

Division Technical Review Program Checklist

1. COVER

- Double check that the degree/certificate name is without unnecessary abbreviations.

2. Narrative

- Does the statement of program goals and objectives clearly state which of the three goals the program is designed to meet: transfer, career technical education, or local program need?
- Does the course description accurately and fully describe the course? Are there any spelling or grammar errors? Is the course description written to a diverse audience using IDEAA considerations?

3. Career Opportunities (CTE programs only)

- Do the career opportunities align with the program goal and coursework?

* Please do not send the proposal back to the Originator for spelling or formatting mistakes. Just note them when you go to Approve the course, and the Curriculum Chair will work with the Originator to correct them.