

Department Website & Program Map Review

Description: This process acts as a guide to assist department representatives with updating department webpages and program maps that are currently posted on the RCC website or creating and posting new program webpages and program maps that need to be added to the RCC website.

Goal: Confirm information is accurate and posted on department and program webpages (i.e., Program Maps, Program Name, Program Code, Units Required, Time to Completion, Courses listed, etc.). Confirm each ADT program has a program map and shares key program milestones. Add any new programs that have been approved through curriculum and are posted in the catalog (Note: programs can only be added to the website once the program is listed in the current posted college catalog).

If changes are needed or a new page needs to be created, submit an electronic request (link below checklist) to the RCC Web Applications Technician, Liz Lecona. Use the checklist below as a guide and review the additional resources available on the [Program Review and Plan website](#) under the “Videos” section.

Checklist

Review Department webpage(s):	
Navigate to the “ Browse All Programs ” page on the RCC website and select your department. Review/Update and confirm the accuracy of the items listed below on your department webpage(s).	
Check Box	Items to Review
	<p>“Contact Us” information is listed for Department Chair or Faculty Advisor (required) and pathway Educational Advisor(s) (preferred but not required). Information should include:</p> <ul style="list-style-type: none"> ○ Name ○ Position Title ○ Phone Number ○ Email ○ Office Location
	All active programs show official program titles .
	All active programs show whether it is an ADT (Associates Degree for Transfer), AS (Associates of Science), AA (Associates of Arts), and/or CE (Certificate) .
	All active programs show the correct number of major units required .
	All active programs show the typical amount of time to completion .
	All active programs provide a working link to Program Map/Program Requirements page .

Create/Review Program webpage(s) and Program Map(s):	
From your department webpage(s), navigate to each program webpage to review/update and confirm the accuracy of the information listed below. If you are creating a webpage for a new program, use the checklist below to gather the needed information.	
Check Box	Items to Review
	Official title of degree/certificate program is listed at the top along with program code(s)

	<p>Update or Create a New Program Map – your map shares suggested pathway to degree completion for a full-time student.</p> <p>Note: Program Maps should be created/reviewed amongst a designated group of department representatives including Department Chairs, Department Faculty, the Faculty Advising and Student Support Coordinator for the pathway, Pathway Counselors, and Pathway Educational Advisors.</p> <p>Designated reviewers should check maps for the following:</p> <ul style="list-style-type: none"> ○ All General Education Courses are included (consider courses discussed by discipline experts). In most instances, IGETC curriculum should be followed. ○ All Major/Certificate Courses are included. ○ All courses are being planned for a term that the courses are offered. ○ Area F has been added for CSU GE and Area 7 for IGETC to account for Ethnic Studies requirement. ○ Courses are planned according to prerequisites/corequisites when required. ○ Ensure that curriculum changes from the past year are reflected in the map (course deletions, program updates, etc.) ○ Notate courses only offered during certain terms (course rotations) so a Smart Rule can be created in EDUNAV. ○ Department Considerations: <ul style="list-style-type: none"> ○ Ensure required courses are offered each year. ○ Ensure courses required for same degree are offered at different days/times (i.e., POL 4 and 11 offered at same time and are required for Poli Sci ADT).
	<p>Share key program milestones including (see example under “Milestones” section on this webpage):</p> <ul style="list-style-type: none"> ○ Degree Completion Milestones ○ Student Success Team Milestones ○ Co-Curricular Activity Milestones

Complete the following form to make changes or to create a new webpage and/or program map: <https://forms.office.com/r/TtRS2XqvVx>. Your request will be submitted to Liz Lecona (Liz.Lecona@rcc.edu) and she will reach out to you if any questions arise.