

Program proposal checklist

In WebCMS the program proposal has 18 fields in 4 sections and some of those fields have subfields. It's not surprising that some details get overlooked by the time the proposal makes it to the curriculum office stage (stage 4). Here is a short summary of what an author, chair, and dean ought to focus on.

The items your proposal must have to make EDC agenda.

- Narrative attached as word.doc file¹
- Department minutes (not needed for noncredit)
- CTE advisory minutes
- TOP code
- CIP code matches one of the options from the TOP-CIP code crosswalk
- Program Catalog Description (matches Narrative)
- Labor Market Information (CTE only. May be included in Narrative)
- Coursework table included in Narrative with course sequence
- Hard prerequisites are included in coursework (no hidden prereqs)²
- Transfer Model Curriculum (ADTs only).
- ASSIST documentation if necessary
- LARC approval minutes³ (New Credit CTE only)
- Full course titles and units in WebCMS match those in the Narrative

Disclaimer: Although adherence to this list will greatly increase the odds of the proposal making EDC agenda, the proposal may be pulled for unforeseen reasons. Making the agenda does not guarantee approval of the course at EDC.

For additional information, please attend one of our POD trainings offered in Fall and Spring, refer to the handbook, or contact one of the liaisons or curriculum specialists.

Resources:

- [PCAH](#)
- [EDC Handbook](#)
- [TOP-CIP code crosswalk](#)
- [Home - Centers of Excellence for Labor Market Research \(coeccc.net\)](#) for LMI data
- [Regional CTE - Home](#) for LARC approval

¹ The required elements of the Narrative depend on the type of program. Please refer to the [PCAH](#) or the [EDC handbook](#) for details.

² Not required for AS-Ts or AD-Ts

³ LARC minutes must include; 1) advisory committee members, 2) highlighted portion approving the program, and 3) a description of how the program design aligns with committee recommendations.