

AA-T/AS-T REVIEW CHECKLIST

College Name: _____ Discipline: _____

Action: New Modification Date Submitted: _____ 1st Review on: _____

FINAL APPROVAL DATE: _____ **By:** _____ **Control #:** _____

COCI2 Fields/Program Details

- Program Title** – approved AA-T/AS-T discipline title entered
- Program Goal** – Transfer
- Program Award** – approved designation as AA-T or AS-T selected
- Program TOP Code** – same TOP Code listed on TMC
- District Governing Board Approval Date** – a historical date (prior to submission) is entered
- Next Program Review** – date should be within 5 years of latest approval
- Total Units for Degree (min)** –60 is entered (per SB1440 60 units are required)
- Total Units for Degree (max)** –60 is entered (per SB1440 60 units are required)
- Total Units for Major (min)** – as listed on TMC
- Total Units for Major (max)** – as listed on TMC
- Courses** - All courses listed in COCI2 have a corresponding COR attached
- Courses** - All courses listed in COCI2 are “Approved” or “Active”

ADT Required Attachments

- TMC Template**
 - Current revision of Template is used
 - College name is entered above TMC Template grid
 - All courses have a course ID, title, and unit amount in correspondence to its attached COR
 - All courses have verified articulation in C-ID or ASSIST (*AAM, GECC, and/or BCT*)
 - Total Units for Major
 - Total Units that may be double-counted
 - Total Elective Units
 - Total Units for Degree is 60 units
- Narrative**
 - College name
 - Program Name (approved AA-T/AS-T)
 - Statement of Program Goals and Objectives
 - Catalog Description
- Course Outline of Record per Title 5, Section 55002 (a)(3)** - for all courses
 - Unit value
 - Expected Number of Contact Hours
 - Outside of Class Hours
 - Total student learning hours for a course as a whole
 - Prerequisites, co-requisites, or advisories on recommended preparation (if any).
 - Catalog description
 - Objectives
 - Content
 - Examples of Assignments
 - Other outside-of-class assignments
 - Instructional Methodology
 - Methods of Evaluation