CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE
1102 Q STREET, SUITE 4400
SACRAMENTO, CA 95811-6549
(916) 322-4005
http://www.cccco.edu

DATE:	March 26, 2018	AA 18-10 VIA E-MAIL

TO: Chief Executive Officers
             Chief Instructional Officers
             Academic Senate for California Community Colleges
             Curriculum Specialists

FROM: Alice Perez
             Vice Chancellor, Academic Affairs

SUBJECT: ASSOCIATE DEGREE FOR TRANSFER ADVISORY

In consultation with the California Community College Curriculum Committee (5C) and the Academic Senate, the Chancellor's Office has created three additional unique TOP Codes for Social Justice Associate Degree for Transfer (ADTs). These additional Top Codes will allow colleges the ability to create ADTs in the areas of focus in African American, Asian American and Native America Studies. As previously, the current Transfer Model Curriculum (TMC) template posted to the Chancellor's Office website will be used for the eight various Social Justice ADTs with the colleges entering the correct corresponding Top Code and title into the Chancellor's Office Curriculum Inventory system. The list of the Top Codes with the titles that must be used for the specified areas are listed below.

TOP CODE	TITLE	CIP
2201.30	Social Justice: General	05.0299
2201.40	Social Justice: LGBTQ Studies	05.0203
2201.50	Social Justice: Ethnic Studies	05.0200
2201.60	Social Justice: Chicano Studies	05.0208
2201.70	Social Justice: Gender Studies	05.0207
2201.80	Social Justice: African American Studies	05.0201
2201.90	Social Justice: Asian American Studies	05.0206
2201.91	Social Justice: Native American Studies	05.0202

Social Justice is one of the four areas of emphasis; therefore, community colleges are not mandated to create a Social Justice ADT. Also, if a college decides to create a Social Justice ADT in any one of the eight areas, there is no requirement that the college has to create an ADT in the other seven areas. Regarding Social Justice: General, colleges will be allowed to submitted more than one ADT is this category.

Additionally, an error was made in the TOP Code assignment for LGBTQ and Chicano Studies in the memorandum that went out in December. The above list now has the correct assigned Top Code to the two areas of focus.

Regarding the issue around "Oral Communication" for the IGETC pattern. Since, the IGETC pathway only requires six units instead of nine units some students are not being required to take "Oral Communications." However, the Chancellor's Office does not approve ADT's that do not have the "Oral Communication" requirement. The ADT's were created by law to transfer to the California State University (CSU) system and as part of the "golden four", it is necessary that the students meet the "Oral Communications" requirement.

Lastly, ASSIST is currently in the process of converting to Next Generation ASSIST and as a result, 2017-2018 articulations documents (AAM, BCT, and GECC) are not available for colleges to view or print. This is an issue since these three forms of documentations are required when processing ADT's; therefore, the Chancellor's Office is asking colleges to provide emails from the CSU in which they do have agreements with, detailing each course that articulates to that institution for that specific ADT, until ASSIST documentation becomes available.

For questions, contact Raul Arambula at rarambula@cccco.edu or at 916-322-6888.

DATA ELEMENTS - NONCREDIT COURSES

CB04	**Credit Status:** Noncredit
CB01	**Department Number:**
CB02	**Course Title:**
CB03	**TOP Code:**
CB05	**Transfer Status:**
	A= Transferable to both CSU and UC
	B = Transferable to CSU only
	C=Not transferable
CB07	**Minimum Contact Hours:**
	Maximum Contact Hours:
CB06	**Minimum Outside of Class Hours:**
	Maximum Outside of Class Hours:
CB08	**Basic Skill Status:**
	B= Course is basic skills
	N= Course is NOT basic skills
CB09	**SAM Priority Code:**
	A = Apprenticeship
	B= Advanced Occupational
	C=Clearly Occupational
	D=Possibly Occupational
	E=Non-Occupational
CB10	**Cooperative Work Experience:**
	N= is not part of a cooperative work experience education program
	C = is part of a cooperative work experience education program
CB11	**Course Classification Status:**
	Y=Credit course
	J= Workforce Preparation Enhanced Funding
	K=Other Noncredit Enhanced Funding
	L=Non-Enhanced Funding
CB13	**Approved Special Class:**
	S= Course is designated as an approved special class for students with disabilities
	N = Course is not a special class
CB21	**Prior Transfer Level:**
	Y= Not Applicable
	A = One Level Below
	B = Two Level Below
	C = Three Level Below
	D = Four Level Below
	E = Five Level Below
	F = Six Level Below
	G = Seven Level Below
	H = Eight Level Below

DATA ELEMENTS - NONCREDIT COURSES

CB22	Noncredit Category:
	A=ESL
	B=Citizenship for Immigrants
	C=Elementary and Secondary Basic Skills
	D=Health and Safety
	E=Courses for Persons with Substantial Disabilities
	F=Parenting
	G=Home Economics
	H=Courses for Older Adults
	I=Short-term Vocational
	J= Workforce Preparation
	Y=Credit Course, Not Applicable
CB23	Funding Agency Category:
	A=this course was primary developed using Economic Development funds
	B=this course was partially developed using Economic Development funds (Economic Development funds exceed 40% of total development costs)
	Y=Not Applicable (funding not used to develop course)
CB24	Program Status:
	1= Program Applicable
	2=Not Program Applicable

Special Charateristics Code Descriptor (if applicable):
Learning Assistance
Bilingual Instruction
Convalescent Setting
Correctional Facility
Apprenticeship
Persons of Substantial Disabilities
Citizenship for Immigrants