



Deans Program Checklist—META Approval Guidelines



Status: Draft

Planning Summary	1/22
Catalog Notes	
Co-Contributor	
Program SLO	0/3
Transfer Program	
Mission and Curriculum	0/4
Vocational	
Program Prerequisites	
Proposed Four-Semester Curriculum Sequence	
Program Requirements	
Attach Files	
Codes	1/3

Planning Summary — Effective Date; Justification must describe the changes made and why they were made. Justification for new programs must include the need for a transfer or career education program. New programs are not to duplicate existing programs. This information informs the agenda and is passed to COCI.

Mission and Curriculum Page:

- **Catalog Description**—A robust description of outcomes.
- Program Goals and Objectives—A summary of the goals and objectives of the program.
- **Place of Program/Similar Programs**—Where does this program reside at Palomar College? Are there similar programs which would interrupt enrollment? Is it CTE or transfer?
- **Similar programs in Service Area**— Avoid over saturation.
- **Master Planning**—Alignment with Palomar’s mission, curriculum and master planning. Links are on the page.
- **ADTs**—Prior discussion with Articulation Officer should have taken place and requirements addressed.

Vocational—Must address labor market data if the program has a vocational TOP Code. Vocation TOP Codes are indicated with an asterisk (*) at the end of the category. Vocational Dean will evaluate and submit labor data to Regional Deans.

Requisites—Program Requisites are rare and are usually industry driven. Validation information must be included and align with Title 5. “Preferential” requisites will not be entertained.

Program Outcomes Report

Abridged Comparison

Comparison

All Fields

Chancellors Office Report

Labor Market Data

Program Narrative

Program Pathways

Program Summary

Reports - Available in several areas throughout META Look for the icon.

- **Program Outcomes** —Shows program outcomes only.
- **All Fields**—Shows every field which is a part of the program.
- **Comparisons**—Shows what was changed in the program .
- **Chancellor’s Office/Program Summary**—Used for Chancellor’s office reporting.
- **Labor Market Data**—Shows labor market information.
- **Program Narrative**—Official report used for Chancellor’s Office submission of new and changed programs. Aligns with PCAH requirements.
- **Program Pathways**—Not currently used at Palomar.

To save reports, print to pdf, save and/or print.

For more curriculum information, go to <https://www.palomar.edu/curriculum>.