

PB/PM Certificate

Checklist

This checklist contains all required questions for a PB or PM Certificate Program proposal in Curriculog.

Area	✓	Questions / Explanation
A		A1- select "program". We don't use the "Share Core" feature in the curriculum schema.
		A2 - for new program only: select 3.
		A3 - the proposal form is term specific. Consult your Chair / College for review timeline. The university timeline is on top of Area A.
		A4 – new program: if this is an interdisciplinary program, select "Interdisciplinary Programs & Courses" under your college.
		A5 – new program: follow the program naming convention adopted in the Catalog. Program mod: leave the populated data alone.
		A6 – Summary of Changes is for program mod only.
Launch (program mod: turn on tracking to check Areas B – E, program)		
B		B1 - check the applicable. Refer to Area H (toolbox) for information. Attach required document (Area G)
		B2 - look up the reference table for CSU Program Codes in Area H
		B3 - enter N/A if not applicable. Otherwise, refer to the help text. Best practice: include address and website.
		B4 –new program only: if this is a joint program , refer to the help text. If this is not a joint program , enter N/A
		B5 – the program coordinator must be a faculty member.
		B6 – F2F is the default option because Cal state LA is not an online institution. If this will be a 100% online program, please consult Dr. Garcia for direction.
		B7 - check all that apply. Lancaster and Chino sites are the state correctional facilities.
C		C1, C2 – follow the link in Area H for the ILO and PLO webpage. List the LO in bullet points Copy the PLO point to the Curriculum Map.
D		D1 – refer to the help text. Language and layout must be catalog ready . Template / Samples are available from UGS upon request
E		<p>E1 – Follow detailed instruction in are H (toolbox).</p> <ul style="list-style-type: none"> • indicate the required unit after each core title. Unit counts of each core must add up. • make sure the common core unit count is > the elective unit requirement • courses in each core must be in alpha-numeric order • be aware of hidden units from requisites that are outside of the program • Do not include specific course description or requirement in the schema. Use a course mod.
F		<p>F1 – program mod must cover all items checked in A6. New program:</p> <ul style="list-style-type: none"> • rationales can include any or several of the following: purpose and strengths of this new program, program assessment data, advisory or external stakeholder feedback, outside accreditation, USG or external body requirements, professional organization requirements, or any additional justification. Examples of support may include responding to Improve Cal State LA data and goals, discipline advisory boards, and/or professional organization shifts. Note that the reviewers for the proposals will be from colleges across campus. The more specific the evidence the easier it will be for reviewers to understand. • if this program will be offered online: check in with Dr. Garcia (3-3833) for directions. • If this is a joint program: explain the extent of the collaboration. Describe the resources available from each partner and how those resources will be allocated to support the program. Describe how the program will be administered and which institution(s) will award the certificate. Include all documents such as contracts Memorandums of Understanding (MOU) and articulation agreements that demonstrate support for the collaboration. Please list contributions from partner(s) and allocation of resources from partner(s) in this field.
G		G1 –G7: PB and PM certificate program must provide a current DOE gainful employment disclosure. Double check if all attachments and uploaded