

Program Information

- Program Title
Program title must match exactly what is going to be submitted to your institutions catalog.
- Submission Type
Is your submission a new program, a request for review and feedback, or are substantial changes being made to an existing program?
 - New Program
 - Program Modifications
 - Feedback request
- Does your submission respond to changes in regulatory board requirements?
 - No
 - Yes
 - Explain
- SOC Code (and when available TOPs Code)
- Projected Start Date (if new)
- Date of last Data Repository Update
- Catalog Description
Catalog Description includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.
- Enrollment Completer Projections (if new)
Enrollment Completer Projections are projections of number of students to earn certificate or degree annually.
- Enrollment Completer Data the last 3-4 iterations of the course
- Transition Data
Transitions include to another postsecondary program, to credit-level college and university courses, to employment

Program Proposal Attributes

- Program Award Type(s) (*Check all that apply*)
 - Noncredit Program
 - Certificate of Completion
 - Certificate of Competency
 - Industry Certificate
 - Adult School CTE program
 - Industry Certificate
 - Other Certificate
- Program Goal
Program Goals and Objectives must address a valid transition, occupational, basic skills, or lifelong learning purpose.
- Advisory Committee Recommendations
- Articulation

Recommendation and Review Cycle - Noncredit/Adult Ed (DRAFT Feb 2025)

Articulation agreements allow for credit-by-exam and are guided by institution school-specific policies. List the articulated courses with course number and title (or N/A if none)

Course Lengths and Hours

- Lengths of course (in weeks)
- Noncredit: Total Certificate hours (*Minimum and Maximum*)
- Adult School: Total course hours

Course Report

- Program Requirements Narrative
- Program Requirements
Program Requirements includes course requirements and sequencing that reflect program goals.

Course Costs

- Cost of running the program
- Cost/fees students must cover
- Leveraged funds (if applicable)

Supporting Documents

- Labor Market Information (LMI)
Files uploads are limited to text, word, excel, powerpoint, and pdf. Attached documents must be smaller than 2MB.

(following these established best practices: <https://regionalcte.org/about>

https://sdiregionalconsortium.org/wp-content/uploads/2023/05/COE-Program-Recommendation-Rubric_2022-01-12.pdf)

(my [summary notes](#) from Feb 18 meeting)