



TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Articulation Officers

FROM: James Todd, Vice Chancellor of Academic Affairs

RE: Local Associate's Degrees and Certificate of Achievements for Assembly Bill 1111
Submission Guidance Phase II(A) and Phase II(B) Common Course Numbering

Background

Assembly Bill 1111 (Berman) requires the California Community Colleges to adopt a common course numbering system for all general education requirement courses and transfer pathway courses and requires each community college campus to incorporate common course numbers from the adopted system into its course catalog. Per the legislation, the California Community Colleges Chancellor's Office Common Course Numbering (CCN) Council, Academic Senate for California Community Colleges (ASCCC) and workgroups have determined the Phase II courses that will comply with AB 1111 to be offered Fall 2026.

Guidelines

The purpose of this memorandum is to provide curriculum submission guidance for AB 1111 (CCN). Cognizant of the current workload of the colleges and Chancellor's Office staff, the Chancellor's Office has created a streamlined process for embedding Local Associate's Degrees and Certificates of Achievement with the new Phase II(A) and Phase II(B) CCN templates. This process has been established to ensure colleges have the time and energy to concentrate their efforts on those programs that will not meet requirements or may require changes and allows colleges to submit a certification letter of compliance to the Chancellor's Office by June 1, 2027 for Phase II(A) and Phase II(B).

Requested Actions

- If the only update being made to a specific local associate's degree or certificate of achievement in alignment of Phase II (A) and II(B) CCN courses, then the college will not have to resubmit each program to the Chancellor's Office Curriculum Inventory System (COCI). The only update would be to the college's local inventory system (eLumen, CurriQunet, etc.).
 - **This also includes any course(s) whose subject code/prefix was updated or changed to align with the Common Course Numbering.**

Local Associate's Degrees and Certificate of Achievements for Assembly Bill Second 1111 Submission Guidance Phase II(A) and Phase II(B) Common Course Numbering

May 6, 2026

- The Chancellor's Office requires that the Chief Executive Officer, Chief Instructional Officer, Academic Senate President, and Curriculum Chair certify that the programs are updated with CCN courses with no additional updates made.
- **A certification form and an excel spreadsheet must be provided for Phase II (A) and Phase II (B) by June 1, 2027.**
- One certification form per college is required. On the certification form, colleges will indicate which local associate's degree or certificate of achievement fall under the certification by submitting an excel spreadsheet which contains each individual program name and award type. Only include those programs which have no additional updates or changes. For each of the Phase II (A) and II(B) courses, colleges will indicate which program were updated to show the revision to specific CCN courses.
- **Colleges will use the attached certification form and are expected to provide an excel spreadsheet for Phase II (A) and Phase II (B) by June 1, 2027.**
- If the college determines that any additional updates must be made to a program, the college must submit that program through the regular submission process.
- Reminder, courses aligning with a subject-specific CCN Template in Phase II, Part A must be student-facing in college catalogs by Fall 2026. Courses aligning with a subject-specific CCN Template in Phase II, Part B must be student-facing in college catalogs by Fall 2027.

Summary

This is a one-time process specific to Phase II (A) and II(B) CCN course updates. Future legislative mandates will require additional curriculum updates and re- submission. Failure to submit the AB1111 Certification Form will result in the auto- approval of curriculum (detailed in the Annual Certification Form) being denied for your college, resulting in all curriculum being submitted being reviewed by the Chancellor's Office staff.

Contact

Please contact Raul Arambula, Dean of Academic Affairs, at RArambula@CCCCO.edu or (916) 322-1440, should you have any questions or concerns.

Attachments

- Common Course Numbering Phase II (A) and Phase II (B) Certification Form

cc: Sonya Christian, Chancellor
Rowena Tomaneng, Deputy Chancellor