

Local 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 – if transfer preparation is a component of the program.

ADDITIONAL DOCUMENTATION

If a program is designed to provide transfer preparation, as a component of, or as the primary intent of the degree, then it must include at least one of the following documents to substantiate the alignment of the degree with transfer preparation standards. When programs are designed to provide transfer preparation for more than one baccalaureate institution, documentation should demonstrate alignment with the requirements for lower division major preparation at no more than one institution. Appropriate documentation may include, but is not limited to, any of the following that sufficiently demonstrate this requirement:

Programmatic articulation agreements

ASSIST documentation verifying that a majority (51% or greater) of required courses in the program are articulated for the major (AAM) at the single baccalaureate institutions to which the program's students are likely to transfer

Table of major requirements from the most recent catalogs, with catalog dates and page numbers cited, for targeted transfer institutions showing crosswalk with California Community Colleges program requirements

Summary of lower division major preparation published or endorsed by relevant professional bodies or programmatic accreditors, with citations included

Formal letters from the intended receiving institution that verify alignment of proposed program with their program curriculum

If a local program is intended to address community need the college must submit community-need-related documentation, such as letters of support, survey results, or anything that provides evidence that the program fulfills a need of the community. When seeking approval for such programs, the intent must be clearly expressed in the narrative portion of the proposal.