Program Proposal Procedures for AD-T

To propose an AD-T (Associate Degree for Transfer)

1. Complete Appendix H- New Program Concept Form for EAP (Education Action Planning) Committee, located on the [Curriculum Resource webpage](#).

2. Complete the appropriate [Templates for Approved Transfer Model Curriculum](#) on the Chancellor's Office webpage. Ensure that it is the most recent template and it is not in draft form.

3. 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.

4. 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 the Templates for Approved Transfer Model Curriculum and Appendix H.

5. 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, the completed Template for Approved Transfer Model and Appendix H with the faculty proposer. Suggestions may be made at that time.

   b. Prior to the second reading, complete the Program Narrative using the requirements of the PCAH 6th edition (pg. 70-71) and the AD-T Narrative Template. Send Narrative to Curriculum Chair so that it can be distributed to Curriculum Committee Members.
   c. During the 2nd reading, the Curriculum Committee will review the Narrative as well as the proposal information in eLumen, Template

for Approved Transfer Model and Appendix H. The committee will either approve or not approve the proposal as well as make recommendations.

6. Complete the Narrative with the recommended edits. Send Narrative and Template for Approved Transfer Model Curriculum to the Curriculum Technician who will then submit to the Chancellor's office for final approval.