

# Effective Practices for Program Revision and Development

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# What is a Program?

“An organized sequence of courses leading to a defined objective, a degree, a certificate, a diploma, a license, or transfer to another institution of higher education.” (title 5 §55000)

# Types

- Associate Degree (local)
  - AS (STEM and CTE)
  - AA (All others)
- Associate Degree for Transfer
  - AA-T
  - AS-T
- Certificate of Achievement
- Certificate of Completion or Competency
  - Noncredit only

# Transcripted Programs

- Associate Degrees
  - AA, AS (locally defined)
  - AA-T, AS-T (externally defined)
- Certificates of Achievement
  - 12-17.99 units, approved by CCCCCO\*
  - 18 or more units, approved by CCCCCO

# Where do I start?

- Program Outcomes
- What will students be able to do when they complete the program?
- All courses should support the outcomes
- Minimum number of courses that achieve outcomes

# Example of Program Goals (Outcomes)

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## Bilingual Elementary Teacher Assistant/Special Education Certificate of Achievement

Students who complete will be prepared to:

3. continue to towards the Elementary Teacher AA-T degree completion.
4. take the Bilingual Paraeducator exam.

# What courses?

- Courses with SLOs that support those outcomes should be included in the certificate
- What is the minimum list of courses that support those outcomes?



# Who's at the Table?

- Other faculty in discipline
- Faculty in affected disciplines
- Articulation Officer (transfer goals)
- Advisory Committees (CTE)
- Curriculum Committee and support staff
- Area Dean
- AP4021 process if **NEW** Program

# Outside Influences

- For CTE
  - Advisory Committee
  - Labor Market data
  - Regional Consortium (BACCC)
  - c-id.net model curricula and transfer model curricula
- For transfer
  - c-id.net model curricula and transfer model curricula

# Degree Standards from Title 5

- At least 18 semester units defining a major or area of emphasis
  - These courses aligned with TOP code identified for the degree
- **At least** 18 semester units of GE (locally determined according to regulations—21 for HC)
- At least 60 total semester units

# Degree Standards from Title 5

- Writing competency
  - C or better in English course at Freshman Comp level or higher (also counts for Composition GE)

# Degree Standards from Title 5

- Math competency
  - C or better in Intermediate Algebra (or course with same rigor and Elementary Algebra as prereq)
  - Or score on exam comparable to completion of the course
  - At Hartnell this is MAT 123

# Certificates of Achievement (CoA)

- “Well-defined pattern of learning experiences designed to develop capabilities oriented to career or GE.”
- If 18 or more units, **MUST** submit to CCCCO
- If 12-17.99 units **MAY** submit to CCCCO
  - If not submitted, then **CANNOT** be called Certificate of Achievement and **NOT** transcribed.
  - Also can't be called Cert of Completion or Competence (these are for noncredit)

# Additional Hartnell Requirement for Certificate of Achievement

# Certificate Units set to Change

- Proposal for 8+ unit CoAs to be eligible for CCCCO approval.
- 16 or more units means CoA is eligible for financial aid
  - Important consideration if you are interested in offering certificate with fewer than 16 units. **Be Careful** for your students!



# Resources

- Degree and certificate checklist on [Curriculum Committee](#)

# Summary of Considerations for Degree and Certificate Revisions

- **Courses in degree contribute to Program Learning Outcomes.**
- Consistent with similar degrees at other colleges.
- Duplication of degrees?

# Summary of Considerations for Degree and Certificate Revisions

- Courses in degree are at the lower-division level.
- Courses in degree are degree-applicable and meet the standards for a degree-applicable course.
  - 1-199 level, critical thinking, writing, problem solving, application, independent learning, college level rigor and vocabulary

# Summary of Considerations for Degree and Certificate Revisions

- Courses in degree are active and the college is committed to offering the courses at least on a **two-year cycle**.

This should include restricted electives. Too many choices makes it difficult to have good enrollments and offer regularly.

# Summary of Considerations for Degree and Certificate Revisions

- Has appropriate number of required major units.
- Has appropriate number of restricted electives and choices.
- Required major courses contribute to core body of knowledge in the field.
- Restricted electives add to the body of knowledge and advance student ability while still at the lower division level

# Special Considerations for CTE

- Courses in degree/certificate lead to job opportunities
- If students are “jobbing out” after a few courses, might this be your “core”?
- Consider groups of restricted electives that will guide students in their selections.