Best Practices for the Care and Feeding of Your TCA

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April 28, 2022

UNIVERSITY OF CALIFORNIA
Graduate, Undergraduate and Equity Affairs

Agenda

1. An overview of the TCA and the submission and review processes.

2. Common mistakes and pitfalls to avoid.

3. Updates on current items of interest.

4. Contact information and questions!

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The TCA Timeline

- An email will be sent to the CIAC listserv in early May with preliminary information on TCA submission and a chart showing each school's submission month (June, July or August).

- Contact Jennifer Forsberg (jennifer.forsberg@ucop.edu) if you need to change your assigned month.

- Submit your courses for the TCA in ASSIST by the 25th of your assigned month.

- Decisions can usually be seen in ASSIST workflow about a month after submission, but they are not final until the TCA is published.

The TCA Timeline Continued

- The appeals period typically runs from October 1-10.

- This period is for the resubmission of courses that were denied in the initial review period for technical reasons.

- Technical reasons can be such things as missing required fields or textbooks out of date and not listed as classics. Generally courses denied as fundamentally not appropriate for transfer would not be considered during the appeals period.

TCA Publication and Review

- Our goal is to publish TCAs in ASSIST on or before November 1.

- Once your TCA is published, we ask that you do a comprehensive review. Requests for changes for the current TCA year (in this case, 2022-2023) need to be submitted to us by December 1st for consideration for that year.

- Examples of changes that might be made between November 1st -December 1st: the addition of eligibility areas, footnote corrections or republishing of the TCA after the CCC AO makes a change to unit value, course title, etc.

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Checking Your Outlines Before Submission

The best way to ensure a successful TCA submission is to review your outlines before submission with an eye towards common reasons for TCA denial:

- Is the course appropriate for transfer — is it comparable to a course offered at the lower-division level at a UC campus and/or is it comparable in depth, scope and rigor to a university-level course?

- Are all fields filled out? Certain fields may be blank in some outlines — lab content if it's not a course with lab hours, or prerequisite content if the course doesn't need a prerequisite. But generally we expect to see information in all or almost all fields.

Checking Your Outlines Before Submission, Continued

- Does your course need a prerequisite? See https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html for comprehensive subject area guidelines, including prerequisite expectations.

- Do lab courses have clearly delineated lab content and a clearly identified lab manual listed?

- Do English Literature courses have a representative reading list included? (Just anthologies are not acceptable, but a list of authors within the outline is fine.)

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Checking Your Outlines Before Submission, Part 3

- Is your Honors course marked "Y" in the Honors Y/N field? Is the Honors content clearly delineated in the outline?

- Does your College Success course list a college catalog under required texts?

- Does your English Composition course include information on the number of words students are expected to write (the minimum is 5,000 words)?

Checking Your Outlines Before Submission, Part 4

- Is it least one of the textbooks listed published in the past seven years, or noted as a classic?

- Last but not least, is your outline sufficiently robust for reviewers to determine both the depth, scope and rigor of the course as well as the appropriateness for transfer (i.e. is it comparable to a UC or university-level course)?

What to check for after your TCA has been published

Between November 1st and December 1st, please review your TCA holistically, paying special attention to the courses you submitted this past cycle.

- Do the courses appear correct – are the course prefix, number, title and units accurate?
- Do courses have the expected Eligibility Areas attached to them?
- Are footnotes appearing when appropriate and do they appear to be correct?
- Do any courses have phase out notes? If you have questions about phase outs attached to any of your courses, please contact us.

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Updates:

- Online labs: most recent statement sent to CIAC listserv on 11/5/2021 (subject: Regarding CCC-UC articulation of online labs)

- CPL and how credit is assessed: most recent statement was sent to CIAC listserv on 4/21/22 (subject: UCOP Statement on CPL on Transcripts)

- Survey regarding CCC AO Curriculum Development Calendar (email sent to listserv 3/15/22)

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Questions?

Contact:

Jennifer Forsberg (Jennifer.forsberg@ucop.edu)

Kate Fitzpatrick (Katherine.fitzpatrick@ucop.edu)

Please email both Jennifer and Kate with any questions that arise, so that we can respond quickly and efficiently.

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