

## ***BEFORE LAUNCH: Faculty Program Development Steps:***

*Associate Degrees for Transfer, Associate Degrees, & Certificates of Achievement*

To streamline all program approvals, the Chabot College Curriculum Committee now requires that faculty complete the following steps **prior to** modifying or launching a new associate degree or certificate of achievement. Not all steps are needed for all programs (which are noted). Resources referenced are on the next page.

- ✓ Identify the appropriate *California Community College Chancellor's Office* **primary** program goal. See the Program and Course Approval Handbook (PCAH).
  1. **Transfer:** Permitted for Associate Degrees for Transfers (ADTs) only.
  2. **Career Technical Education (CTE):** Required for programs with a CTE Taxonomy of Programs (TOP) code (see reference #2).
  3. **Local AA/AS:** Use for programs where no CTE TOP code is available.
- ✓ Determine if **transfer** is an appropriate **secondary** program goal (see PCAH).
  - If so, ASSIST articulation *by major* that supports your program's curriculum is *required* (go to: [www.assist.org](http://www.assist.org) and/or see the college articulation officer).
- ✓ Write a draft of the required narrative for the program (see PCAH, Section 3).
  - Information needed may include:
    - Community needs, occupational, transfer, basic skills, civic education, and/or local purpose.
    - Include documentation to support your narrative including, but not limited to: enrollment/completer projections; relationships to other programs on campus and nearby.
- ✓ For CTE programs, gather Labor Market Information (LMI) (see PCAH).
- ✓ For CTE programs, consult with local industry (see PCAH Section 3).
  - Advisory Committee recommendations
  - Regional Consortium approvals

- ✓ For ADT degrees, complete *Transfer Model Curriculum* (TMC) template (see TMC template link at #5 below).
  - Find out if all courses in the degree with Course Identification Numbering System (C-ID) descriptors are C-ID approved. See articulation officer and/or reference #6.
  - Where allowed, locate ASSIST for articulation by major and/or general education articulation for other degree courses. See articulation officer and/or [www.assist.org](http://www.assist.org).

## Resources/References

Links to all the references below can also be found on the Chabot College Curriculum Committee website: <http://www.chabotcollege.edu/curriculum/>

1. Program and Course Approval Handbook (PCAH) 5<sup>th</sup> and 6<sup>th</sup> editions:  
[http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2016\\_agendas/July/PCAH\\_6thEdition\\_Final\\_June2016\\_kc.pdf](http://extranet.cccco.edu/Portals/1/ExecutiveOffice/Board/2016_agendas/July/PCAH_6thEdition_Final_June2016_kc.pdf)
  - a. Link to PCAH 5<sup>th</sup> edition found at:  
<http://www.chabotcollege.edu/curriculum/>
2. Taxonomy of Programs (TOP) Codes:  
[http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6\\_2009\\_09corrected\\_12.5.13.pdf](http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf)
  - a. Your dean
3. ASSIST: [www.assist.org](http://www.assist.org)
  - a. Articulation Officer: Shannon Stanley [sstanley@chabotcollege.edu](mailto:sstanley@chabotcollege.edu)
4. Labor Market Information
  - a. <http://datamart.cccco.edu/>
  - b. [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)
  - c. [www.coecc.org](http://www.coecc.org)
5. Transfer Model Curriculum (TMC) Templates:  
<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TemplatesForApprovedTransferModelCurriculum.aspx>
  - a. Articulation Officer: Shannon Stanley [sstanley@chabotcollege.edu](mailto:sstanley@chabotcollege.edu)
6. C-ID approved courses: <https://c-id.net/courses>
  - a. Articulation Officer: Shannon Stanley [sstanley@chabotcollege.edu](mailto:sstanley@chabotcollege.edu)

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