

Curriculum Review CE Program Checklist

Instructions

1. Create a **MC Program Modification** proposal in [CurriQunet](#) for the program being reviewed.
2. Confirm that each course requirement has been updated in the last two years; create course modification proposals for those that need updating.
3. Request current labor market information and attach it to the proposal.
4. Examine the program modification proposal, using this checklist as a guide and updating each field as needed. Instructions for completing certain fields are displayed in *italics* in the proposal form. Refer to the “Completing the Program Outline in META” section (pp. 82-84) of the PCCD [Program and Course Approval Handbook \(4th ed.\)](#) for additional guidelines.
5. Refer to the “Career Technical Education Degrees: AA and AS” (pp. 79-84) and “Certificates of Achievement” (pp. 89-95) sections of the Chancellor’s Office [Program and Course Approval Handbook \(7th ed.\)](#) for degree and certificate standards.
6. Complete the **Program Narrative** and attach it to the proposal.
7. Launch the program modification proposal.

ARE EACH OF THE PROGRAM PROPOSAL SECTIONS LISTED BELOW COMPLETE AND UP-TO-DATE?	YES	NO
Program Offering		
Have any students completed this program in the last two years? If not, consider deactivating it.		
Cover		
Does the <i>Justification for Proposal</i> clearly state the purpose, goals and objectives, and place of the program within Merritt’s curriculum?		
REQUIRED FOR NONCREDIT PROGRAMS: Does the justification specify the reason for noncredit (rather than credit) instruction, the target population, and the noncredit category (including Career Development and College Preparation categories eligible for enhanced funding)?		
DO NOT DELETE THE EXISTING JUSTIFICATION: Below it, type “Curriculum Review” plus the current year and list any updates made to the proposal.		
Do the <i>Career Opportunities</i> listed reflect current labor market demands?		
Is the appropriate <i>Program Goal</i> selected?		
Are the <i>Annual Completers, Faculty Workload, New Faculty Positions, New Equipment, New Remodeled Facilities,</i> and <i>Library Acquisitions</i> fields completed with current data?		
Is the appropriate <i>Percent of Courses Available as Distance Education</i> selected?		
For CE programs, does <i>Gainful Employment</i> or <i>Apprenticeship</i> apply?		
Are <i>Similar Programs at Other Colleges in Service Area</i> listed for both Peralta and Bay Area colleges, including four-year institutions?		
REQUIRED FOR CE PROGRAMS: Has <i>Is This a CTE Program</i> been checked?		
Are the five <i>CTE only</i> fields completed with the current information and data?		
1. Does the <i>Labor Market Information and Analysis</i> include local and/or regional projections?		
2. Is there a summary of the <i>Employer Survey</i> ?		
3. Does the <i>Explanation of Employer Relationship</i> describe partnerships with local employers?		
4. Is there a <i>List of Members of Advisory Committee</i> ?		
5. Is there a summary of the <i>Recommendations of Advisory Committee</i> ?		
Description		
Does the <i>Top Code</i> align with the <i>CIP Code</i> ?		
Does the <i>Description</i> contain program requirements, prerequisite skills or enrollment limitations, and program goals, including a valid transfer or workforce preparation, basic skills, or local purpose?		
Course Block Definitions		
Do the <i>Course Block Definitions</i> distinguish between required, elective, and recommended courses?		
Are general education requirements included for degrees?		
Are all courses active?		

Program Learning Outcomes (PLOs)		
Does the program have appropriate and measurable PLOs?		
Are the PLOs mapped to institutional learning outcomes?		
Attached Files		
Is a program narrative attached, consisting of 1) program goals and objectives, 2) catalog description, 3) program requirements, 4) master planning, 5) enrollment and completer projections, 6) place of program in curriculum, 7) similar programs at other colleges in service area, 8) labor market information and analysis, 9) advisory committee membership, minutes, and summary of recommendations, and 10) for new programs, Bay Area Community College Consortium minutes indicating program recommendation.		
Is documentation of labor market information and analysis attached?		
Is documentation of advisory committee membership, minutes, and summary of recommendations attached?		
Is documentation of Bay Area Community College Consortium minutes indicating program recommendation attached (for new programs only)?		