

Las Positas College: Curriculum Tutorial
Creating the AA-T or AS-T (SB 1440 Degree) in your discipline (03-20-2013)

Step 1: Is there an AA-T/AS-t degree in my discipline?

- A. Go to this site: <http://www.c-id.net/degreereview.html>
- B. Scroll down the page. All existing AA-T/ AS-T degree templates are here. The “template” or model that you would need to follow to create your degree is listed here. They are referred to as TMC’s.

Step 2: Investigating the degree elements by looking at the TMC or Transfer Model Curriculum

- A. If there is no link on this page to a degree in your major, there is no TMC, and so nothing can be done at this time to create a AA-T or AS-T.
- B. If you found a link to a TMC in your discipline, then click on that link. This will open up a Word doc with the Transfer Model Curriculum Worksheet from your discipline. The worksheet is relatively clear about what courses are needed to create the degree in your discipline. Your degree would need to involve exactly the courses listed (or a choice among them where that is indicated in the degree) for the degree to be approved by the State. For many disciplines this might entail the need to create new courses if the degree is created.

Step 3: What do my individual courses need to look like if I have them in the AA-T/AS-T degree?

The AA-T and AS-T criteria involve more than just a list of courses needed for the degree. For many of those courses, the specific curriculum in that course is also State mandated. TMC mandated curriculum content is designated by a “Course ID” or CID description.

In the example to the right, the philosophy degree requires me to have *Symbolic Logic* or *Introduction to Logic* in the Philosophy AA-T degree. But both of these also are listed in the “C-ID Designation” Column. That means that I must have one of these logic courses in the degree, and I must follow the C-ID curriculum for this course to count for the degree. Step 4 will tell you how to look at the C-ID descriptor for a course.

Transfer Model Curriculum Work

CCC Major or Area of Emphasis: Philosophy

CSU Major or Majors: Philosophy

Total units 18 (all units are semester units)

Degree Type (indicate one): AA-T X OR AS-T

“Core” Courses: **2 courses (6 units minimum)**

Title (units)	C-ID Designation	Ra
Required: Choose 1 course or 3 units minimum from:		
Symbolic Logic* (3)	PHIL 210	CS
Introduction to Logic (3)	PHIL 110	CS

*For any college that does not offer Symbolic Logic, Introductory Logic substituted with the understanding that most transfer institutions offer Symbolic Logic for the major.

Step 4: Comparing the C-ID description of courses in the AA-T/AS-T with current course outlines.

- A. To investigate the C-ID descriptors for any courses with a C-ID in the major in your discipline, go to this link: <http://www.c-id.net/descriptors.html>. Scroll down to “View Final Discriptors.” After you open this page there will be a pull down menu to view the descriptors for specific courses in your discipline. When you open the descriptor, you can view it online, or open it as a Word doc so that you can save or print it.



Finalized descriptors:

Philosophy (6) Show

PHIL 110: Introduction to Logic Go

- B. To compare the content of the C-ID descriptor for the course with our current course outline, to determine if and how your course will need to change if was to be put on the AA-T/AS-T degree, open the current version of your course in curricunet, and compare the two. To get into Curricunet follow this link: <http://www.curricunet.com/laspositas/>. You will not need to log in to Curricunet, just use “Search/ Course” link from the left column. Then select your discipline and click “OK”. Choose the “active” course (the one in red, not black) and click “WR” to see the current course outline for the relevant course. Comparing the current course outline with the C-ID descriptor will tell you how much (if at all) your course would need to change to be included in the AA-T/AS-T degree. If we don’t currently have a comparable course, but one is required by the TMC, that course would have to be created in order to have the AA-T/AS-T degree.



W	PHIL 1 God, Nature, Human Natu
W	laspositas laspositas
W	**Modified Course Proposal** Jeremiah Bodnar
W	PHIL 2 Ethic *Pending* **Modifi

C. To see if your course has already been approved by the State s as matching the CID descriptor, go to http://www.c-id.net/course_compare.html. Select Las Positas College and click on SHOW, then Select your discipline and click on FILTER. In most cases courses will not have been approved already, and it will need to go through steps “a” and “b” above.

Step 5: Which courses will I need to create or modify if I am going to create an AA-T or AS-T Degree?

Download the fill-able version of your TMC Template from this web site:

<http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>

This form will indicate the specific courses that are needed for your degree, just as you saw at Step 1.

A. What properties must my course have before I can list it on this worksheet? Generally, you will be required to show either CID equivalence, IGETC or CSU GE status, or transferability to UC or CSU. If there is a CID descriptor for a course, then you must meet that CID descriptor in order to have that course in your degree. If there is not a CID descriptor, then IGETC or CSU GE status, or transferability to UC or CSU is likely to be required by the TMC in order for that class to be added to your degree. See the specifics of your TMC from step 1, and the TMC template for your degree downloaded at step 5 for specific course requirements for each section of your degree. If IGETC, CSU GE, UC/CSU Transfer, or Major Preparation status is required for a course to be added to your degree, use the information below to figure out if an existing course at LPC has that status.

- **IGETC, CSU GE, UC/CSU Transfer.** If the template calls for a course with IGETC, UC, or CSU transfer status, you can look up the course in the LPC college catalog to see if it has that transfer status. Catalog Link link: www.laspositascollege.edu/students/catalog.php
- **Transfer in the major.** Some parts of your TMC are likely to require courses that transfer as “preparation for the major” or “major prep” at a UC or CSU. To find out if a course transfers as major prep at a UC or CSU follow this link to go to ASSIST: <http://www2.assist.org/browseColleges.do>. Select “Las Positas” from the pull down menu and click on “continue.” Then select your discipline and click “continue.” There will be links for Major Prep Documents for each of the UC and CSU campuses. Click on “MP” for any campus you would like to see if our course is major prep on that campus.

B. Begin filling out the Template. Begin filling in the template with every course that has the right characteristics to be allowable in your degree, and that is also a good fit for the degree as you see it.

C. New Courses and Modifications. Any place that a course is required by the TMC template, but where we do not have a course that fits that description, you will need to either revise an existing course to fit that requirement or create a new course to fit that requirement.

Step 6: How do I create a new course or revise an existing course using Curricunet?

Modifying an existing course or creating a new course to meet a CID descriptor or other TMC requirements. In some cases we will already have a course that can be modified to meet a CID descriptor that you will need to complete your degree. In other cases you may need to create a new course from scratch. You can modify an existing course or create a new course in Curricunet and send it through Las Positas College approval process. This link includes the information on how to revise an existing course or creating a new course in Curricunet.

<http://lpc1.laspositascollege.edu/lpc/media/jbodnar/Curriculum/New%20&%20Modified%20Curricunet%20Training,%20with%20additional%20tips,%2003-07-2013.pdf>

Step 7: All of the following documents will ultimately be required for the State and the Curriculum Committee to approve your new transfer degree.

- A. The filled in TMC template.** This is the same template from step 5. You already downloaded it from this site: <http://extranet.cccco.edu/Divisions/AcademicAffairs/CurriculumandInstructionUnit/TransferModelCurriculum.aspx>. This will have to be filled out and eventually submitted as an attachment in Curricunet.
- B. The filled in State ccc-501 form.** This form is the required backbone of your degree “narrative.” Using this form you will show that your degree meets all State requirements, and you will also give a narrative description of the reason and purpose of your degree. The form itself is located on the California Community Colleges web site here: <http://cccio.org/documents/NewProgramApplicationCCC-501.doc>

Filling in the ccc-501 form. You will only be able to fill in this form if you have the instructions from this handbook, the PCAH. The form is located here:

http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/PCAH_Final_July2012.pdf

Instructions for filling out the ccc-501 for a new AA-T or AS-T begin on page 55. Starting on page 55 this document will walk you through completing each step of the ccc-501 form, as well as the narrative that goes with it. You will notice that many parts of the ccc-501 and narrative are not required if you are creating a AA-T or AS-T degree, so be sure to pay attention to where the PCAH handbook indicates that a specific section is not required for you.

Samples of completed State forms. A sample of a ccc-501 with a narrative and a completed TMC template can be found for our recently approved Psychology TMC here.

Sample Psychology Ccc-501 w/ narrative:

<https://docs.google.com/file/d/0B6It2lx0VQgwMnJWVHNS3E0M0E/edit?usp=sharing>

Sample Psychology TMC Template:

<https://docs.google.com/file/d/0B6It2lx0VQgwSDZWN29leDhwZTg/edit?usp=sharing>

C. Proposal for your Degree inputted into Curricunet

You will create a degree proposal for your AA-T or AS-T in much the same way that you create a proposal for an individual course in curricunet. You will go into “build”... “programs” and choose “create new program”. Most of the fields for in Curricunet can be simply cut and pasted from the State forms that you already completed in sections A and B above. The actual state forms from sections A and B above will also be added as attachments to your degree by clicking on the “attach files” link from within your program proposal in Curricunet. After your submit your degree here it will go to your Division Tech Review Committee, to our Articulation Officer, to the LPC Curriculum Committee, and eventually to the State for approval. At each of these steps revisions may be requested of you to ensure that the degree and required courses meet the State expectations.

D. Evidence of the transfer status of your courses

Where evidence of the transfer status of your courses is required, you will need to provide that information from ASSIST.ORG and add it as an attachment to your program proposal in Curricunet. This link, also listed above, will allow you to capture evidence that a course is major preparation at specific colleges: <http://www2.assist.org/browseColleges.do>. If you to prove that a course has IGETC, UC, or CSU transfer status that can also be found in ASSIST by following this link: <http://web1.assist.org/web-assist/POSITAS.html>. The information from assist can be cut and pasted into a Word document and saved before attaching to your program proposal in Curricunet.