

CTE A.A. or A.S. degree Chancellor's Office Narrative TEMPLATE

Program Name:

Department:

Program Area:

Award:

Codes:

- *i.e. retrieve [1 TOP Code](#) from the hyperlinked webpage*
- *i.e. retrieve [1 CIP Code](#) from the hyperlinked webpage*
- *i.e. retrieve [up to 3 SOC Codes](#) from the hyperlinked websites*

NARRATIVE:

Program Student Learning Outcome(s):

Please note that this must be submitted to the ASLO Subcommittee for approval and must include an assessment task.

Program Goals and Objectives – must address a valid transfer, workforce preparation, basic skills, civic education, or lifelong learning purpose. For the purposes of Chancellor's Office submission and approval, programs may select one of three program goals: transfer, CTE, or local. Transfer is applied only to certificates for CSU GE-Breadth IGETC. CTE is limited to certificates in a vocational TOP Code. Local is used for all other certificates, but may include certificates designed to prepare students for transfer.

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.

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 certificate 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.

Required documentation

In addition to a narrative, all new and modified CTE programs *must* include:

Labor Market Information and Analysis – refer to the section VII of the Program and Course Approval Handbook (PCAH) for additional information.

Advisory Committee Recommendation – includes advisory committee membership, minutes with members identified with position, and summary of recommendations.

Regional Consortia meeting minutes showing program recommendation.