

TCA Toolkit

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The TCA

Transfer course agreements (TCAs) are the baseline for establishing transferability of CCC courses to UC.

Courses approved for the TCA count as advanced standing elective credit toward an undergraduate degree at any UC campus and may also be submitted for campus-specific articulation or for IGETC.

- There are approximately 49,000 community college courses approved for UC TCAs on ASSIST.
- In 2016, 2,755 courses were submitted and reviewed for the TCA; 90% were approved.

The TCA: yearly milestones

UCOP reviews and updates TCAs annually.

CCCs will submit their courses in ASSIST Next Gen. Review times will be shared with the CCCs as soon as possible.

Due to time constraints, there will be no Second Review for 2017-2018.

The TCA: What is transferable?

Two principles determine transferability:

- The course should be comparable to one offered at the *lower-division* level at a UC campus.

OR

- The course must be appropriate for a university degree in *depth, scope, and rigor*.

The TCA and ASSIST

ASSIST is the official repository of articulation for California's public colleges and universities.

If there is a discrepancy between a CCC catalog and ASSIST, please contact the UCOP Transfer Articulation Unit so that we can research and resolve the discrepancy.

Information Needed to Research a TCA Mystery

- CCC Name
- Course Identifiers – prefix, number, title. (e.g. HISTORY 9B – History of Albania)
- Key events – Course change / resubmission / etc.
- Dates involved – Date course was originally submitted for review, date course was approved for TCA, date course was changed, date course was removed from TCA, etc.

The more information provided initially, the easier it is to solve the mystery.

Your Outline: Details Matter

- The details in your outline are small but important.
 - All fields need to be completed in order to facilitate our review of your course. (This includes: Assignments, Methods of Instruction, Methods of Evaluation, etc.)
- The Units field should be filled out accurately, with the appropriate number of units under each type of contact hours.
 - If it's a lab science course please ensure the Lecture and Lab hours are reflected correctly.
- If the course is offered under two different names, it only needs to be submitted once as ASSIST Next Gen links both courses together.
- If the course is marked as an honors course, we look for additional assignments that make it an honors course. Honors courses should show evidence of increased rigor and/or content.
 - Honors courses must have a unique course outline from the non-honors version of the course.

Your Outline: Course Description

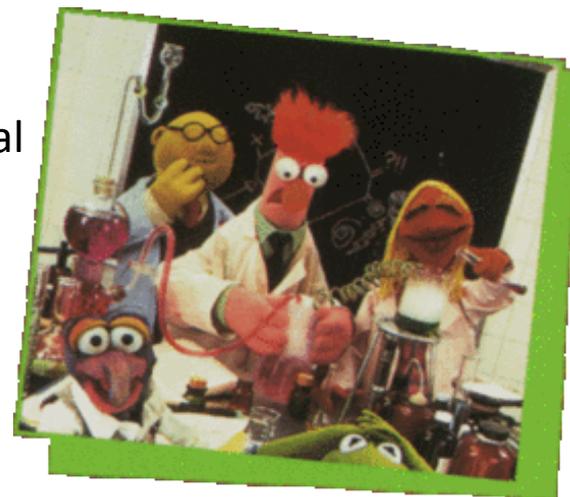
- A robust course description is the first step in helping the TCA reviewer determine if a course is appropriate for UC transferability.
- Some subject areas require a prerequisite; see the Subject Area Guidelines on our website for detailed information.
- Corequisites and Advisories fields should be completed if relevant.
- Please make sure that the content of your Course Description is reflected in the body of the outline.

Your Outline: Course Objectives and Content

- The course objectives section may vary in length, but should give reviewers a good idea of what the students will be learning.
- A strong course content section will contain detailed information about the topics covered as opposed to a list of dates and locations.
- It's not necessary to break down course content into hours per topic; however, a more complete and detailed submission facilitates our review process.

Your Outline: Lab Content

- Lab courses must contain “Lab Content”. Please include that info in this field.
 - However, if the lab content is integrated into the Course Content, please include “see course content” in the Lab Content field.
- Lab science courses must have a clearly identified lab manual listed under Required Reading.



Your Outline: Instruction, Assignments, Evaluation

- Methods of Instruction, Methods of Evaluation and Assignments need to be completed; we received questions on the subject during the last TCA cycle.
- Even if the field is not required by the system to submit the outline, we are not able to approve a course if any of these fields are left blank.

Your Outline: Required Reading

- All textbooks must be dated within seven years or be clearly designated as classics. If the textbook is a classic please place that note next to the title.
- Lab science courses must have a clearly identified lab manual.
 - A “homegrown” or faculty-compiled lab manual is acceptable; it simply must be identified as such.

Your Outline: Other Information

- If there is any information that you think is relevant to your submission, you may include it in the “Other Information” section.
 - Example - if you believe your submission is comparable to a previously approved CCC course or a UC course, please note the approved course’s college or University, name and number in the Other Outline Information field.

Questions?

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Resources

- UCOP Transfer Articulation
 - <http://www.ucop.edu/transfer-articulation/index.html>
- UC TCA & IGETC Agreements
 - www.assist.org
- Downloadable Counselor Guides and Resources
 - <http://admission.universityofcalifornia.edu/counselors/downloadable-guides/index.html>
- 2017 Ensuring Transfer Success (ETS) Information
 - <http://admission.universityofcalifornia.edu/counselors/news-events/ets/index.html>
- Articulation Handbook
 - <http://ciac.csusb.edu/articulationHandbook.html>
- CIAC mentors
 - <http://ciac.csusb.edu/mentor.html>
- UC Transfer Pathways
 - <http://admission.universityofcalifornia.edu/transfer/preparation-paths/>
- UC Transfer Pathways Guide
 - <http://pathwaysguide.universityofcalifornia.edu/college-pathways/0/0>
- UC Transfer Admission Planner
 - <http://admission.universityofcalifornia.edu/transfer/transfer-admission-planner/>