



# TMC Modification, Discontinuation, and/or Consolidation Process

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## Introduction

At an April 21, 2021 convening of the C-ID Advisory Committee (C-ID) and Intersegmental Curriculum Workgroup (ICW), it was determined that a workgroup consisting of ICW members would develop a draft process for discontinuing a transfer model curriculum (TMC) and for potential modification of a TMC such that elements of one TMC were removed from one and moved to another (i.e., “consolidation”). This process is to be drafted and vetted among committee members in advance of a June 1, 2021 meeting of the C-ID Advisory Committee and Intersegmental Curriculum Workgroup.

### Principles

1. Options for students and colleges.
2. Data-driven decision-making.
3. Consistency with existing TMC/C-ID practices and policies.
4. Realistic and reasonable timelines.
5. Transparency.

## Process Components - or Related Processes

1. Modification or Discontinuation of a TMC Timeline (“teaching out” of a TMC)
2. Modification of a TMC
3. Discontinuance of a TMC

# Modification or Discontinuation of a TMC Timeline

Curriculum is always subject to modification and it is critical that the C-ID > TMC > Associate Degrees for Transfer (ADT) process allow for the inevitable changes that need to be made. As a substantive modification to a Transfer Module Curriculum (TMC) that requires changes to local Associate Degrees for Transfer (ADTs) creates complexities for students, the California Community Colleges (CCC), the California State University (CSU) system, and the Chancellor’s Office of both systems, changes should only be implemented when there is an impactful change in the discipline or when the changes will be beneficial to students. As of May 2021, only one TMC (Business Administration) has undergone such a change. After much deliberation, it was determined that CCCs should be encouraged to implement the revised TMC as soon as possible, but that they would have to honor the catalog rights of students who began degrees aligned to the original TMC. The modifications to the Business Administration 2.0 TMC are somewhat unique as they have the potential to make the degree harder to obtain, but the revised TMC is also expected to yield more determinations of similar (i.e., more CSUs will admit students completing degrees aligned to the new TMC with the guarantee of completion of a CSU degree in no more than 60 units). In other words, the benefits to students are clearly evident.

While CCCs have their own internal processes for discontinuing a degree option, the CSUs have the right - and ability - to cease the acceptance of a given TMC as similar. In other words, while the CCCs may have a desire to keep degrees aligned to the original TMC available as long as possible, the CSUs are under no obligation to continue to honor those degrees as similar.

The changes to the Business Administration TMC highlighted the importance of honoring the processes of both systems in order to ensure students are not disadvantaged. **These identified, pertinent processes are as follows:**

- CCC established processes for ensuring catalog rights are honored determines the timeline for changes at the CCCs.
- Existing CSU timelines and processes regarding determinations of similar may impact student options with respect to transfer destinations.
- Both the CCC and CSU Chancellor’s Offices may also play a role in determining the timelines for changes as the systems must coordinate and share data to ensure the transfer pipeline operates smoothly.

# Modification of a TMC

A process for the modification of a TMC already exists. "Special Request for Modification to a Finalized TMC" was adopted by ICW in October of 2013.

## Special Request for Modification to a Finalized TMC (Adopted by ICW October 1, 2013)

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 a Faculty Discipline Review Group (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 CCCC 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:

- Criticality

- 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.

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.

## Modification of a TMC Principles

As delineated in the above, the determination that a TMC requires modification is one that is made by the FDRG and is initiated only when there is ample justification. There is no avenue for an external entity to call for the modification of a TMC and, by extension, the discontinuation of a TMC.

## Discontinuance of a TMC

As discussed, the process for modification of a TMC is one initiated by the Faculty Discipline Review Group (FDRG) associated with that TMC. The process for discontinuance of a TMC would similarly be one initiated by the FDRG. At present, there is no mechanism for an external entity to initiate the modification or discontinuance of a TMC.

## Next Steps

The initiation of a change in any TMC is dependent on the action of an FDRG. While an FDRG is formally convened when a TMC is developed and, subsequently, when that TMC is due to be reviewed, operationally the FDRG exists and may be called upon to make determinations between review cycles. Often, this merely means the FDRG Lead is consulted if a question arises that requires input from discipline faculty. Ensuring a

complete FDRG exists (consisting of 3 senate-appointed faculty from both the CCC and CSU) is necessary when the FDRG is called upon to make a formal determination.

The following must be clarified, discussed, determined, and/or defined:

1. A process needs to be developed that formally delineates the data needed in the event that the FDRG or an “other” wishes to request a TMC change or discontinuation. ICW would review the provided information and then forward the request to the FDRG, if that was determined to be the appropriate course of action. ICW would ensure that all proposals forwarded to the FDRG have merit and are consistent with established criteria for making a substantive change to a TMC (per the policy already outlined).

#### Required Data

- a. Names and affiliations of individuals submitting the request. CCC and CSU faculty are required.
  - b. Impact of the TMC as it currently stands
    - i. Determinations of similar
    - ii. ADTs awarded
    - iii. Transfer volume
    - iv. # of colleges with the ADT
    - v. Students served (transfer volume)
  - c. Potential impact of any changes
    - i. Impact on existing ADTs
    - ii. Impact on determinations of similar
    - iii. Students served (transfer volume for CSU major destinations)
  - d. Reasons for change
2. If the request is deemed to have merit, the FDRG’s status would be reviewed and actions taken to ensure the FDRG is complete (i.e., members appointed). The FDRG would then engage in a review of the request – considering all the data and then making a recommendation.
  3. ICW can accept, deny, or modify the recommendation made by the FDRG.