

Special Request for Modification to a Finalized TMC

While every effort is made to ensure that a finalized TMC and its associated C-ID descriptors are clear, consistent, and free of errors and concerns that might emerge have been anticipated and proactively addressed, there is a recognition that there may be times when a TMC requires a modification or clarification. It is critical that the impact of all modifications be considered prior to making any changes. No TMC may be modified no more than three times within the 5-year timeframe.

All TMCs are reviewed on a 5-year cycle. Once finalized, a TMC and its associated C-ID descriptors can generally not be changed in a substantive manner until its 5-year review date. In the event that an FDRG believes a non-substantive and non-disruptive change is needed to an existing TMC the following process will be followed to ensure that the change proposed is truly non-substantive and non-disruptive. In the event that an FDRG believes that a substantive change to its TMC prior to its review is critical due to some significant change in the discipline that diminishes the usefulness of the TMC, the proposed process will be used. While such changes are not expected, due diligence calls for the establishment of a process in the event that such a request is made.

The impact of a TMC modification is generally a consequence of the corresponding changes made to the CCCCO template for degree submission. Changes may be made to the TMC narrative absent the modification process. As the narrative offers guiding language and does not impact the degree submission process, and its content varies widely, errors may exist within the narrative that need addressing or there may be a desire to make improvements in the narrative. Some narratives, for example, provide tables indicating courses that may carry major preparation articulation for each CSU. In one instance, a course was missing from such a list and, in another, a course was indicated as potential major preparation that was not. Approval by all FDRG members will be sought for any modification to a narrative that is not merely corrective in nature.

Modification Process

Step 1

The request for the change must be initiated through the FDRG. The FDRG lead and/or C-ID staff will compile evidence in support of the change including queries or requests for change from the field, an explanation of why the change is needed, and documentation of the FDRG's consensus around the proposed change. An analysis of the potential impact of the change should also be provided.

Step 2

Once the request is documented and supporting evidence is compiled, the documentation will be forward to the C-ID Faculty Coordinator for review. Upon a

determination that the documentation is complete and no further information is required, the documentation will be forwarded to the C-ID AO Subgroup.

Step 3

The C-ID AO Subgroup will review the request and provide a recommendation for action such that they approve, deny, or modify the request. Their recommendation will be communicated to the C-ID Faculty Coordinator. If the C-ID AO Subgroup recommends that the request be approved, it will be forwarded to the ICW for consideration. If the request is denied or modified, the recommendation will be communicated to the FDRG. If the FDRG concurs with a proposed modification, the revised request will be forwarded to the ICW for consideration. Denied requests may only be reconsidered if indicated concerns are addressed and the process reinitiated.

Step 4

ICW's consideration of the request may happen via E-Mail, phone, or in-person meeting. Efforts will be made to ensure that the ICW consideration of the finalized request is conducted within two weeks of the request. In most instances, the ICW's role will be to ensure that appropriate consultation has been conducted and that the change is clearly both "non-substantive" and "non-disruptive". In the event that that proposed change is critical due to some significant change in the discipline that diminishes the usefulness of the TMC and is substantive, the ICW's role will be to determine whether or not the change is critical and the proposed change appropriately justified.

When is a change substantive?

A substantive change is a change that would require the CSUs to revisit their determinations of similar and/or render existing TMC-aligned degrees no longer TMC-aligned. Typical potentially non-substantive changes would be the addition of a course option in a list that is relatively open, the addition of a C-ID reference, or the removal of an option that no CCC has chosen.

If the proposed change is substantive, the TMC will be subject to re-vetting.

Step 5

Criteria to be considered:

1. Criticality
2. Disruptive impact

Upon ICW approval of a non-substantive and non-disruptive change, the change will be made. Denied requests may only be reconsidered if indicated concerns are addressed and the process reinitiated.

Approved by ICW—10/1/2013 meeting

ICW will consider the proposed change for final acceptance of a substantive change following the vetting process using the existing process for such determinations.

Step 6

The change will be communicated, at a minimum, via the discipline list-serv, the CIAC list-serv, and the Curriculum Chair list-serv. The CCC and CSU Chancellor's Office will also be informed via E-Mail. The potential impact of the change on the field will also be communicated.