California Community Colleges

MEMORANDUM
October 22, 2019

AA 19-44 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Chief Business Officers
Reentry Grant RFA Contacts

FROM: Raul Arambula,
Dean, Educational Services & Support

RE: Collaborative Programs Eligibility Criteria and Submission Guidelines

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BACKGROUND

This memorandum is to provide guidance in the area of Collaborative programs. The creation of collaborative programs between colleges allows for innovations that offers students additional pathways for success. For various reasons some colleges are constrained from offering certain programs on their campus, which unfortunately can effect students by limiting their choice of degrees and/or certificates. In order to assist colleges in expanding their programs, below are detailed guidelines for creating a collaborative program.

COLLABORATIVE LOCAL DEGREE OR ADT PROGRAMS

Eligibility Criteria

1. Requires a minimum of two colleges in agreement to develop a program.
2. All required courses must be offered at least once during a 2-year time-frame.
3. Courses must be made available in a distance education modality when the time and frequency of travel would otherwise pose a challenge for students completing the program.
4. Each college must create and maintain the courses chaptered by the Chancellor's Office.
5. Each college's catalog must list courses offered in the program and where courses may be taken, including those that are not offered at the home college.
6. Each college must maintain the resources necessary to support the collaborative local or ADT program.

Submission

1. All colleges must submit the courses in the program for approval before developing the program.
2. The Chancellor's Office Curriculum Inventory system will have a collaborative program goal feature with a drop down to select local, Career Technical Education (CTE) or Associate Degree for Transfer (ADT) that the submitter selects.

3. The Chancellor's Office Curriculum Inventory system will have an import feature allowing other colleges' approved courses to be added to the program.
4. The college offering the majority of the courses (called the primary) must submit the program narrative and articulation documentation per Criteria for Approval processes on page 78 of the Program and Course Approval Handbook (PCAH).
5. Once the primary college has submitted the documentation, the other colleges may import that documentation for their submissions.
6. Accreditation requirements - All colleges participating in the collaborative program must submit a substantive change proposal to the ACCJC per 1.5 of the 2017 ACCJC Substantive Change Manual.

COLLABORATIVE CTE DEGREES/CERTIFICATES

Eligibility Criteria

1. Requires a minimum of two colleges in agreement to develop a program.
2. All required courses must be offered at least once in a 2-year time-frame
3. Courses must be available in distance education modality. Consideration of the time and frequency of travel expected of students when determining and scheduling required in-person coursework at locations other than the home college.
4. Each college must create and maintain the courses chaptered by the Chancellor's Office.
5. Each college catalog must list the courses offered in the program and where courses may be taken that are not offered at the home college.
6. Each college must maintain the resources necessary to support the collaborative CTE program.

Submission

1. If collaborating colleges are located within the same consortium, only one program endorsement is needed. If not, multiple endorsements will be necessary.
2. If collaborating colleges are located within the same consortium, only one labor market study must be done. If not, multiple labor market studies must be done.
3. If collaborating colleges are located within the same consortium, only one set of regional advisory board minutes need be submitted. If not, multiple sets of advisory board minutes must accompany the program submission.
4. All colleges must submit the courses in the program for approval before developing the program.
5. The Chancellor's Office Curriculum Inventory system will have a collaborative program goal feature with a drop down to select local or CTE that the submitter selects.
6. The Chancellor's Office Curriculum Inventory system will have an import feature allowing other college's approved courses to be added to the program.
7. The college offering the majority of the courses (called the primary) must submit the required program documentation per item III Career Technical Education Degree: AA and AS on page 79-80 of the PCAH and for CTE Certificates the requirements listed on page 92 of the PCAH.
8. Once the primary college has submitted the documentation, the other colleges may import that documentation for their submissions.

9. Accreditation requirements - All colleges participating in the Collaborative Program must submit a substantive change proposal to the ACCJC per 1.5 of the 2017 ACCJC Substantive Change Manual.

LEGAL AGREEMENTS

1. Agreements should clearly indicate how funding will be distributed and/or shared.
2. It is recommended that the MOU agreements indicate each college's responsibilities particularly for transcribing and issuance of student awards.
3. The MOU should also address how financial aid will be processed. Pell Grants can only be issued by one college.

FINANCIAL AID

1. Additional approval will be required from Student Financial Aid at the U.S. Department of Education if the colleges are not offering the program in a standard term.

If you have questions, please contact Dean Raul Arambula via email at rarambula@cccco.edu.

cc: Eloy Ortiz Oakley, Chancellor
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