of the fall semester)

5. Create any new non-credit courses if planned (must be completed at the start of the fall semester)

6. Launch the revision in eLumen and attach the required documents (see Curriculum Committee web site: Resources → Program Attachments document).

7. Answer narrative questions included with program template in eLumen. For explanation on how to answer these questions, consult the Curriculum Committee web site: Resources → Narrative Templates.

**Program Deactivation**

1. Meet with department and dean to discuss justification and impact.

2. Consult Articulation Officer to discuss impact.

3. Launch deactivation in eLumen (not available currently; contact Curriculum Chair)