

Guidelines for Chunking of Professional – Technical Programs in Community Colleges

1. Create peer learning opportunities for faculty through relationship-building between those who have participated in chunking and those new to it.
2. Allocate college resources to encourage activities in support of chunking.
3. Present information and examples to faculty and staff to demonstrate the specifics of chunking, particularly course sequencing and scheduling.
4. Select programs for chunking based on the ability to create chunks that can be completed in one to three terms and that lead to employment.
5. There is no single design for chunking – the design must be tailored to student, program, and employer considerations.
6. Use existing college committee structures such as curriculum committees to design and implement chunking.
7. Carefully plan course sequencing to avoid delays in access to required courses.
8. Incorporate alternative scheduling and delivery of courses.
9. Develop a support network for students by fostering student-to-student, student-to-faculty, and student-to-staff relationships.
10. Develop and disseminate information about pathways and chunking, particularly roadmaps listing employment and educational entry and exit points.
11. Implement financial assistance specifically for students in chunked programs.
12. Build substantive industry partnerships, particularly with key business decision-makers.
13. Market chunked programs as a benefit to business.
14. Develop methods to evaluate the effectiveness of chunking.
15. Create bridges from remedial education courses into chunked programs.