

NARRATIVE and DOCUMENTATION REQUIREMENTS

Submission must include all required documentation, including:

- Narrative – All programs
- CORs for all courses included in major or area of emphasis – All programs
- ASSIST documentation – Associate Degrees for Transfer
- Labor Market Information (LMI) – (CTE only)
- Advisory Committee Recommendation - (CTE only)
- Regional Consortium Recommendation – (CTE only)
- If CTE and for Transfer- Appropriate transfer preparation documentation from the list of allowable documents if the program is designed for both CTE and transfer preparation

1. Program Narrative

All new and substantially changed CTE associate degree proposals must include a narrative that addresses:

- Program Goals and Objectives – must address a valid workforce preparation purpose and may address transfer preparation
- Catalog Description – includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal
- Program Requirements – includes course requirements and sequencing that reflect program goals. The GE pattern and the calculations used to reach the degree total must be shown following the program requirements table.
- Master Planning – how it fits in the mission, curriculum, and master planning of the college and higher education in California
- Enrollment and Completer Projections – projection of number of students to earn degree annually
- Place of Program in Curriculum/Similar Programs – how it fits in college's existing program inventory
- Similar Programs at Other Colleges in Service Area – justification of need for program in the region
- Transfer preparation information – if transfer preparation is a component of the program

2. Required Documentation

Associate Degrees for Transfer Programs

- ASSIST documentation (Refer to TMC Template for which document is required – C-ID, AAM or GECC)

CTE programs must include:

- Labor Market Information and Analysis – see Section VII for a discussion on LMI analysis and considerations

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- Advisory Committee Recommendation – includes advisory committee membership, minutes and summary of recommendations
- Regional Consortia Approval Meeting Minutes – showing program recommendation