






Quick Program Proposal Checklist

All required fields in each Tab of the proposal shall be completed. Required Fields are indicated with an asterisk *. More Detailed information for each item is found in the Detailed Checklist of the Curriculum Representative Handbook.

 Indicates the item has student-centered considerations.
 Addition information is available in the Detailed Program Proposal Checklist.

COVER			
	<input type="checkbox"/>	Title and Description	Did these change significantly? Should this be a new degree/certificate instead? <ul style="list-style-type: none"> <input type="checkbox"/> Is the Title descriptive, accurate, and inclusive? <input type="checkbox"/> Is the Description student-centered, using accessible and inclusive language? <input type="checkbox"/> Does the Description focus of what the student will gain from the course? <input type="checkbox"/> Are industry specific terms defined or explained?
	<input type="checkbox"/>	TOP Code	Is the TOP Code the best fit for the program? Refer to TOP Manual <ul style="list-style-type: none"> - If the Program is CTE (CE), the Top code must match the LMI report TOP code. - If the Program is ADT, the Top code must match the TMC TOP code.
	<input type="checkbox"/>	Justification	Is a description (rationale) of the reason for the proposal included?
PROGRAM OUTCOMES			
	<input type="checkbox"/>	Outcomes	Outcomes include measurable verbs. PLOs are mapped to ILOs and course SLOs. <ul style="list-style-type: none"> <input type="checkbox"/> Are the SLOs student-centered, using accessible and inclusive language?
PROGRAM REQUIREMENTS			
	<input type="checkbox"/>	Requirements	Do the units add up and match the requirements for the type of degree/certificate chosen?
PROGRAM MAPPER			
	<input type="checkbox"/>	Mapper	META automatically enters this information. Verify the required units match.
ATTACHED FILES			
	<input type="checkbox"/>	Files	Program proposals must have attached files. Required files are dependent on the program type. See detailed Checklist in the Representative Review Handbook.