

# Program Pathway Mapper Create/Update Process

The program mapper update process will vary depending on the type of change needed:

1. New or revised program already approved by state and in catalog but not showing in program mapper
2. Errors, typos, and other inaccuracies
3. Customize occupations associated with a program

## 1 – New or revised programs that are not showing in program mapper

- Confirm the new or revised program is in the most recent catalog.
- Discipline faculty create a generic Student Education Plan/program map with a counselor who is assigned to the Learning and Career Pathway (metamajor) that includes the program.
- Map should be clear about the course sequencing and GE options.
- Specify the destination of the program pathway map, e.g.:
  - a. UC/CSU
  - b. CSU (either in general or to a specific CSU)
  - c. UC (either in general or to a specific UC)
  - d. Career (for non-transfer/terminal programs)
- It is possible to develop and submit maps for more than one destination (e.g., a map for transfer to CSU and a separate map for transfer to UC).
- “Finish in 4” maps must have official CSUB agreement that will be confirmed with department chair.

## 2 – Errors, typos, and other inaccuracies

- In general, errors that exist in a primary data source such as eLumen or the catalog, need to be fixed in the primary source. Those corrections can then flow into the program mapper.
  - a. SLO verbiage and course descriptions and course IDs come from our SLO and curriculum repositories (currently in eLumen). Corrections in these areas should be made in the source program (e.g., eLumen) through existing curriculum committee processes.
  - b. Faculty and/or counselor confirm that errors and/or typos appear only in the Program Mapper and not the catalog by checking most recent catalog. If the error is in the catalog, the correction must go through the Curriculum Committee, first, with a notification to the program mapper team.
- Consult with pathway counselor to ensure the error/typo does not negatively impact students. Multiple maps may be need changes depending on GE requirements. Changes to Finish in 4 maps must have official CSUB agreement that will be confirmed with department chair.

## 3 – Customization

- Customization choices are departmental decisions and should be vetted within the department and/or LCP Completion Coaching Team, as appropriate.
- To add an occupation, first determine Standard Occupational Code ([SOC](#)) for that program and then submit a request to add that occupation to the program mapper. To delete an occupation, indicate which occupation should no longer be associated with a program.
- Other customizations, such as LCP descriptions and program video links, may be requested once the proposed changes have been vetted with the department and/or LCP Completion Coaching Team
- Changing the placement of programs in particular pathways need to go through GPIT.

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