

Appendix B:

Proposal Development Guide for an Associate Degree for Transfer (ADT)

BACKGROUND

This guide outlines requirements specific to submitting an Associate Degree for Transfer (ADT) to the California Community Colleges Chancellor's Office for review. Please note: There are only two program goal options available for ADTs (“Transfer” or “Career Technical Education (CTE) and Transfer”. Proposal requirements unique to an ADT with a program goal of “Career Technical Education (CTE) and Transfer” (rather than “Transfer” only) are shown in red.

This guide is divided into the following sub-sections related to submitting a new ADT proposal:

1. **Curriculum Inventory Proposal Fields** – items you enter directly into the CCC Curriculum Inventory. Fields entail the first step in developing a curriculum proposal. Please note: Forms are no longer used for curriculum submissions.
2. **Supporting Documentation** – items you attach to the curriculum proposal.
3. **Narrative Template** – the proposal narrative is an item you attach to the curriculum proposal as supporting documentation. A template is provided.
4. **Submission Checklist** – a summary of proposal requirements in a checklist format for review prior to submitting a proposal to the Chancellor's Office.

In addition, the final sub-section describes how to amend an existing ADT proposal:

- **Amend** – taking action to make a correction, substantial change, nonsubstantial change, or change in active/inactive status of a proposal.

For related curriculum topics and technical guidance on using the CCC Curriculum Inventory, please refer to preceding sections of this *Handbook*.

CCC Curriculum Inventory PROPOSAL FIELDS

Proposal information is entered directly into each CCC Curriculum Inventory proposal field by typing, selecting from a drop-down menu, or clicking on a yes/no radio button. Proposal fields marked with [SPXX] refer to the MIS Student Program (SP) Data Elements in the Data Element Dictionary. Appropriately coding data during the program development process is essential to properly tracking, reporting, and funding program courses. The complete Data Element Dictionary (DED) is accessible on the Chancellor’s Office website (www.cccco.edu) under the Management Information Systems (MIS) Unit of the Technology, Research, and Information Resources Division.

After signing into the CCC Curriculum Inventory, click on the *New Program* hyperlink at the top right of the proposals queue. Next, select the predetermined **SP02: Program Award** as indicated on the Transfer Model Curriculum (TMC) Template (no deviations allowed). The two Associate Degree for Transfer options include: Y – A.A.-T Degree or X – A.S.-T Degree (shown on the following page).

After a selection is made, the proposal will automatically recalibrate and the following fields are shown:

1. SP02: Program Award: Select the pre-designated program award (A.A.-T or A.S.-T) as noted on the Transfer Model Curriculum (TMC) Template; no deviations are allowed.

2. Program Title: Enter the pre-designated program title noted as “CCC Major or Area of Emphasis” on the TMC Template; no deviations are allowed. Do not include descriptors, such as “degree” or “for transfer” in the title because these descriptors are attached to the title in the CCC Curriculum Inventory based upon the program award selected.

3. Program Goal: Select the program goal of “Transfer” or “**Career Technical Education (CTE) and Transfer.**”

4. SP01: Program TOP Code: Select the pre-designated “TOP Code” as noted on the TMC Template. No deviations are allowed.

5. Units for Degree Major or Area of Emphasis – Minimum & Maximum: Enter the (minimum and maximum) number of semester or quarter units for the major. The unit value must match the units listed on the TMC Template. If the units required are the same (not a range), then enter the same number in both (min/max) fields.

6. Total Units for Degree – Minimum & Maximum: Enter 60 semester or 90 quarter units as the minimum and as the maximum; ADTs must require exactly 60 semester or 90 quarter units.

7. Annual Completers: Enter the number of students projected to be awarded the degree each year after the program is fully established. The estimation submitted for annual completers should be reasonable in light of historical completion rates. As a point of reference, refer to the Chancellor's Office Data Mart (www.cccco.edu click on the *DATAMART* hyperlink on the top right header) for historical completion rates by academic year for each TOP Code. The number entered must be greater than zero.

8. Faculty Workload: Enter the number of full-time equivalent faculty (FTEF) that will be dedicated to teaching in the ADT during the first full year of operation, regardless of whether they are new or existing faculty. The number must be entered as a decimal—for example, one and a quarter FTEF would be entered as 1.25. This estimate is not the number of FTES (full time equivalent students) expected to be generated by the program.

9. New Faculty Positions: Enter the number (not FTEF) of separately identified new faculty positions, both part- and full-time. For example, if three part-time positions will be new, then enter the number 3 (three). If existing faculty are sufficient for offering the ADT and no plans exist to hire new faculty, enter 0 (zero).

10. New Equipment: If new equipment will be acquired for the ADT, estimate (in dollars) the total cost from all sources, including district and state funds. If no new equipment will be acquired for the ADT, enter zero (0).

11. New/Remodeled Facilities: If new or remodeled facilities will be acquired for the ADT, estimate (in dollars) the cost from all sources, including district and state funds. If no new or remodeled facilities will be acquired for the ADT, enter zero (0).

12. Library Acquisitions: If new library and learning resources materials will be acquired for the ADT, estimate (in dollars) the total cost for all materials. If no new library and learning resource materials will be acquired for the ADT, enter zero (0).

13. Program Review Date: Enter the month and year of the first scheduled review of the ADT after it has been approved. **For an ADT with a program goal of “Career Technical Education (CTE) and Transfer,” pursuant to Education Code section 78016 the ADT must be reviewed every two (2) years.**

14. Apprenticeship (yes/no): Select “No.”

15. Distance Education: Indicate the extent to which ADT courses are conducted via distance education; most colleges will select “0%” (unless a rare circumstance exists).

16. District Governing Board Approved (yes/no): By selecting “yes,” the college certifies that the program was approved by the governing board of the district (including delegated authority), pursuant to Title 5 section 55130.

17. District Governing Board Approval Date: Enter the corresponding historical date in which the governing board of the district (or delegated authority) approved the ADT, pursuant to Title 5 section 55130.

18. After completing the aforementioned fields, click the *Save* button at the bottom of the page. Next, the Course Report box will appear (shown below).



Course Report: In the *Course Report* box, click on the *Add/Remove (+/-)* icon shown at the top right corner. Add all courses listed on the Transfer Model Curriculum (TMC) Template. As each course is added, the CCC Curriculum Inventory will automatically generate a dynamic *Course Report* shown within the proposal.

In addition, the *Supporting Documentation* box will appear (shown on the following page).



SUPPORTING DOCUMENTATION

ADT proposals require the following supporting documentation:

- **Narrative** - describing the development of the ADT, addressing the Criteria A (items #1 and 2 only) as outlined in the following sub-section.
- **Course Outlines of Record (CORs)** – for each course listed on the Course Report and TMC Template in the Required Core and if present List A, List B, and List C.

Important Note: For an ADT to be reviewed, effective January 1, 2013, all courses that appear on the TMC Template in the Required Core and List A for which a C-ID Descriptor exists, must have the corresponding college Course Outline of Record (COR) submitted to C-ID (www.c-id.net) for review prior to the Chancellor's Office review and approval of the ADT. Please refer to Vice Chancellor Barry Russell's memo dated 11/30/12, for specifics. The memo can be accessed by visiting the "What's New" section of the Chancellor's Office Academic Affairs Division website (www.cccco.edu/aad).

- **Transfer Model Curriculum (TMC) Template** – CCCCO approved templates may be downloaded from the Chancellor's Office Academic Affairs Division website (www.cccco.edu/aad). No deviations are allowed. Please ensure you have the most recent version available for the discipline prior to submitting your curriculum proposal to the Chancellor's Office for review. Revision dates are shown at the top right header of each template.
- **Transfer Documentation** – Please refer to the TMC Template for the specific type of transfer documentation required for the ADT discipline (note: some disciplines do not require transfer documentation as C-ID descriptors suffice). Articulation and transfer reports can be downloaded from ASSIST website at www.assist.org. (ASSIST is the official online repository of articulation for California's public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.)

NARRATIVE TEMPLATE for Associate Degrees for Transfer (ADTs)

Please note well:

- Use the heading (item) and numbering convention (for example: Item 1. Program Goals and Objectives).
- Ensure the description provided under each item is removed from the narrative prior to submission.
- When referring to the ADT throughout the narrative, please use the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, "Associate in Arts in Art History for Transfer".

Item 1. Statement of Program Goals and Objectives

Identify the goals and objectives of the program. The stated goals and objectives of the program must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. Often, colleges will include the program level Student Learning Outcomes (SLOs) in this section that identify the program's goals and objectives. **Identify the CSU baccalaureate degree program(s) for which students will be prepared to enter upon successful completion of the ADT. Additionally, the intent of an ADT is to assist students in seamlessly transferring to a CSU; please ensure that the narrative discussion makes references to this primary focus of the law.**

If the ADT program goal selected is "Career Technical Education (CTE) and Transfer," then the objectives of the program must include the main competencies students will have achieved that are required for a specific occupation. This statement must, at a minimum, clearly indicate the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire.

Item 2. Catalog Description

The catalog description of the proposed ADT represents a commitment to the student and **must be entered exactly as it will appear in the college catalog**. Please include an overview of the knowledge and skills students will demonstrate upon completion.

Pursuant to SB1440, section 66746, the description **must** also include the following completion requirements:

"(1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:

(A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.

(B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.

(2) Obtainment of a minimum grade point average of 2.0."

ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is not an acceptable grade for courses in the major.

If the ADT program goal selected is "Career Technical Education (CTE) and Transfer," list the potential careers students may enter upon completion.

Items 3-7.

No written response is required for Narrative Items #3–7. All ADTs are developed in accordance with SB1440. SB1440 was authorized with alignment and in compliance with Title 5, Chapter 6,

Subchapter 2, sections 55100 and 55130. ADTs and corresponding transfer model curriculum (TMC) were developed collaboratively by intersegmental discipline faculty from the community colleges and the CSU. ADTs assist local community colleges in meeting master plan goals of enhancing transfer opportunities for students.

Important Note: Education Code section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements for a student to be eligible for an ADT, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for an ADT. If the college normally requires students to complete additional graduation requirements to obtain an associate degree, the catalog description must clearly state that the ADT does not require them.

SUBMISSION CHECKLIST

This submission checklist provides a quick reference check for ADT proposal requirements; please refer to sections 1-3 of this guide for a detailed discussion of each requirement.

✓ **Proposal fields #1-17** – All fields are complete, no fields are left blank. Please refer to section one of this Guide for a detailed description of requirements unique to each field.

1. SP02: Program Award: The pre-designated program award (A.A.-T or A.S.-T) as noted on the TMC Template is selected.

2. Program Title: The pre-designated program title noted as “CCC Major or Area of Emphasis” on the TMC Template is entered. No descriptors, such as “degree” or “for transfer” are included in the title.

3. Program Goal: The program goal of “Transfer” or “**Career Technical Education (CTE) and Transfer**” is selected.

4. SP01: Program TOP Code: The pre-designated “TOP Code” as noted on the TMC Template is selected.

5. Units for Degree Major or Area of Emphasis – Minimum & Maximum: The number of semester or quarter units for the major is entered and matches the units listed on the TMC Template.

6. Total Units for Degree – Minimum & Maximum: 60 semester or 90 quarter units is entered as the minimum and as the maximum.

7. Annual Completers: The number of students estimated is entered.

8. Faculty Workload: The number is entered as a decimal—for example, one and a quarter full-time equivalent faculty (FTEF) would be entered as 1.25.

9. New Faculty Positions: The whole number (not FTEF) is entered.

10. New Equipment: If new equipment will be acquired for the ADT, estimate (in dollars) the total cost from all sources, including district and state funds. If no new equipment will be acquired for the ADT, enter zero (0).

11. New/Remodeled Facilities: If new or remodeled facilities will be acquired for the ADT, estimate (in dollars) the cost from all sources, including district and state funds. If no new or remodeled facilities will be acquired for the ADT, enter zero (0).

12. Library Acquisitions: If new library and learning resources materials will be acquired for the ADT, estimate (in dollars) the total cost for all materials. If no new library and learning resource materials will be acquired for the ADT, enter zero (0).

13. Program Review Date: A future month and year (date) is entered. **For an ADT with a program goal of “Career Technical Education (CTE) and Transfer,” pursuant to Education Code section 78016 the ADT must be reviewed every two (2) years.**

14. Apprenticeship (yes/no): “No” is selected.

15. Distance Education: Most colleges will select “0%” (unless a rare circumstance exists).

16. District Governing Board Approved (yes/no): “Yes” is selected.

17. District Governing Board Approval Date: A historical date is entered.

✓ **Course Report** – The course report reflects all courses listed on the Transfer Model Curriculum (TMC) Template.

✓ **Supporting Documentation – Course Outlines of Record (CORs);** a COR is attached for each course listed on the Course Report and TMC Template in the Required Core and if present List A, List B, and List C.

Important Note: For an ADT to be reviewed, effective January 1, 2013, all courses that appear on the TMC Template in the Required Core and List A for which a C-ID Descriptor exists, must have the corresponding college Course Outline of Record (COR) submitted to C-ID (www.c-id.net) for review prior to the Chancellor’s Office review and approval of the ADT. Please refer to Vice Chancellor Barry Russell’s memo dated 11/30/12, for specifics. The memo can be accessed by visiting the “What’s New” section of the Chancellor’s Office Academic Affairs Division website (www.cccco.edu/aad).

✓ **Supporting Documentation** – The most recent version of the CCCC approved **Transfer Model Curriculum (TMC) Template** is completed and attached.

- Ensure the *top two common errors* are mitigated: (1) The “College Name: _____” title is entered in the space provided above the course grid. (2) The number or range of “total units for the major” entered aligns with the “total units for the major or area of emphasis (min/max)” proposal fields in the CCC Curriculum Inventory.

✓ **Supporting Documentation – Transfer Documentation;** Please refer to the TMC Template for the specific type of transfer documentation required for the ADT discipline. Articulation and transfer reports can be downloaded from ASSIST website at www.assist.org. (ASSIST is the

official online repository of articulation for California’s public colleges and universities and provides the most accurate and up-to-date information about student transfer in California.)

- ✓ **Supporting Documentation – Narrative Items #1 and 2 only;** are complete and include the following requirements:

Item 1. Statement of Program Goals and Objectives

- ✓ Refers to the ADT using the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”
- ✓ Identifies the goals and objectives for the program
- ✓ Identifies the CSU baccalaureate degree programs for which students will be prepared to enter upon successful completion of the ADT
- ✓ Identifies the intent of the ADT is to assist students in seamlessly transferring to a CSU
- ✓ May include the program level Student Learning Outcomes (SLOs)
- ✓ **If the ADT program goal selected is “Career Technical Education (CTE) and Transfer” - clearly indicates the specific occupation(s) or field(s) the program will prepare students to enter and the basic occupational competencies students will acquire**

Item 2. Catalog Description

- ✓ Entered exactly as it will appear in the college catalog
- ✓ Refers to the ADT using the following convention – Associate in Arts/Science in (approved discipline) for Transfer – for example, “Associate in Arts in Art History for Transfer”
- ✓ Includes an overview of the knowledge and skills students will demonstrate upon completion
- ✓ Includes ADT completion requirements pursuant to SB1440 (as cited in the Supporting Documentation – Narrative sub-section of this Guide)
 - (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
 - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
 - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
 - (2) Obtainment of a minimum grade point average of 2.0.
 - ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.
- ✓ **If the ADT program goal selected is “Career Technical Education (CTE) and Transfer” the potential careers students may enter upon completion are listed**

Amending an Existing Proposal

To amend an ADT record in the CCC Curriculum Inventory, identify the active inventory record for which an amendment is desired. In the far left column of the queue, click on *amend* in the row corresponding to the desired record (red circle shown below).

The screenshot shows the 'CCC Curriculum Inventory' interface. At the top, there is a navigation bar with 'Home', 'Search', 'Reports', and 'Admin' links. Below this is a 'Grid Filter Options' section with a 'Clear' button. The main content is a table with columns: 'College', 'Proposal Stz', 'Action', 'Review Position', 'Control #', 'Dept #', 'Title', 'Proposal Type', 'Program Aw', 'Credit Status', and 'User Name'. The first row is highlighted, and the 'Amend' link in the first column is circled in red.

View / Amend	College	Proposal Stz	Action	Review Position	Control #	Dept #	Title	Proposal Type	Program Aw	Credit Status	User Name
View / Amend	OXNARD	Active			30883		Communica... Studies	Program	A.A.-T Degree	Credit	Admin, OXNARD
View / Amend	OXNARD	Active			30804		Psychology	Program	A.A.-T Degree	Credit	Admin, OXNARD

Next you will see a box titled *Proposal Action* (red oval shown below). Notice the proposal for which you are taking action is visible below under the section titled *Current Program Information*.

The screenshot shows the 'Amend Program' form in the 'CCCCO Curriculum Inventory' interface. The 'Proposal Action' section is circled in red and contains four radio button options: 'Correction', 'Substantial Change', 'Nonsubstantial Change', and 'Active to Inactive'. Below these options is a 'Take Action' button. The 'Current Program Information' section below shows 'Control Number' 01362 and 'Faculty Workload' 0.

Depending upon the action selected, proposal fields shown for the existing proposal will recalibrate. In addition, select fields (if any) will be locked for editing based upon the type of amendment selected. Amend action choices include: *Correction*, *Substantial Change*, *Nonsubstantial Change*, or *Active to Inactive* (note: if the selected proposal was previously made *Inactive* then the option *Inactive to Active* would appear). Amend action definitions are provided in Section One, Table Six of the *Handbook* and discussed below.

Amend: Correction – An action to correct a value previously reported in error. This action will not issue a new control number. Corrections do not require district governing board approval. It is important to note that correction(s) made to an active inventory record will impact historical data for that record and will need to reconcile with MIS data reported.

All ADT corrections must be made by contacting the Chancellor’s Office Academic Affairs Division in writing at citechissues@cccco.edu.

Amend: Substantial Change – While the action appears in the CCC Curriculum Inventory, at this time no substantial changes may be made to an approved (active) ADT. If a college wishes

After desired change(s) are made, save the proposal, complete the validation process, and submit the proposal to the Chancellor's Office for review. After submission, notations will appear in the proposal (shown in green brackets) indicating the old or former course record data. This distinction will enable Chancellor's Office staff to expedite review of the proposed change(s).

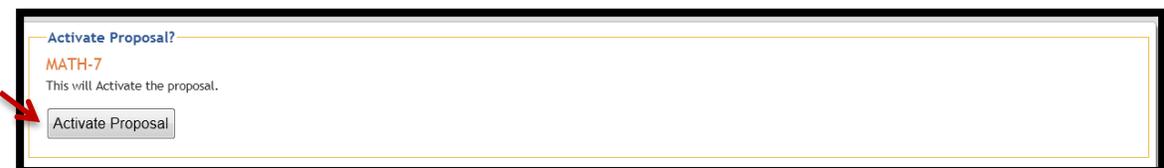
Amend: Active to Inactive – An action to make an active degree inactive. This action will not issue a new control number. No validation process is required for this action prior to submitting the proposal to the Chancellor's Office. After selecting *Amend* and *Active to Inactive* as the desired Proposal Action, the confirmation screen (shown below) will appear. Click the *Inactive Proposal* button (red arrow shown below).



Important Note: A proposal to make a program inactive is made effective in the CCC Curriculum Inventory system immediately upon submission (no Chancellor's Office review or approval is required). Respectively, when a program is inactive in the CCC Curriculum Inventory, the program record will not appear in the Public Search Tool results; however, the program record will remain in the Inventory for historical reference and use.

Amendment: Inactive to Active – An action to reactivate an active program which was previously made inactive. This action will not initiate a new control number. No validation process is required for this action prior to submitting the proposal to the Chancellor's Office.

After selecting *Amend* and *Inactive to Active* as the desired Proposal Action, the confirmation screen (shown below) will appear. Click the *Activate Proposal* button (red arrow shown below).



Important Note: A proposal to make a program active is effective in the CCC Curriculum Inventory system immediately upon submission. Respectively, when a program is active in the CCC Curriculum Inventory, the program record will appear in the Public Search Tool results.