

## Curriculum Review CE Program Checklist

Review the program to ensure its quality and integrity according to five essential criteria established by the Chancellor's Office: 1) Appropriateness to Mission, 2) Need, 3) Curriculum Standards, 4) Adequate Resources, and 5) Compliance.

### Instructions

1. Create an *MC Program Modification* proposal in [CurriQunet](#) for the program being reviewed.
2. Examine the program modification proposal, using the checklist as a guide and updating each field as needed.
3. Launch the program modification proposal.

ARE EACH OF THE PROGRAM PROPOSAL SECTIONS LISTED BELOW COMPLETE AND UP-TO-DATE?	YES	NO
<b>Program Offering</b>		
Have any students completed this program in the last two years? If not, consider deactivating it.		
<b>Cover</b>		
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</i> , <i>Faculty Workload</i> , <i>New Faculty Positions</i> , <i>New Equipment</i> , <i>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?		
Is the current date entered for <i>Program Review Date</i> ?		
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> ?		
<b>Description</b>		
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?		
<b>Course Block Definitions</b>		
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?		
<b>Program Learning Outcomes (PLOs)</b>		
Does the program have appropriate and measurable PLOs?		
Are the PLOs mapped to institutional learning outcomes?		
<b>Attached Files</b>		

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, and 8) transfer preparation information?		
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?		