Transfer Degree Process and Checklist

The Chancellor's Office has declared that each California community college must implement by fall 2014 all transfer degrees that correspond to degrees the college offers. Solano College offers 16 of the 22 approved transfer degrees, so we must implement 16 transfer degrees by fall 2014. More detail is given below, but briefly, each appropriate program must create or modify a degree to match the approved transfer model curriculum (TMC). This involves matching what we can offer to the TMC. Next, any courses that we plan to use in the TMC that have a C-ID descriptor must be submitted as C-ID equivalent. After this is done, the appropriate (virtual) paperwork, including CurricUNET submission, must be completed and the program must be approved locally and by the Chancellor's Office.

A checklist for the following steps is appended to the end of this document.

Steps for completing the process:

1. Determine whether your program needs a transfer degree.

The following programs need to have a transfer degree in place by Fall 2014:

The following programs have been approved by the state (10/21/13):

Administration of Justice	Art History*
Business Administration	Communication Studies*
English	Early Childhood Education*
History	Mathematics*
Journalism	Sociology*
Kinesiology	Studio Arts*
Physics	
Political Science	
Psychology	
Theater Arts	

The following programs could develop a transfer degree if they desire, but are not required:
Anthropology
Computer Science
Geography
Geology

* If your program has already done a transfer degree, you must get each applicable course you used submitted to the C-ID approval process by Fall 2014. See step 3.

2. Look up the TMC for the degree.

TMC templates are available at:
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx.

The transfer degree must meet the course requirements specified in the transfer model curriculum even if our local program does not meet these requirements. This includes strict unit restrictions.

Additional information about the TMC's can be reviewed at: http://c-id.net/degreereview.html

3. Compare the course outline of record (Section K) with the C-ID descriptor. C-ID descriptors are available at: http://c-id.net/descriptors.html. Some courses are identified with a C-ID number. In order for one of Solano's courses to be used in the TMC template in a position that has a C-ID course, it must be submitted to the C-ID approval process. This process assures that the Solano course and the C-ID descriptor match.

- o If the prerequisites, content and objectives match – email the Curriculum Analyst with a list of SCC courses that match the C-ID descriptor.   The Curriculum Analyst will send the course outline to the Articulation Officer who will submit it to the C-ID process.
- o If the two courses do not match – the course will need to be modified or a new course created through our curriculum process using CurricUNET. Once the new/modified course receives Governing Board approval, the Curriculum Analyst will send the course outline to the Articulation Officer.

For example, the English TMC has an option that includes Critical Thinking Through Literature which is identified as C-ID ENGL 110. Our faculty wanted to use this option and apply our ENGL 002 Critical Thinking and Writing About Literature to the TMC template in this position. They compared our course outline of record (aka Section K) with the C-ID descriptor for C-ID ENGL 110. Had the two courses matched, they could have had the course submitted to the C-ID process.   However, it did not match, so ENGL 002 had to be modified to match the descriptor for C-ID ENGL 110.

4. Fill in the TMC template with the course information indicated.

5. Contact the Curriculum Office staff for paperwork required by the Chancellor's Office. This paperwork can be filled out with the assistance of the Curriculum Office staff.

6. Complete the paperwork requirement and email to the Curriculum Office staff while creating a new or modified program for the transfer degree in CurricUNET.

7. Submit the program to the Curriculum Committee as a transfer degree through CurricUNET.

After Curriculum Committee approval, the proposal is submitted to the Governing Board for final local approval and then sent to the Chancellor's Office. Faculty need to be aware that nothing is final until approval is received from the Chancellor's Office and that they should be available for assisting the Curriculum Office Staff to address any issues the Chancellor's Office may have.

People who can assist in the process include:
      Your school's Curriculum Committee Representatives
      Curriculum Committee Chair: Joe Conrad - joseph.conrad@solano.edu
      Articulation Officer: Robin Arie-Donch – robin.arie-donch@solano.edu
      Curriculum Analyst: Erin Moore – erin.moore@solano.edu

Transfer Degree Checklist

_____ Look up proper TMC template at:
http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx.

_____ Compare the course outline of record (COR) with the C-ID descriptors at:
http://c-id.net/descriptors.html

_____ Determine if any courses need to be modified or created

_____ Email the Curriculum Analyst with a list of SCC courses that match C-ID
(if necessary) *The Curriculum Analyst will send outlines for courses to the Articulation Officer.*

_____ Submit course proposals to the Curriculum Committee (if necessary) *The Curriculum Analyst will send outlines for new and/or modified courses to the Articulation Officer.*

_____ Fill in the TMC template with the proper course information

_____ Complete Chancellor's Office paperwork (available from the Curriculum Office staff) and email it to Curriculum Office staff

_____ Submit the transfer degree program to the Curriculum Committee through CurricUNET

_____ Make revisions to the program per suggestions from the Curriculum Committee and/or the Curriculum Office staff based on recommendations from the Chancellor's Office

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