

Instructions for “Associate Degree in \_\_\_\_\_ for transfer” degree proposals to CCCCCO.  
Rev. 1/26/2011 (Subject to change when electronic forms are implemented in February 2011)

These instructions, along with modified CCC-501 and CCC-510 forms, will be distributed as a separate document during training that begins on January 31, 2011 so that community colleges may begin to submit proposals for the “Associate in (Arts/Science) Degree in \_major\_ for transfer” **on February 14, 2011**. The text will also be incorporated into the Program and Course Approval Handbook, 4<sup>th</sup> Edition, to be approved and distributed by July 2011.

In addition to training jointly provided with the Academic Senate and Chief Instructional Officers, the Chancellor’s Office will offer training on the entire submittal process for submitting proposed AA-T and AS-T degrees electronically through the Curriculum Inventory. The first webinar in the Curriculum Inventory training is scheduled for Thursday, February 10, 2011, from 2:00pm – 4:00pm.

## **Approval of Associate in Arts for transfer (AA-T) and Associate in Science for transfer (AS-T)**

Beginning in Fall 2011, community colleges are required by Senate Bill (SB) 1440 (Padilla) and California Education Code (CEC) section 66746(a) to develop and offer “associate degrees for transfer” that require students to meet both of the following 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.”

It should be noted that title 5 section 55063(a) also requires that students must earn a C or better in all courses required for the major or area of emphasis.

In addition, CEC section 66746 subdivision (b) prohibits a community college district from imposing any additional course requirements, in addition to these requirements, for a student to be eligible for the associate degree for transfer, and subdivision (e) prohibits allowing remedial non-collegiate level coursework to be counted toward the units required for the associate degree for transfer (AA-T or AS-T).

The benefit for students completing these associate degrees for transfer is that the California State University (CSU) system is required by CEC section 66747 to “guarantee admission with junior status to any community college student who meets all of the requirements” for the associate degree for transfer. CSU is required to grant priority admission for a student with this associate degree “to his or her local [CSU] campus and to a program or major that is similar to his or her community college major or area of emphasis, as determined by the [CSU] campus to which the student is admitted.”

When an associate degree for transfer is approved by the CCC Chancellor’s Office, the CSU Chancellor’s Office will be notified so that the approved associate degree and its similar CSU baccalaureate degrees may be identified. This data will be used to identify eligible students who apply to the CSU for priority admission.

The ultimate advantage for students completing these associate degrees is that the associate degree may not require more than 60 semester (or 90 quarter) units; and after transferring into the appropriate program at the CSU, the baccalaureate degree may not require more than 60 additional semester units, for a total of 120 semester (or 180 quarter) units required for the baccalaureate degree (pursuant to CEC section 66748). Section 66748(b) allows an exception for these maximums when the Chancellors of the CSU and the CCC systems, and their respective Academic Senates, specify high unit majors that require more

than 120 semester (or 180 quarter) units for the baccalaureate degree. The CSU is prohibited by CEC section 66748(c) from requiring a transferring student with this associate degree to repeat courses that are similar to those taken at the community college that counted toward the associate degree for transfer.

The designators for the Associate in Arts degree for transfer (AA-T) and the Associate in Science degree for transfer (AS-T) have been established by the Academic Senate for California Community Colleges (ASCCC) and are reserved only for associate degrees that meet all requirements of SB 1440 and CEC section 66746. Proposals for approval by the Chancellor’s Office for the “associate degree for transfer” are submitted on the CCC-501 and CCC-510 proposal forms for credit programs.

### **Transfer Model Curriculum (TMC)**

In the implementation process for SB 1440 and CEC section 66746, the ASCCC in collaboration with the CSU Academic Senate, has developed a transfer model curriculum (TMC) for certain majors that have been identified for students who transfer from CCC to CSU. Each TMC represents a structure developed by intersegmental faculty for establishing the major component of a California community college associate degree. According to title 5 section 55063 and CEC section 66746, the associate degree must include a major or area of emphasis consisting of a minimum of 18 semester units. TMCs are being developed as a means of facilitating a statewide response to the mandate that all California community colleges offer “associate degrees for transfer.” Draft TMCs are developed by intersegmental faculty (CCC and CSU, primarily) in the discipline and then made available for vetting at [www.c-id.net](http://www.c-id.net). Once a TMC is finalized, CCC faculty have the option of developing degrees that align with the TMC. Degrees that align with a TMC reflect statewide faculty dialogue regarding common preparation for a specific major.

The CCC Chancellor’s Office will provide a streamlined approval process for proposed a AA-T or AS-T that aligns with a TMC. Community colleges that propose an AA-T or AS-T that aligns with a TMC will be excused from completing some of the 21 narrative requirements of the CCC-501 proposal. If the proposed AA-T or AS-T does not fully align with a TMC, then the complete narrative will be required including additional transfer documentation as discussed in the revised CCC-501 and CCC-510 instructions. Detailed instructions for the narrative and documentation for each required item being on p. \_\_\_\_.

For AA-T or AS-T in CTE fields aligned with a TMC, regional consortium review is not required. However, colleges are required to submit the “Labor/Job Market Data” attachment in order to comply with title 5 section 55130. In the narrative under Criteria B, several items will be required only when the proposed degree is in a CTE discipline that has not been offered at the community college in the past. These items are listed separately below as “required only for new CTE discipline.”

The following list identifies which items are required and not required when seeking approval from the Chancellor’s Office (CCC-501) for an AA-T or AS-T that aligns with a TMC:

- **Criteria A. Appropriateness to Mission (all required)**
  1. Statement of goals and objectives for existing program, including new changes.
  2. Catalog description for existing program, including new option.
  3. New program requirements.
  4. Discussion of background and rationale.

- **Criteria B. Need (required)**

6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.
- Required for CTE only
    - **Attachment:** Local Labor / Job Market Data (analysis is not required)
    - Regional consortium review is not required because the TMC was developed intersegmentally statewide.

In addition to the above requirements, when the TMC is in a new CTE discipline – either an emerging field or one that is being developed and offered at the community college for the first time – additional documentation is required for **Criteria B. Need**.

- Required only for new CTE discipline:
  8. Labor Market Information & Analysis
  9. Employer Survey
  10. Explanation of Employer Relationship
  11. List of Members of Advisory Committee
  12. Recommendations of Advisory Committee
    - **Attachment:** Employer Survey
    - **Attachment:** Minutes of Key Meetings
    - Regional consortium review is still not required because the TMC was developed intersegmentally statewide.
- **Criteria C. Curriculum Standards**
  - The only required documentation for transfer applicability is the completed TMC template listing the college’s existing courses that align with the C-ID designated courses. [Sample is attached to this document. Final templates and detailed instructions will be available on January 31, 2011.]
- **Criteria D-Adequate Resources**
  - Include a general statement in regard to facilities, additional faculty, and new equipment or library resources.
- **Criteria E-Compliance**
  - Include a general statement in regard to enrollment restrictions and licensing or accreditation standards (if applicable).

If the proposed AA-T or AS-T is in the same four-digit T.O.P. code with another approved program (credit certificate or degree) at the community college, then the “CCC-510 Substantial Changes to an Approved Credit Program” form may be used. The following list identifies which items are required and not required when seeking approval from the Chancellor’s Office (CCC-510) for an AA-T or AS-T that aligns with a TMC:

- **Criteria A. Appropriateness to Mission (all required)**
  1. Statement of goals and objectives for existing program, including new changes.
  2. Catalog description for existing program, including new option.
  3. New program requirements.
  4. Discussion of background and rationale (not optional, but can be brief).

- **Criteria B. Need (required)**

- 6. Place of proposed change in the curriculum – relation to existing program and options; relation to other programs at your college.
  - Required for CTE only
    - **Attachment:** Local Labor / Job Market Data (analysis is not required)
    - Regional consortium review is not required because the TMC was developed intersegmentally statewide.

- **Criteria C. Curriculum Standards**

- The only required documentation for transfer applicability is the completed TMC template listing the college's existing courses that align with the C-ID designated courses. [Sample is attached to this document. Final templates and detailed instructions will be available on January 31, 2011.]

**Attachment for Transfer Model Curriculum**

Community colleges that seek approval of an AA-T or AS-T that aligns with a TMC will be excused from providing transfer documentation for multiple institutions. The only transfer documentation required will be a table comparing the approved TMC requirements to the proposed program requirements approved at the community college. The template for each TMC will be made available in a fillable PDF form as soon as the TMC has been vetted and approved. Detailed instructions and the templates for the first group of approved TMCs will be available on January 31, 2011.

The template will be similar to the sample on the next page. The community college will complete the columns in the right half of the table to indicate which courses in the TMC have been adopted by discipline faculty and approved by the college curriculum committee and district governing board.

**Psychology Transfer Model Curriculum****CCC Major or Area of Emphasis:** Psychology**CSU Major or Majors:** Psychology**Total units:** 18- 21 (*all units are semester units*)

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column. This form will be available electronically as soon as possible as a fillable PDF.

The units indicated in the TMC are semester units – and they are minimum units. While C-ID descriptors have been referenced, CCCs do not need C-ID designations to develop and have a TMC-aligned degree approved. Where there is a C-ID or TCSU, you are certifying that your course is comparable. Where no C-ID descriptor is available, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreereview.html>.

Psychology Transfer Model Curriculum		Associate in Arts degree in Psychology for transfer College Name: ____ Program Requirements			
Course Title (units)	C-ID or TCSU Designation <sup>i</sup>	Course ID	Course Title	Units	GE
<b>Required Core:</b> 9-11 units					
Elementary Statistics (Psychological, Behavioral, or Social Science Statistics preferred) (3-4)	TCSU STAT 120				
General Psychology (3)	PSY 110				
Research Methods in Psychology (with or without lab) (3-4)	PSY 200 or PSY 205				
<b>List A (select one):</b> 3-4 units					
Introduction to Biology (3-4)					
Human Biology (3-4)					
Introduction to Biological Psychology (3-4)	PSY 150				
<b>List B (select one):</b> 3 or more units					
Any List A course not used above. (3+)					
Any course that has articulation <sup>ii</sup> as lower division major preparation for the psychology major at a CSU. (3 or more units)					
<b>List C (select one):</b> 3 or more units					
Any courses not selected above, any CSU transferable psychology courses <sup>iii</sup> , and/or other courses that are lower division preparation for the psychology major at a university - in or outside of the discipline. (3 or more units)					
<b>Total Units for the Major:</b>	<b>18-21</b>		<b>Total Units for the Major:</b>		
			<b>Total Units that may be double-counted:</b>		

<sup>i</sup> Where no C-ID or TCSU designator has been indicated for a course, attach a course articulation report from ASSIST showing the community college course has been articulated as major preparation at a CSU.

<sup>ii</sup> Attach course articulation report from ASSIST showing lower-division major preparation at CSU.

<sup>iii</sup> At least one course option under Category C must be articulated as general education or major preparation at CSU.