Chabot College Curriculum Committee Checklist for New Programs & Courses

*The Curriculum Committee is working toward more timely approvals after faculty launch courses/programs in Curricunet. We have learned that information critical to course/program development and approval is best communicated during the very early stages of course/program development **prior to** Curricunet launch. For more information regarding Curriculum standards, please review the [Program and Course Approval Handbook](#).*

1. Before launching a **NEW course or program** in Curricunet, please complete form.
2. Attached signed Approval Checklist to your Curricunet proposal under the Attach Supporting Docs link on the proposal checklist. (New proposals that do not have signed Approval Checklist attached will be returned to Course Author.)

Courses

- ☐ Credit Course
- ☐ Non-Credit Course

TOP Code_____

[TOP Code manual](#)

Where will this course fit in existing Chabot programs?

Programs

- ☐ Certificate of Proficiency (8-15 units)
- ☐ Certificate of Achievement (16+ units)
- ☐ AA/AS Degree

- ☐ ADT (Associate Degree for Transfer)
- ☐ Non Credit Certificate of Competency
- ☐ Non Credit Certificate of Completion

TOP Code_____

- ☐ CTE TOP Code? (TOP code designated with an asterisk in the [TOP Code manual](#))
    - o If your new program has a CTE TOP Code please contact the BACCC for Labor Market Data BEFORE submitting a new program proposal into Curricunet.
    - o Information on how to request Labor Market data from the BACCC and additional steps you will need to take in order to receive BACCC approval are found at: https://docs.google.com/document/d/1MEaNV_LCDfdvxIBy2rXa0GEBgpX3S5BCMIs0pfdoorA/edit

How does this program meet community need or benefit Chabot students?

Please check relevant boxes:
- ☐ I have met with my discipline faculty regarding new course or program proposal.
- ☐ I have met with my Dean regarding new course proposal.
- ☐ I have met with the Curriculum Chair regarding new program proposal (except new ADT proposals).
- ☐ I have met with the Articulation Officer regarding new course proposal seeking CSU/GE Breadth/IGETC General Education and/or UC course approval
- ☐ I have met with the Articulation Officer regarding new ADT program proposals.

Signature: Date: