Curriculum Checklist: New Associate degree Development (CTE)

Before starting the new program proposal:

Have conversation among department members about the need for the program. How does it align with department goals? Has need been determined in the PPA? Has program been recommended by advisory committee?

Have broader conversation in area and at institutional level. Does program meet area goals? College goals? Has it been identified as priority in PPA review? Does new program require significant fiscal commitment? If so, have funds been requested in PPA and prioritized in the area?

Preparing the new program proposal:

The Program Initiation process followed by the college is described by AP 4021. http://www.hartnell.edu/sites/default/files/u90/ap4021.pdf Your new degree program requires approval through the AP 4021 process, has that approval been granted?

Does the degree have a minimum of 18 units in a major or area of emphasis? A major may be defined by the lower-division requirements of a specific major at the UC or CSU or a minimum of 18 semester units in a field or related fields selected by the community

Course outlines for all new courses will also need to be brought to the committee. (See checklist for new and revised courses.)

Course outlines for all existing courses must have an approval date within the last five years. If you have courses that need to be revised, they must be brought to the committee. (See checklist for new and revised courses.)

After Curriculum Committee Approval

After approval by the Curriculum Committee the program will be submitted to the Board of Trustees for their approval. That completes the internal approval process.

The CTE program must then be sent to the Regional Consortium for their recommendation. After Regional Consortium recommendation is obtained, the program will be submitted to the Chancellor's Office for approval. It will also be submitted to the ACCJC. This would complete the external approval process.

If the program completes all required approvals (internal and external) before March of a given year, it will be included in the next year's College Catalog. If it is approved after March, it will be included in the college catalog two years forward. For example, if a program has all required internal and external approvals by February 2018, it will be published in the 2018-19 catalog. If a program has all required internal and external approvals in May 2018, the program will NOT be able to be included in the 2018-19 catalog. It will be included in the 2019-20 catalog.