

Program Proposal Procedures for Certificate

To propose a certificate of achievement:

1. Complete Appendix H- New Program Concept Form for EAP (Education Action Planning) Committee, located on the Curriculum Resource webpage. **NOTE:** if this is a CTE certificate, additional information will be needed on Appendix H.
2. Contact EAP chairs to be placed on EAP agenda. The EAP Committee will review, discuss and recommend either to continue or discontinue with the program proposal process.
3. EAP may assign a PAT (Program Advisory Team) to conduct further review and to make a recommendation to EAP. If the proposal process is recommended to continue by EAP, complete the Program proposal in eLumen using the information from Appendix H and recommendations from EAP.
4. Contact Curriculum Committee chair to be placed on Curriculum Committee agenda. The proposal will require 2 readings by the committee.
 - a. First Reading- Curriculum Committee will review the proposal information in eLumen and Appendix H with the faculty proposer. Suggestions may be made at that time.
 - b. Prior to the second reading, complete the Narrative using the requirements of the PCAH 6th edition (pg. 85) and the Certificate of Achievement Narrative template. **NOTE:** If this is a CTE certificate, required documentation will be needed. Use PCAH edition (pg. 85) for explanation of Labor Market Information and Analysis and Advisory Committee Recommendation minutes. Send to Curriculum Chair so that it can be distributed to Curriculum Committee Members.

- c. During the 2nd reading, the Curriculum Committee will review the Certificate of Achievement Narrative as well as the proposal information in eLumen and Appendix H. The committee will either approve or not approve the proposal as well as make recommendations.

5. Complete the Narrative with the recommended edits. Labor Market Information and Analysis, Advisory Committee Recommendation and Regional Consortia Approval Meeting minutes to the appropriate place within the Narrative. Send to the Curriculum Technician who will then submit to the Chancellor's office for final approval.