Traditional Degrees and Certificates of Achievement

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Curriculum Institute 2014

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We are all in this together....

Overview

- Proposal Fields for Certificate of Achievement
- Proposal Fields for Associate Degrees
- Required Documents
- Substantial and Nonsubstantial Changes
- Resources
- Questions

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http://curriculum.cccco.edu/

Certificate of Achievement

Program Award (SP02)

Two choices:

- B – Certificate of Achievement: 12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units

- C – Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units

Program Title

- The Program title in the curriculum inventory proposal must match the Program Title in the Narrative.

- The titles must cannot include descriptors such as:
    - emphasis,
    - transfer,
    - certificate of achievement,
    - specialization,
    - or name of a baccalaureate institution.

Program Goal

- The Program Goal must match the Program Goal in the Narrative.

- Options for a Certificate are:
    - Career Technical Education (CTE) or Other,

- However, pursuant to title 5, section 55070, Certificate of Achievement in CSU Breadth or IGETC may have a program goal of transfer.

Program TOP Code (SP01)

- The TOP Code should align with the program and conform closely to the TOP Code given to similar programs in other colleges around the state.

- TOP Codes with an asterisk are designated for CTE Programs.

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Required Certificate Units (Minimum & Maximum)

- The minimum and maximum units on the curriculum inventory proposal record must match the units that are in the Narrative.

- If the Certificate of Achievement is high in units, please provide a justification in the Narrative under Master Planning.

Annual Completers

The college must enter the number of students projected to be awarded the certificate each year after the program is fully established.

Net Annual Labor Demand (CTE Only)

- Based on the analysis of the LMI, this number should reflect the annual job openings for the region the college serves.

- The LMI should reflect jobs within the scope of the certificate.

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Faculty Workload

A number must be entered in this field,

it cannot be zero.

The number can be entered

as a decimal,

such as 0.5 or 1.25, etc…
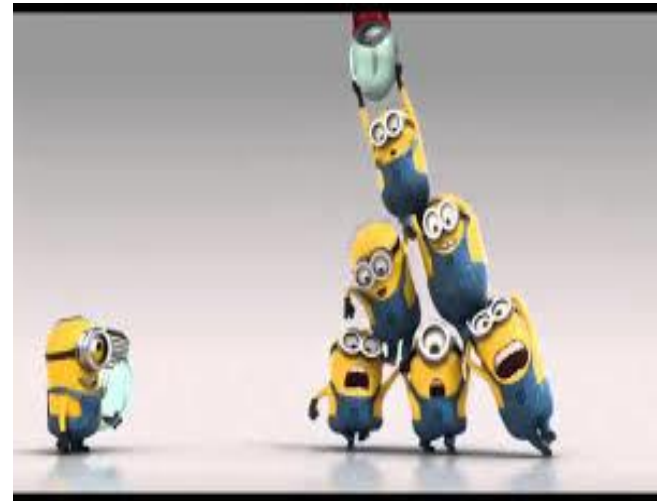
Fields Related to Funding

- New Faculty Positions
- New Equipment
- New/Remodeled Facilities
- Library Acquisitions

These fields can't be left blank. If there is no information, please enter 0. However, if you enter a number other than 0, provide an explanation in the Narrative.

Program Review Date

For a certificate with a program goal of CTE, pursuant to Education Code section 78016, the degree must be reviewed every two years.

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Apprenticeship

Apprenticeship programs must have a goal of CTE and requires a yes or no response.

Distance Education

There are four choices: 0%, 1-49%, 50-99%, or 100%.

Gainful Employment

If the proposal is a CTE Program, it has to be marked Yes.

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CTE Regional Consortium Approval

For CTE programs, the college must select "yes" to verify that the CTE Regional Consortium has approved the program. This is pursuant to title 5 Section 55130 (b) (8) (E).

District Governing Board Approval Date

The date in which the governing board of the district approved the program. We will accept a date of two years prior to the current year.
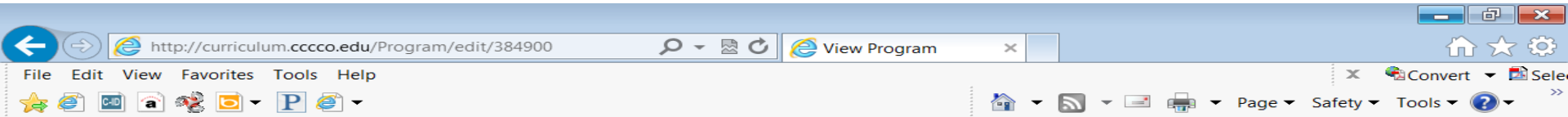
Justification

Provide a brief description of what was changed and why for Substantial and Nonsubstantial changes.

Traditional Degrees

Program Award (SP02)

- Associate Degree in Arts (A.A.)

- Associate Degree in Science (A.S.)

Program Goal

- The options for the Program Goal are:
  - Career Technical Education (CTE),
  - Transfer,
  - CTE and Transfer, or
  - Other (designed to meet community needs).

- The Program Goal must match the Program Goal in the Narrative.

Units (Minimum & Maximum)

- The minimum and maximum units in the proposal record must match what is in the Narrative.

- A degree has a minimum of 60 units.

- If the units are above 60, a justification needs to be provided in the Narrative under Master Planning.

Narrative

The new Narrative Format has 7 items to address:

1. Program Goals & Objectives
2. Catalog Description
3. Program Requirements
4. Master Planning
5. Enrollment and Completer Projections
6. Place of Program in Curriculum
7. Similar Programs within the region

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Course Outlines of Record (COR)

- Attach all the CORs to the proposal.

- List all the courses in the Course Report Section.

- CORs must match courses in the Course Report section and on the Program Requirements.

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Labor Market Information (LMI) & Analysis

- LMI is a requirement for CTE programs.

- The LMI provided should be within two years and for the region the college serves.

- If the college is unable to provide sufficient LMI for their region, the college can conduct an employer survey in lieu of the LMI.

Advisory Committee Recommendations

- For CTE Programs, provide minutes and membership of the advisory committee supporting the approval of the program.

- The minutes should list advisory committee member names, job titles, and affiliation.

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Regional Consortia Approval Meeting Minutes

- For CTE Programs, provide Regional Consortia meeting minutes to confirm that the committee/board reviewed and approved the program.

- The minutes should include the date and place of the meeting and names of those attended.

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GE Patterns for Traditional Degrees

If the Associate Degree is CTE or Other, provide a **local GE** pattern.

Total Required Major:	**21 units**
College GE Requirements:	18 units
Electives (if needed):	21 units
Total Degree Units:	60 units

GE Patterns for Traditional Degrees

If the Associate Degree is Transfer or CTE and Transfer, provide an **IGETC and CSU-GE Breadth** pattern.

Major Total:	**18 units**	**18 units**
Double Count (IGETC/ CSU-GE):	3 units	6 units
IGETC/ CSU-GE Breadth:	37 units	39 units
Electives (as needed):	8 units	9 units
Total Degree Units:	60 units	60 units

ASSIST for Transfer Degrees

Provide one *ASSIST **Articulation Agreement by Major (AAM)*** report showing that required courses fulfill the **majority (51% or greater)** of lower-division requirements for the baccalaureate major at a specific CSU or UC.

Articulation Agreement by Major

Articulation Agreement by Major
Effective during the 12-13 Academic Year

To: **San Diego State** |From: **American River College**
                              Semester| Semester

----English----
This is an impacted major that requires:

a. Completing with a minimum GPA of 2.50 and a grade of C or
   higher: English 250A or 250B; English 260A-260B; Rhetoric
   and Writing Studies 200; three units selected from English 220,
   280, 281, Comparative Literature 270A or 270B. These courses
   cannot be taken for credit/no credit (Cr/NC);

b. Having a cumulative GPA of 2.40 or higher.

ENGL 250A	Literature of the United (3)	ENGLT 320	American Literature (3)
	States		
	OR		OR
ENGL 250B	Literature of the United (3)	ENGLT 321	American Literature (3)
	States		

| ENGL 260A | English Literature (3) | ENGLT 310 | English Literature (3) |

| ENGL 260B | English Literature (3) | ENGLT 311 | English Literature (3) |

RWS 200	Rhetoric of Written (3)	ENGWR 302	Advanced Composition (3)
	Arguments in Context		and Critical Thinking
Same as: ENGL 200		OR	
		ENGWR 482	Honors Advanced (3)
			Composition and
			Critical Thinking
	OR		OR
ENGL 200	Rhetoric of Written (3)	ENGWR 302	Advanced Composition (3)
	Arguments in Context		and Critical Thinking
Same as: RWS 200		OR	
		ENGWR 482	Honors Advanced (3)
			Composition and

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What is a Substantial Change?

An action which creates a new
program record based
upon an active program record.
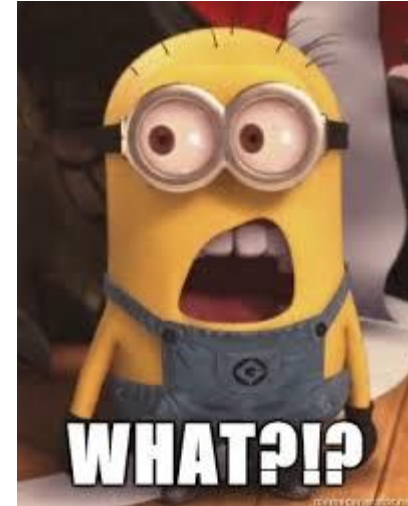
Examples of a Substantial Change

- The goals and objectives of the program are substantially changed.

- The TOP code changes to a different TOP code at the discipline-level (e.g.; biological sciences (04) to health (12).

- Addition/creation of a new program award (degree or certificate) or major/area of emphasis using an active proposal.

Examples of a Substantial Change

- The job categories are substantially different from the job categories for which completers previously qualified.

- The baccalaureate major is different from the baccalaureate major students typically transferred to in the past.

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What is a Nonsubstantial Change?

An action to change an active
program record that does
not initiate a new control number.

Examples of a Nonsubstantial Change

- Title change.

- The TOP code change to a TOP code within the same discipline-level (e.g.; a change within the discipline of biological sciences (04) from the field of Biology, General (0401.00) to Microbiology (0403.00).

- Certificate or degree unit changes.

- Addition to or removal of courses from an existing approved program.

Resources

- Program and Course Approval Handbook (PCAH)
  - Appendix C: Proposal Development Guide for an Associate Degree: Associate of Arts (A.A.) and Associate of Science (A.S.)
  - Appendix D: Proposal Development Guide for a Certificate of Achievement (Credit)

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Resources

- Title 5
  - Article 7, Sections 55070-55072 for Certificate of Achievement
  - Article 6, Sections 55060-55064 for Traditional Degrees
- Labor Market Information
  - Employment Development Department - LMI
    - http://www.labormarketinfo.edd.ca.gov/Content.asp?pageid=1004
    - O*Net
    - http://www.onetonline.org/

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Resources

Resources

Questions?

Thank you for joining us today!

If you have a question or need assistance, please email us.

curriculum@ccco.edu

OR
CiTechIssues@ccco.edu