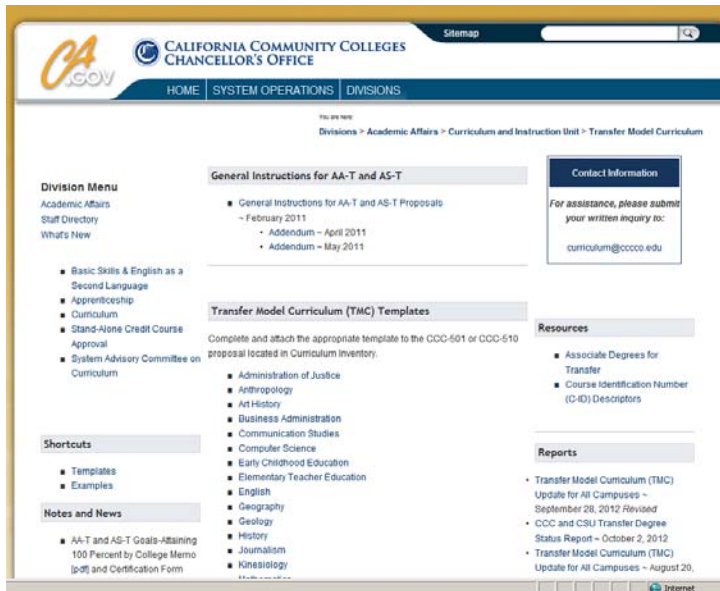


Steps for Submitting a Transfer Degree Proposal

Step 1: Download the TMC template from the Chancellor's Office website.

www.cccco.edu/academicaffairs/curriculumandinstructionunit/transfermodelcurriculum.aspx



Step 2: Complete the TMC template

Save the template with a unique file name (e.g., MJC Sociology TMC Template) and complete the required information. Check for courses with C-ID designations.

Sociology Transfer Model Curriculum
 CCC Major or Area of Emphasis: Sociology
 CSU Major or Majors: Sociology
 Total units: 18-21 (all units are semester units)

Rev. 5/23/2011
 Template #1003

In the four columns on the right, enter the course identifier, course title and number of units of a course that is comparable to the course indicated for the TMC (in the far left column). If the course may be double-counted, put an X in the GE column.

The units indicated in the TMC are semester units – and they are minimum units. All courses must be CSU transferable. Where there is an indicated C-ID descriptor, you are certifying that your course is comparable. Where no reference descriptor is indicated, discipline faculty should compare the existing course to the sample course description(s) provided in the TMC at <http://www.c-id.net/degreeview.html> and attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

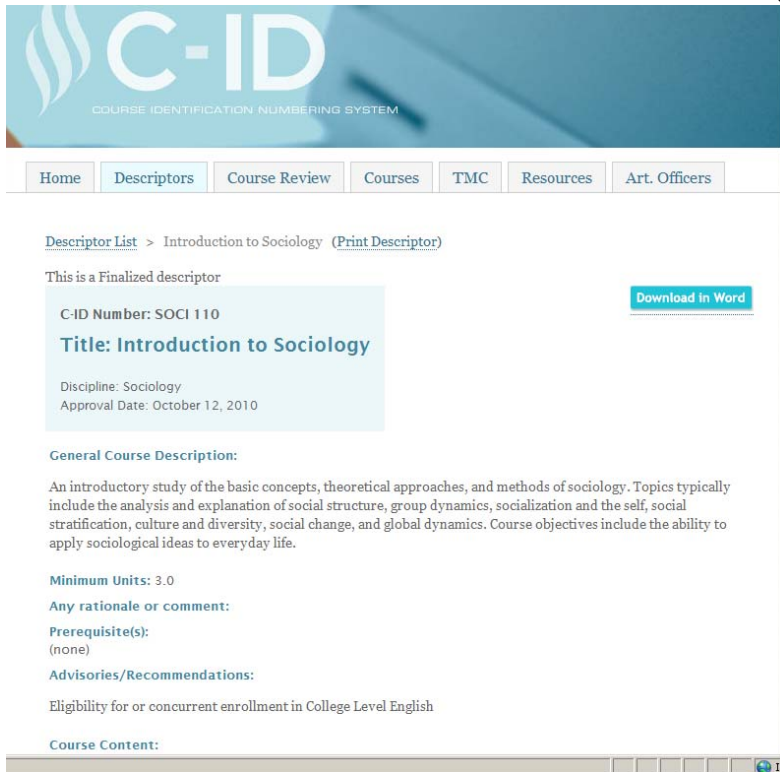
Sociology Transfer Model Curriculum		Associate in Arts degree in Sociology for transfer			
Course Title (units)	C-ID Designation	Course ID	Course Title	Units	GE
Required Core: 9-11 units including List A					
Introduction to Sociology (3)	SOCI 110				<input type="checkbox"/>
List A (select two): 6-8 units					
Social Problems (3)	SOCI 115				<input type="checkbox"/>
Introduction to Statistics in Sociology or Elementary Statistics (Sociological, Behavioral, or Social Science Statistics preferred) (3-4)	SOCI 125				<input type="checkbox"/>
Introduction to Research Methods (Sociological, Behavioral or Social Science Methods preferred) (2-4)	SOCI 120				<input type="checkbox"/>
List B (select two): 6-7 units					
Any List A course not used above. (3-4)					
Marriage and Family (3)	SOCI 130				<input type="checkbox"/>
Introduction to Gender (3)	SOCI 140				<input type="checkbox"/>
Introduction to Race & Ethnicity (3)	SOCI 150				<input type="checkbox"/>
Introduction to Crime (3)	SOCI 160				<input type="checkbox"/>
Social Psychology (may be cross-listed as SOCI) (3)	PSYC 170				<input type="checkbox"/>
Any sociology course articulated as lower division preparation for the sociology major at a CSU. (3 or more units)					
List C (select one): 3 units					
Any courses not selected above, any CSU transferable sociology courses ¹ , and/or other courses that are articulated as lower division preparation for the sociology major at a CSU or any CSU transferable introductory course in the social sciences. (3)					
Total Units for the Major:		18-21	Total Units for the Major:	sum	
			Total Units that may be double-counted:	sum	

¹ If a C-ID descriptor has been finalized, it may be entered in this column. http://www.c-id.net/descriptors/view_final
² At least one course option under Category C must be articulated as general education or major preparation at CSU. Attach the appropriate report from ASSIST showing the required transferability status (i.e., CSU transferable, general education, or major preparation at CSU).

Step 3: Update the course outline to align with any C-ID course descriptors.

Course descriptors are found on the C-ID website. www.c-id.net

If no C-ID designation is listed, update the course if it has not been reviewed and approved by the MJC Curriculum Committee within the last five (5) years.



The screenshot shows the C-ID (Course Identification Numbering System) website. The header includes the C-ID logo and navigation tabs for Home, Descriptors, Course Review, Courses, TMC, Resources, and Art. Officers. The main content area displays the descriptor for 'Introduction to Sociology (Print Descriptor)'. It indicates this is a finalized descriptor with a 'Download in Word' button. The C-ID Number is SOC1 110, and the Title is 'Introduction to Sociology'. The Discipline is Sociology, and the Approval Date is October 12, 2010. A 'General Course Description' follows, describing an introductory study of sociology concepts and methods. Below this, it lists 'Minimum Units: 3.0', 'Any rationale or comment:', 'Prerequisite(s): (none)', and 'Advisories/Recommendations: Eligibility for or concurrent enrollment in College Level English'. The 'Course Content:' section is partially visible at the bottom.

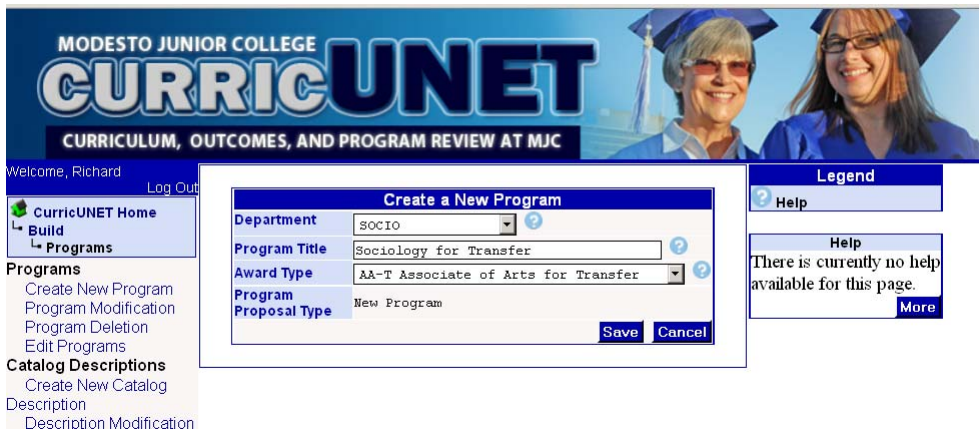
Step 4: Create a revision or new course proposal in CurricUNET (if necessary).



The screenshot shows the CurricUNET website for Modesto Junior College. The header features the 'CURRICUNET' logo and the tagline 'CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC'. The main content area is titled 'Course Construction Main Menu' and displays the following information for course 101: Course Number: 101, Course Title: Introduction to Sociology, Short Title: Introduction to Sociology, and Co-Contributor(s): There are no Co-Contributors for this course. A link to 'Add a Co-Contributor' is provided. To the right, a 'Course Checklist' is visible with various items checked, including 'Cover', 'Units Hours', 'Technical Details', 'Course Learning Outcomes', 'Methods of Evaluation', 'Objectives', 'Course Content', 'Methods of Instruction', 'Assignments', 'Texts and Other Readings', 'Requisite Skills', 'Requisites/Limit on Enrollment', 'Comparable Courses', 'Gen Ed & Transfer', 'Library', 'Attached Files', and 'Codes/Dates'. A 'Help' section at the bottom right states: 'This page contains basic information for a...'. The left sidebar shows navigation options like 'CurricUNET Home', 'Build', 'Courses', and 'Edit Course'.

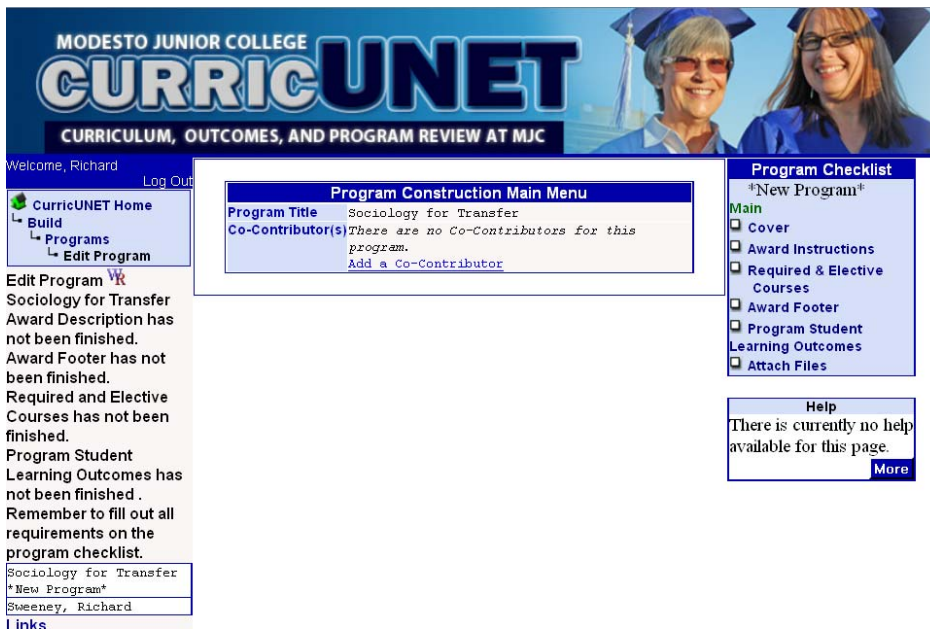
Step 5: Create a new program proposal in CurricUNET. (Review “How to Create a Program Proposal in CurricUNET” document, or see quick version below.)

- Click on Build Programs link
- Create New Program link
- From dropdown menu in Search Box, choose your department and enter program title and choose AA-T or AS-T from award type dropdown menu
- Hit SAVE



Step 6: Program Proposal is created. Complete the fields in the Program Checklist.

When you have finished last field and attached all documentation (see steps 7 and 8), SUBMIT button will appear so you may submit for curriculum rep review.



Step 7: Complete the CCCCO A.A.-T or A.S-T narrative template.

Contact Barbara Adams for electronic version of template.

NARRATIVE TEMPLATE (MASTER) – CRITERIA A-E (ITEMS #1-21)

The following is a Microsoft Word® version of the Narrative discussed in Section One of the *Program and Course Approval Handbook, 5th Edition Draft*. The template is provided for college user to insert narrative content using the provided headers and numbering convention. Please ensure the description provided under each criteria/item below is removed from the narrative prior to submission.

Criteria A. Appropriateness to Mission

The stated goals and objectives of the proposed program, and/or the objectives defined in the course outline of record, must be consistent with the mission of the community colleges as established by the Legislature in Education Code section 66010.4. For programs or courses to be mission appropriate, they must provide systematic instruction in a body of content or skills whose mastery forms the basis of student achievement and learning.

The California Community College system offers five types of curriculum that fall within the mission of the community colleges: degree-applicable credit, ~~nondegree~~ nondegree-applicable credit, noncredit, contract education, and not-for-credit fee-based community services. State approval is required for credit programs and courses as well as for noncredit programs and courses. Contract education curriculum only requires state approval if college credit or units are awarded to students. Community services curriculum does not require state approval. Most of this section does not apply to community service offerings, as they are conducted by the individual colleges without Chancellor's Office involvement.

Following are some of the points the Chancellor's Office considers in judging whether a program or course fits within the system's mission:

- A program or course must be directed at the appropriate level for community colleges—that is, it must not be directed at a level beyond the associate degree or the first two years of college.
- A program or course must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose. The program course must not be primarily avocational or recreational.
- A program or course must also be congruent with the mission statement and master plan of the college and district.

In addition, a course must provide distinct instructional content and specific instructional objectives. Non-instructional activities and services (such as assistive or therapeutic activities), use of college facilities or resources without specific instructional objectives or assessment testing are not considered to be courses and are not supported by apportionment.

Narrative Items #1-4

1. Statement of Program Goals and Objectives

Step 8: Attach all required documentation in CurricUNET in the attached files field.

- Narrative
- ASSIST documentation
- Template
- LMI information (if applicable)

MODESTO JUNIOR COLLEGE
CURRICUNET
CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Richard Log Out

CurricUNET Home
Build Programs
Edit Program

Edit Program
Sociology for Transfer
Award Description has not been finished.
Award Footer has not been finished.
Required and Elective Courses has not been finished.
Program Student Learning Outcomes has not been finished.
Remember to fill out all requirements on the program checklist.

Sociology for Transfer
New Program
Summary, Richard
Links

Attached File Upload

Title
File
Browse...
Add Finish Cancel

Attached Files

Program Checklist
New Program
Main
Cover
Award Instructions
Required & Elective Courses
Award Footer
Program Student Learning Outcomes
Attach Files

Legend
Spell Check
Help

Help
There is currently no help available for this page.
More

Governet