

Certificate of Achievement Chancellor's Office Narrative TEMPLATE

Program Name:

Career Technical Education (CTE)/Non-CTE:

Department:

Program Area:

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.

ADDITIONAL DOCUMENTATION for Career Technical Education (CTE) Certificates

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 and summary of recommendations.

Regional Consortia meeting minutes showing program recommendation.

ADDITIONAL DOCUMENTATION for Local (non-CTE) Certificates

In addition to a narrative, all new and modified local certificates *may* include:

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