

## 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 the *Program and Course Approval Handbook, 5<sup>th</sup> Edition Draft* (located under the *Admin Tab* > *Resources* after signing into the CCC Curriculum Inventory at <http://curriculum.cccco.edu> as shown below or on the Chancellor's Office Academic Affairs website at [www.cccco.edu/aad](http://www.cccco.edu/aad)).



The screenshot shows the top navigation bar of the CCC Curriculum Inventory website. On the left is the California Community Colleges logo. The main title is "CCC Curriculum Inventory". To the right of the title are navigation links: "Home", "Search", and "Reports". In the top right corner, there is a "[ Sign In ]" link. Below the navigation bar is a large white area containing the California Community Colleges logo and the text "California Community Colleges Chancellor's Office".

## CCC Curriculum Inventory PROPOSAL FIELDS

Back to List

**New Program [CCCCO]**

1 **SPO2: Program Award**  9 **Faculty Workload**

2 **Program Title**  10 **New Faculty Positions**

3 **Program Goal**  11 **New Equipment**

4 **SPO1: Program TOP Code**

5 **Effective Date**  12 **New/Remodeled Facilities**

6 **Units for Degree Major or Area of Emphasis (Minimum)**  13 **Library Acquisitions**

Units for Degree Major or Area of Emphasis (Maximum)  14 **Program Review Date**

7 **Total Units for Degree (Minimum)**  15 **Apprenticeship**  Yes  No

Total Units for Degree (Maximum)  16 **100% Distance Education**  Yes  No

8 **Annual Completers**  17 **District Governing Board Approved**  Yes  No

18 **District Governing Board Approval Date**

19

The following fields of information are entered (by typing, selecting from a drop-down menu, or clicking on a yes/no radio button) directly into each CCC Curriculum Inventory proposal field (shown above):

**1. SPO2: 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. Effective Date:** Provide the future date when the college plans to implement the requested action after Chancellor’s Office approval. **Important Note:** The desired action will be made effective in the CCC Curriculum Inventory immediately after Chancellor’s Office approval; the “effective date” entered in the proposal field is for record keeping purposes only.

**6. Units for Degree Major or Area of Emphasis – Minimum & Maximum:** Enter the number of semester or quarter units for the major. The unit value must match the units listed on the TMC Template.

**7. 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.

**8. Annual Completers:** Enter the number of students estimated to be awarded the degree each year after the program is fully established.

**9. 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.

**10. 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).

**11. 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).

**12. 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).

**13. 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).

**14. 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.**

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

**16. 100% Distance Education (yes/no):** Most colleges will select “No” (unless a rare circumstance exists).

If “yes,” then Indicate if the courses associated with the program are conducted 100% via distance education. Distance education is covered by Title 5, Chapter 6, Subchapter 3, starting with section 55200. Both credit and noncredit courses may be offered through distance education, which is defined as “instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.”

**17. 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.

**18. 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.

**19.** After completion of the aforementioned fields, click the *Save* button at the bottom of the page. Next, the required *Course Report* box and section for adding *Supporting Documentation* will appear.

**Course Report:** In the *Course Report* box, click on the *Add/Remove (+/-)* icon shown at the top right corner. Add all courses included in the Required Core and, if present, List A, List B, and List C on the TMC Template. As each course is added, the CCC Curriculum Inventory will automatically generate a dynamic *Course Report* shown within the proposal.

## 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](http://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](http://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](http://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. Articulation and transfer reports can be downloaded from ASSIST website at [www.assist.org](http://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 criteria and item heading and numbering convention (for example: use the header *Criteria A* and sub-headers *Item 1* and *Item 2*).
- Unless sample template text is provided, please ensure the description provided under each criteria/item below 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”.

### Criteria A. Appropriateness to Mission

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.

### **Item 1. Statement of Program Goals and Objectives**

Identify the goals and objectives of the program. 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 3-21.**

No written response is required for Narrative Items #3–21. 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 #1-18** – 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. Effective Date:** A future date is entered.
  - 6. 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.
  - 7. Total Units for Degree – Minimum & Maximum:** 60 semester or 90 quarter units is entered as the minimum and as the maximum.
  - 8. Annual Completers:** The number of students estimated is entered.
  - 9. 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.
  - 10. New Faculty Positions:** The whole number (not FTEF) is entered.
  - 11. 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).



**12. 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).

**13. 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).

**14. 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.**

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

**16. 100% Distance Education (yes/no):** Most colleges will select “No” (unless a rare circumstance exists).

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

**18. 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](http://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](http://www.cccco.edu/aad)).

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

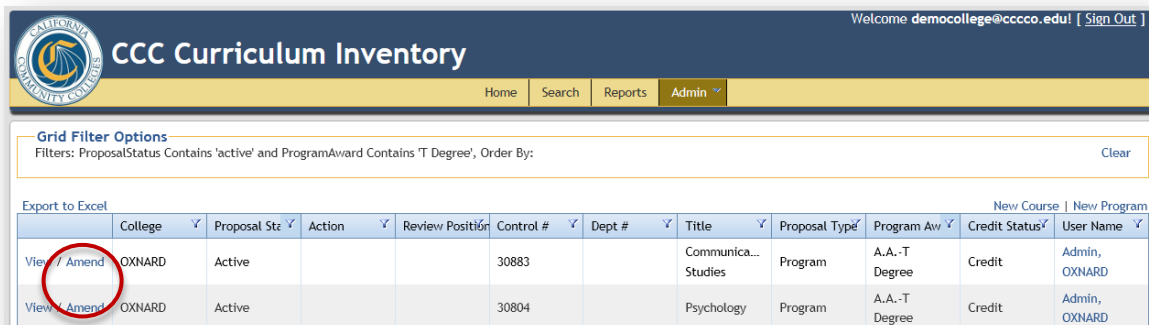
- ✓ Identifies the goals and objectives for the program
- ✓ Identifies the CSU baccalaureate degree programs for which students will be prepared to enter upon successful completion of the ADT
- ✓ Identifies the intent of the ADT is to assist students in seamlessly transferring to a CSU
- ✓ May include 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**

- ✓ 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)
- ✓ If the ADT program goal selected is “Career Technical Education (CTE) and Transfer” the potential careers students may enter upon completion are listed

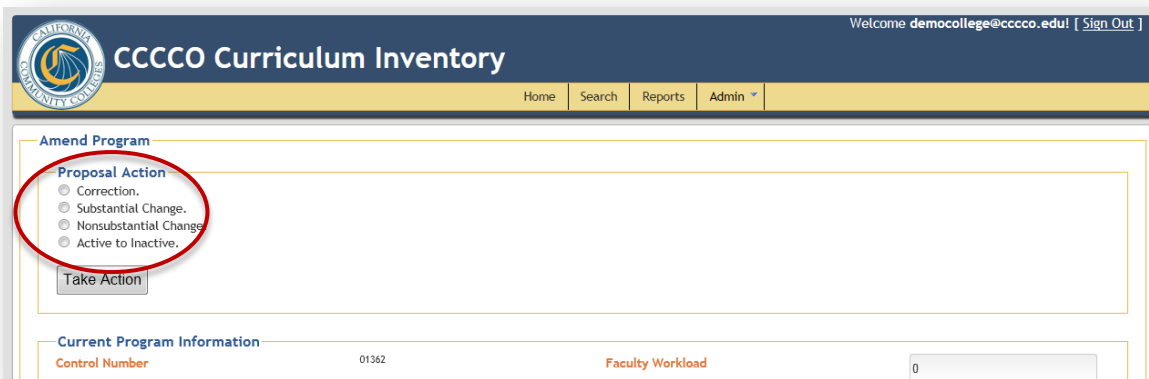
## Amending an Existing Proposal

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' (with a dropdown arrow). Below this is a 'Grid Filter Options' section with a text input field containing 'Filters: ProposalStatus Contains 'active' and ProgramAward Contains 'T Degree', Order By:' and a 'Clear' button. Below the filters is an 'Export to Excel' button and a 'New Course | New Program' link. The main content is a table with the following columns: College, Proposal Stz, Action, Review Position, Control #, Dept #, Title, Proposal Type, Program Aw, Credit Status, and User Name. The first row has 'OXNARD' in the College column, 'Active' in the Proposal Stz column, and '30883' in the Control # column. The 'View / Amend' link in the far left of this row is circled in red. The second row has 'OXNARD' in the College column, 'Active' in the Proposal Stz column, and '30804' in the Control # column.

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' interface. At the top, there is a navigation bar with 'Home', 'Search', 'Reports', and 'Admin' (with a dropdown arrow). Below this is a 'Proposal Action' section with a red oval around it. This section contains four radio button options: 'Correction', 'Substantial Change', 'Nonsubstantial Change', and 'Active to Inactive'. Below these options is a 'Take Action' button. Below the 'Proposal Action' section is a 'Current Program Information' section. This section contains a 'Control Number' field with the value '01362' and a 'Faculty Workload' field with the value '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 [curriculum@cccoco.edu](mailto:curriculum@cccoco.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 to create an associate degree (A.A. or A.S.), then a new proposal must be submitted via the CCC Curriculum Inventory (refer to section three of the Handbook for instructions on how to complete a proposal for a new associate degree).

**Amend: Nonsubstantial Change – An action to change an active program record that will not initiate a new control number.** A common example of a nonsubstantial change to an ADT entails the addition to or removal of courses from an active ADT.

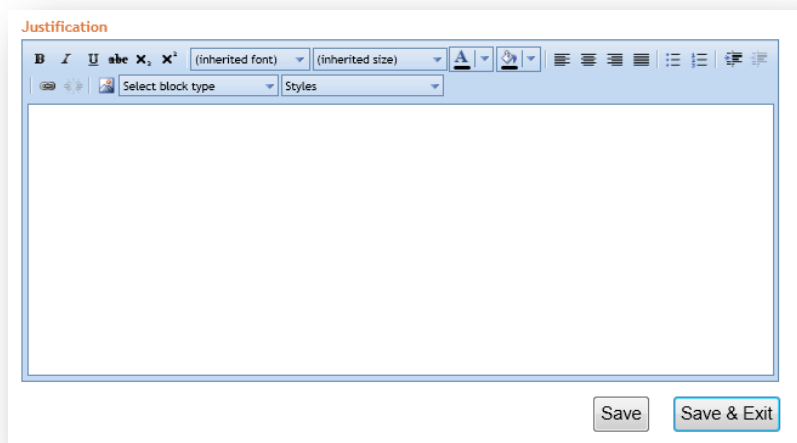
For a nonsubstantial change, limited proposal fields will be unlocked for editing. Make desired changes to the proposal fields and/or supporting documentation. Unless revised as a component of the desired nonsubstantial change, original supporting documentation (such as the program narrative, transfer documentation, CORs, etc.) should remain attached to the proposal.

If the nonsubstantial change entails adding or removing courses from an active ADT, the following is required:

- The **Course Report** should reflect only the current courses required as a result of the nonsubstantial change proposal (remove any courses that will not be associated with the program after the nonsubstantial change is approved).
- Ensure all **Course Outlines of Record (CORs)** are attached as supporting documentation for all courses listed in the Course Report.
- Submit a revised CCCC approved **Transfer Model Curriculum (TMC) Template** – 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.
- Submit revised **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](http://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.)

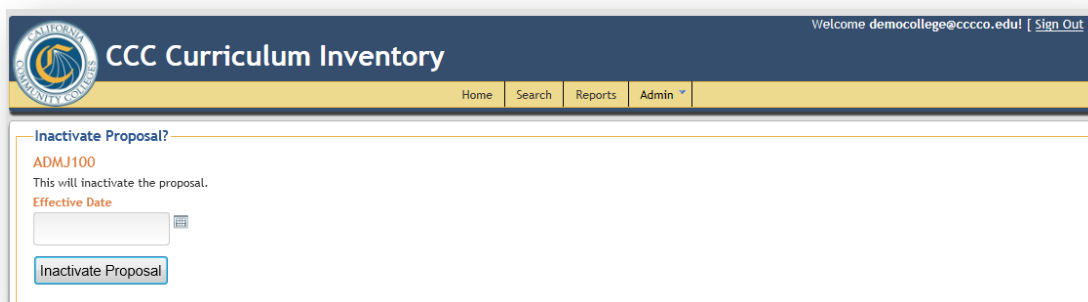
The college may elect to revise the previously submitted program proposal narrative with track changes or color-coded text to indicate content changed in the proposal narrative.

Next, describe the change(s) and rationale for the changes in the *Justification* box (shown below) in the proposal.



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).

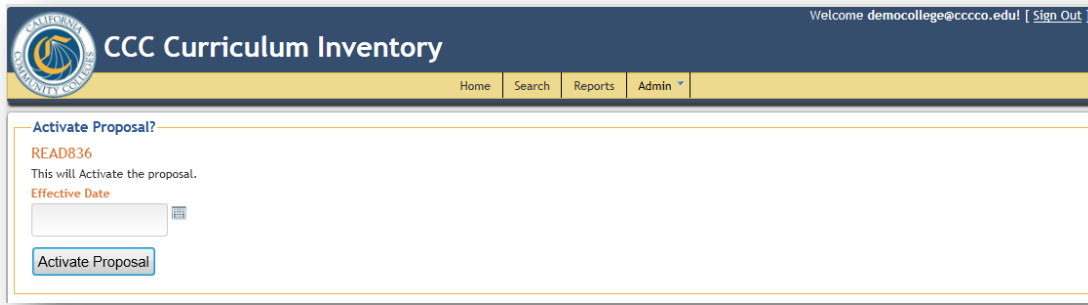
**Amend: Active to Inactive – An action to make an active degree inactive. This action will not issue a new control number.** No validation process is required for this action prior to submitting the proposal to the Chancellor’s Office. After selecting *Amend* and *Active to Inactive* as the desired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



**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) – irrespective of the “effective date” entered in the proposal field. This field is for record keeping purposes only. 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 reactive 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. Enter an effective date for the change and click the *Activate Proposal* button.



The screenshot shows the 'Activate Proposal?' confirmation screen in the CCC Curriculum Inventory system. The header includes the CCC logo, the title 'CCC Curriculum Inventory', and a user greeting 'Welcome democollege@ccco.edu! | Sign Out |'. A navigation bar contains links for 'Home', 'Search', 'Reports', and 'Admin'. The main content area displays the proposal ID 'READ836' and the instruction 'This will Activate the proposal.'. Below this is a field for 'Effective Date' with a calendar icon, and an 'Activate Proposal' button.

**Important Note:** Depending upon the amount of time since the program record was previously made inactive; a proposal to make a program active is effective in the CCC Curriculum Inventory system immediately upon submission or Chancellor's Office approval – irrespective of the “effective date” entered in the proposal field. This field is for record keeping purposes only. Respectively, when a program is active in the CCC Curriculum Inventory, the program record will appear in the Public Search Tool results.