

Task List for Curriculum Chairs and Committees

- Forward approved TMC to respective faculty – encourage use of existing courses only –new courses can be developed later
- Provide local timelines
- Develop a process to streamline and expedite local development and approval - vice president of instruction to assist and facilitate
- Send reminders on due dates
- Review generic catalog descriptions and discuss calendar issues
- Remind discipline faculty to sign up for listservs (available at www.c-id.net) and participate in review of draft TMC
- Ensure that these degrees comply with CEC §66746

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Local Academic Senates

- Give authority, if necessary, to curriculum committees to modify local processes to expedite degree approval
- Ensure that senate policies for AA-T and AS-T degree standards are consistent with CEC§66746
- Support discipline faculty participation in C-ID and TMC reviews
- Recommend for board approval newly created degrees
- Report progress to board concerning
 - implementation
 - student success

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Discipline Faculty

- Use TMC template to align existing courses in order to create a new AA-T or AS-T (STEM and CTE)
- Only courses allowed by the template can be included in the degree requirements
- Follow local processes for obtaining approval (i.e. department votes, complete appropriate local forms)
- Ask for assistance from articulation officer, transfer center director, and/or counselors
- Continue to participate in C-ID process; submit courses for C-ID designation
- Create messages for students about the new degrees

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Vice President of Instruction

- Encourage, facilitate, expedite, nurture, coordinate degree approval
- Communication with Vice President of Student Services, public information officer, students, board, senate
- Ensure appropriate information is included in catalog updates, schedule, catalog addendum, catalog descriptions
- Work with curriculum chair and committee to facilitate the local process, forms, and timelines, etc.
- Channel questions to the Chancellor's Office through Instruction office
- See handout on catalog language

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Articulation Officers

- Assist in facilitation of AA-T or AS-T development; help discipline faculty
- Assist with identifying courses that “double-count”
- Coordinate with Deans of Admissions and Counseling and evaluators to ensure compliance with CEC§66746
- Facilitate the submission of courses to C-ID

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Vice President of Student Services

- Coordinate, plan and communicate with Vice President of Instruction
- Support counselors, articulation officers, transfer center directors in their work
- Develop local processes for tracking, transcripts, role of evaluators, other logistics
- Channel questions to the Chancellor's Office through Student Services office

Additional Local Tasks

1. _____
2. _____
3. _____

Task List for Counselors and Transfer Center Directors

- Assist discipline faculty in creation of new degrees
- Develop materials for students
- Understand and communicate the admissions components of AA-T and AS-T degrees

Additional Local Tasks

1. _____
2. _____
3. _____