LMC Procedure XXXX.X

# COURSE ARTICULATION

**Articulation**

When and where applicable, articulation agreements are developed between Los Medanos College and baccalaureate institutions to meet general transfer requirements or to facilitate the transfer of a student into a particular program of study. This procedure aligns with California Education Code, section 66720-66744, which provides guidelines for the development, maintenance, and distribution of common core curriculum between California Community Colleges, the University of California, and the California State University.

The Los Medanos College articulation review and submission process is supplemental to the LMC Course Review process and ensures that all college courses are at their most efficient in meeting major preparation and general education requirements for transferring students.

**Definitions of Articulation**

Articulation is used to describe the process of creating a formal agreement that identifies courses on a “sending” institution that are acceptable in lieu of specific course requirements at a receiving institution.

Course articulation agreements are classified into three discrete types:

1. *Courses Accepted for Baccalaureate Credit (General Transferability)*
	1. Example: HIST-061 is accepted as UC-transferable
2. *General Education-Breadth agreements (CSU-GE and IGETC)*
	1. Example: ANTHR-007 is accepted as CSU-GE Area E
3. *Lower Division Major Preparation (Course-Course)*
	1. Example: ART-040 at LMC is acceptable in lieu of ART-002 at UC Riverside

**Articulation Timeline and Calendar**

Los Medanos must meet internal and external deadlines for submitting new courses and existing courses to baccalaureate institutions to receive articulation approval in a timely manner. Timelines look different depending on the type of articulation:

 **Courses Accepted for Baccalaureate Credit: California State University**

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| **September 30** | **By end of Fall Term** | **New Academic Year** |
| eLumen deadline for New Course Submission | Course approved by Curriculum Committee | CSU transferability takes effect |

**Courses Accepted for Baccalaureate Credit: University of California**

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| **Year 1** | **Year 2** |
| **September 30** | **By end of Fall Term** | **July** | **September** |
| eLumen deadline for New Course Submission | Course approved by Curriculum Committee | UC deadline for course submissions | LMC receives notification of UC decision*Changes go into effect current academic year.* |

 **General Education Submission: CSU-GE**

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| **September 30** | **By end of Fall Term** | **December 15** | **May** |
| eLumen deadline for New Course Submission | Course approved by Curriculum Committee | CSU deadline for course submissions: simultaneous submission for new course and CSU-GE | LMC receives notification of CSU-GE decision.*Changes go into effect at start of new academic year.* |

 **General Education Submission: IGETC**

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| **Year 1** | **Year 2** |
| **September 30** | **By end of Fall Term** | **July** | **September** | **December** | **May** |
| eLumen deadline for New Course Submission | Course approved by Curriculum Committee | UC deadline for course submissions | LMC receives notification of UC decision | LMC submits course for IGETC | LMC receives notification of IGETC decision*Changes go into effect at start of new academic year.* |

**Process of Articulation Proposal, Review, and Submission**

* 1. **Baccalaureate Courses, General Transferability**

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| **Type of Articulation** | **Initiator** **(Who is identifying articulation eligibility)** | **Process** |
| **CSU Transferability** (Courses Accepted for Baccalaureate Credit)  *(example: ART-034 is CSU transferrable)*  | Department Faculty (Course Author in eLumen)  | 1. Faculty submitting new course or revising existing course check transferability boxes in eLumen.
2. Transfer representative in Curriculum Committee Tech Review reviews course against UC TCA and CSU Transferability eligibility
	1. If Curriculum Committee approves course as baccalaureate eligible, automatically approved as CSU transferrable
3. Course is submitted to Articulation Officer after Curriculum Committee approval.
4. UC transferability: AO submits course to UCOP by August deadline. UC Transferability communicated to college in September

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| **UC Transferability**(Courses Accepted for Baccalaureate Credit)  *(example: ART-034 is UC transferrable)*  |

* 1. **Baccalaureate Courses, IGETC**

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| **Type of Articulation** | **Initiator** | **Process** |
| **IGETC**  *(example: ART-034 is approved for IGETC Area 3a)*   | Articulation Officer  *(eLumen course author submits COOR with GE recs, but AO ultimately determines GE submission areas)*     | 1. Faculty submitting new course or revising existing course submit recommendations for General Education Areas in eLumen
2. Transfer representative in Curriculum Committee Tech Review reviews course against IGETC Standards and CSU GE eligibility
3. **New Course:**
	1. Course is submitted to Governing Board approval after Curriculum Committee approval.
	2. IGETC:
		1. (must be approved as UC Transferrable)
		2. Next academic year: submitted by AO to IGETC through ASSIST between September-December
4. **Revised Existing Course:**Course is submitted to Articulation Officer after Curriculum Committee approval. AO submits for IGETC
	1. Non-substantive course revision: no submission necessary
	2. Substantial revision: re approval needed for UC transferability and IGETC
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* 1. **Baccalaureate Courses, CSU-GE**

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| **Type of Articulation** | **Initiator** | **Process** |
| **CSU GE**  *(example: ART-034 is approved for CSU Area C2)*   | Articulation Officer  *(eLumen course author submits COOR with GE recs, but AO ultimately determines GE submission areas)*     | 1. Faculty submitting new course or revising existing course submit recommendations for General Education Areas in eLumen
2. Transfer representative in Curriculum Committee Tech Review reviews course against IGETC Standards and CSU GE eligibility
3. **New Course:**
	1. Course is submitted to Governing Board approval after Curriculum Committee approval.
	2. CSU GE:
		1. Submitted by AO to CSU GE through ASSIST second week of December
		2. Notification of approval received in late April
4. **Revised Existing Course:**Course is submitted to Articulation Officer after Curriculum Committee approval. AO submits for CSU GE.

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* 1. **Baccalaureate Courses, Lower Division Major Prep/Course-to-Course**
		1. **New Course**

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| **Type of Articulation** | **Initiator** | **Process** |
| **Course-to-Course: New Course**  *(example: Los Medanos course ART-020 is articulated to UC Santa Cruz course ART-015)*   | Counseling Department  | 1. Transfer Rep Tech Review maintains list of anticipated CSU and UC transferable courses submitted to curriculum committee and adds to Counseling Artic team’s research tracking system.
2. While course is pending UC/CSU approval, counseling determines articulation matches based on courses in ASSIST
3. When transferability approval is received, course matches are submitted to AO through Articulation tracking excel for submission
4. College deadline for submission to AO is final date of Fall and Spring Term
5. AO submits College courses to four year universities for review and decision, inputs decision information and feedback in tracking system.
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* + 1. **Existing Course**

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| **Type of Articulation** | **Initiator** | **Process** |
| **Course-to-Course: Existing Course**  *(example: Los Medanos course ART-020 is articulated to UC Santa Cruz course ART-015)*   | Counseling Department *(every counselor with dedicated time for articulation research and identification)* | 1. Counseling Department, Transfer, and AO determine method of prioritization for identifying and distributing areas of articulation research, articulation gaps, and course matches
2. Counselors will record potential articulation course-to-course matches in a shared articulation spreadsheet. Spreadsheet will be updated on an ongoing basis as additional courses are identified and added on.
3. College deadline for submission to AO is final date of Fall and Spring Term
4. AO submits proposed articulation to UC or CSU
5. AO updates tracking spreadsheet with course status: pending/approved/denied
6. If course denied, CSU or UC feedback is entered in tracking spreadsheet, and AO communicates feedback to instructional department and counseling department
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| Faculty/Other   *(method for individuals without dedicated articulation time but have identified a course-course match)*  | 1. Person with Articulation Identification submits one-time articulation submission form
2. Form submission comes to counseling articulation liaison, who reviews and determines if submission is appropriate
3. Counselor moves form submission to articulation tracking spreadsheet
4. College deadline for submission to AO is final date of Fall and Spring Term
5. AO submits proposed articulation to UC or CSU (*more detail needed)*
6. AO updates tracking spreadsheet with course status: pending/approved/denied
7. If course denied, CSU or UC feedback is entered in tracking spreadsheet, and AO communicates feedback to instructional department and counseling department

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**Articulation Roles and Responsibilities at College**

**Articulation Officer:** The articulation officer’s primary responsibility is submitting and monitoring the submission of courses to baccalaureate institutions. The articulation officer also communicates articulation submission results and feedback to instructional departments, and act as point for all articulation questions at the college.

**Transfer Director:** The transfer director works closely with articulation officer and counseling articulation lead to coordinate articulation efforts at the college, calling meetings for departments and workgroups, and identifying articulation needs and direction.

**Counseling Articulation Lead:** The counseling articulation lead is identified among full-time counselors by the Counseling department and is responsible for acting as articulation liaison between the department and larger college articulation workgroups. The articulation lead meets with the Articulation Officer and Transfer Director to coordinate counseling meetings with the AO and coordinates the collection of articulation inputs from the counseling department for the AO. The work related to this role will be designated as other academic services, and a new lead can be identified at the end of each academic year. The duration of the term will consist of a full academic year (fall and spring semesters) with the commitment of hours per week to be determined between the assigned counselor, articulation work group, and/or the Dean of Counseling and Student Services.

**Counseling Department:** The counseling department assists with the research and identification of potential course-to-course articulation, and meeting regularly with the Articulation Officer to discuss articulation research, issues, and updates.

Proposed: The counseling department assists with the research and identification of potential course-to-course articulation, and meeting regularly with the articulation officer to discuss articulation research, issues, and updates.

**Articulation Workgroup:** This group, comprised of representatives from various areas of the college, meet quarterly to discuss issues, goals, and progress of articulation efforts at LMC

**Workgroup Chair/Facilitator:** Articulation Officer and Transfer Director are co-chairs and co-facilitators

 **Attendees:** Articulation Officer, Transfer Director, Admissions and Records Director, Counseling Articulation Lead, Counseling Department Chair(s), Curriculum Committee Chair, Vice President of Instruction, Vice President of Student Services, Instructional Deans, Dean of Counseling, Dean of Student Success

**Meeting Schedule and Topics:**

Group will meet monthly to have joint discussions regarding articulation among Student Services and Instructional offices and departments.

Topics will include:

* + Identification of priority articulation areas for baccalaureate universities
	+ Developing more efficient articulation by identifying and incorporating existing College courses into programs of study in collaboration with instructional departments.
	+ Identifying and resolving barriers to articulation

**Compliance/References:**

[United Faculty contract section 7.3.1](https://www.4cd.edu/hr/ufcontract/Final%202019-2022%20UF%20Contract.pdf)

[Education Code, Sections [66720 - 66722.5]](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=5.&chapter=9.2.&part=40.&lawCode=EDC&title=3.&article=1.)

[Title 5 § 55051. Articulation of High School Courses](https://govt.westlaw.com/calregs/Document/IBC1AFB30D48411DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

[California Articulation Policies and Procedures Handbook](https://www.csusb.edu/ciac/ciac-resources/articulation-handbook)

**Feedback :**

* Proposed by Office of Instruction and Transfer & Career Services (*August 2021*)
* Curriculum Committee
* Department Chairs
* Academic Senate
* Strategic Enrollment Management
* Shared Governance Council