

Technical Review Format
Technical Review Committee 2007-2008

CIP Code and Program Name: _____

All awards within a program must begin with the same 4 digit CIP code: yes no

Degrees Offered: _____

Certificates Offered: _____

Documented need for the program: yes no

Must have industry-based advisory committee:

Composed of persons broadly representing demographics yes no

Members drawn from private and public sectors with emphasis on business,
industry, and labor organizations yes no

Faculty and staff of college not be members of advisory comm yes no

Must meet at least once per year plus other contact yes no

Must keep official minutes that include (see p. 17) yes no

Use one verification form per degree/certificate offered

Degree: _____

Criteria	Verification	Notes
1. Program Demand	Documented _____	
2. Effective use of Advisory Committee		
Degree limited to 60-72 credit hours	Catalog	
Specialty Courses must make up 50-75 percent of course credits	WECM program approval	
Minimum of 15 sch in general education with at least one course in each: humanities/fine arts, social/behavioral sciences, and math/natural sciences		
Every course and program must have built in applied competencies in math, computer, and communications as applicable and relevant	SCANS listed for <i>each</i> course	
3. Curriculum must be competency-based and integrate academic and workforce skills as identified by profession	Competency profile and SCANS matrix	
4. Course Sequencing to promote student attainment of skills and competencies	Ratio of contact hours to SCH in a semester _____ Ratio of lecture to lab (see p 19) _____	Supply WECM program outline
Pre-requisites must be part of degree plan (no hidden pre-reqs)	i.e. Pre-reqs cannot be in same semester as course	
5. Recruitment, Retention, and Program Completion by Students A. Assessment and Remediation	Students must meet TSI requirements. Maintenance of Student Success Plans	

Level One Credit Certificate Program: _____

Criteria	Verification	Notes
Certificate limited to minimum 15 and maximum 42 sch (48 with waiver)		
Students not required to test for TSI		

Level Two Credit Certificate Program: _____

Criteria	Verification	Notes
Certificate between 43 and 59 sch		
Students subject to TSI requirements		

Enhanced Skills Certificate: _____

Criteria	Verification	Notes
Certificate between 6 and 15 sch to extend AAS or AAA to no more than 87 sch		

Advanced Technical certificate (Assoc or bachelors as prereq) _____

Criteria	Verification	Notes
Certificate between 16 and 50 sch		
No more than 3 Special Topics or Local Need courses		