MENDOCINO COLLEGE CURRICULUM COMMITTEE CHECKLIST FOR PROGRAMS (MARCH 2021)

Category	What to Review	
Cover Information-Program Description	Does it describe the program and give relevant information? Does it reflect its' Learning and Career Pathways description and give the student a clear summary of the components of the program? For all AD-T's and AA/AS degree that are transfer ready- The last sentence should read: *Please check with a counselor for more specific transfer information.*	
Cover Information- Career Opportunities	Is the Career Opportunities paragraph included? The first sentence should read: *Completing the (insert name of program) can lead to a variety of opportunities.* Additional sentences should describe the opportunities.	
Course Blocks-Required Courses-Major Additional Courses for AD-T, AA, AS degrees	Are all courses active? Are there a minimum of 18 units in a major?	
Course Blocks- Required Courses for certificates	Are all courses active? Does the certificate have the correct number of units for the intended type of certificate (Certificate of Achievement and local certificates)? If it is a noncredit certificate, does it include the hours of each noncredit course? Does the certificate follow the standards/definitions and unit thresholds/requirements as indicated in the PCAH-Program and Course Approval Handbook?	
Recommended Sequence	We currently don't use this eLumen tab.	
Learning Outcome Step-Program Outcomes	Are the PSLO's measurable? Do they incorporate clear, precise language for a diverse audience of students, faculty, transfer institutions and advisory groups (if applicable)?	
Program Narrative	We currently don't use this eLumen tab. A narrative will need to be submitted to the Curriculum Committee, using a template prior to the second reading. See Chair and Curriculum Technician for templates.	