

**BCTC Interim TEP Review Committee**  
**Suggested Components in a Program Proposal**

The Interim TEP Review Committee suggests the following list of components be included in an Education Program Proposal being submitted to the BCTC for review/approval:

- Introduction/Program History
- Program Mission Statement
- Program Consultations Process
- Program Goals/Strengths
- Course Sequence & Descriptions
- Monthly Sequence of Classes
- Full Course Syllabi
- Admission Requirements/Withdrawals/Appeals
- Program Delivery/Class Size & Structure/Practicum Requirements
- List of Faculty & Staff with credentials
- Faculty Scholarly Research
- Library Resources Review
- Program Review & Evaluation
- List of Reference
- Applicable Appendixes