

Completing the Program Outline in META

The Following are descriptions of the elements in the program outline that must be completed as part of the program development process. All items in the CurriQunet META program Checklist must be completed, saved, and launched to the work flow.

To use CurriQunet META for the first time, contact the College Curriculum Committee chair. Faculty who teach at more than one college will have one CurriQunet META account for multiple colleges.

This section of the manual only covers the content elements of the program outline; it does not explain how to get to the data entry screens in CurriQunet META .Please see the META user manual for more details

Program Outline Checklist

CREATING A PROPOSAL – After clicking on “Create Proposal” the following fields must be filled in

Tab 1: Cover

1. Division, Department, and Program Title, and Award Type are the basic information that was entered when creating the new program proposal.
2. Choose the subject of the Program
3. *Justification for Proposal*
 - a. If this is a new program, explain the purpose the program will serve in the department, discipline, and/or college curriculum.
 - b. The justification should also clearly outline the specific program plan for transfer to four year schools or the specific Career/Technical Education goals for the program. Detailed supporting documentation should also be attached in CurriQunet META.
 - c. If this program is being modified, update this as necessary. In most cases, the original justification should not be deleted.
4. *Career Opportunities*
 - a. Include a brief description of the career opportunities available to the student who completes the program.
5. Program Goal: Identify the type of Program Goal
6. Annual completers, Faculty Workload, New Faculty Positions, New Equipment, new Remodeled Facilities, Library Acquisitions:
 - a. Work with your curriculum chairs and/or curriculum specialist to fill in this information
7. Percent of Courses available as Distance Education:
 - a. What percentage of the degree can be offered online?
8. Program Review Date:
 - a. Indicate the next date for Program Review
9. Gainful Employment
 - a. Click this if this is a gainful Employment program
10. Apprenticeship:
 - a. Click this if this is an apprenticeship program.
11. Similar Programs at Other Colleges in Service Area:
 - a. Identify any local colleges that offer the same or similar programs at their campus.



12. Click the box if this is a CTE Program
13. **Click the box if this is a noncredit program/award**

Tab 2: Description

1. Choose the appropriate TOP CODE for the Program
2. Choose the appropriate CIP CODE for the Program
3. Program Description: This is the description of the program which will be printed in the catalog. It should be clear and concise.

Tab 3: Co-Contributor

If someone other than the originator should have access to edit this program, a co-contributor is assigned in this tab.

Tab 4: Course Block Definitions

1. All courses that are a part of the program must be listed in this tab.
2. Click on “Add Item” to create a course block
3. Within the course block, click on “Edit Program Courses” to add/delete courses.
4. If you are mapping SLOs to PLOs, be sure to click on the box “Include this course in outcome mapping” during the course details section.
5. Create course blocks, as needed, with required course block courses added into each block.

Tab 5: Program Learning Outcomes

It is essential that every program have Program Learning Outcomes (PLOs) for assessment and accreditation purposes.

Each PLO consists of an Outcome Text which will be measured during the regular assessment process, a mapping to an appropriate Institutional Learning Outcome, and an Assessment Method.

1. Here you can map your course SLOs to the Program Learning Outcomes (PLOs) as well as map your PLOs to the ILOs of your college. Be sure you finish your Course Block Definitions before finalizing this section. Note: if you want to map an SLO to a PLO in this section, you must click on “Include this course in outcome mapping” during the course block definitions tab and fields.
2. Note: Courses must be entered on the Course Blocks tab, the Include Course in SLO Map box must be checked in Course selection, and the course must have outcomes entered before a checklist will appear.
3. Click “Add New Outcome” for EVERY Program Learning Outcome this program has.
4. In the “new outcome” fields, you will have the opportunity to map PLOs to SLOs if you checked the “Include this course in outcome mapping” box, and map PLOs to ILOs.
5. Each college manages their PLOs slightly differently. See the college assessment coordinator for additional information.

Tab 6: Attachments:

General attachments might include:

- Documentation prepared to submit to the California Community Colleges Chancellor’s Office (COCI) for approval, including program narrative, labor market information (CTE only), ASSIST/Transfer documentation, and signature page.
- Approval Letters from the COCI

- Transfer Model Curriculum (TMC) Template for Associate Degrees for Transfer (ADT)
- Documentation of Transfer Plan to four year schools

Additional attachments for Career/Technical Education (CTE) programs might include:

- Letters of Support from Advisory Committees
- CTE Advisory Council Recommendation Meeting Minutes
- Documents for CTE programs approved by the Bay Area Community College Consortium (BACCC)
- California Division of Apprenticeship Standards (DAS) Approval Letter (Apprenticeship only)
- Employer Survey (CTE only)