

Fine Tuning Your TCA Submission

Nancy Purcille, UCOP
Jennifer Forsberg, UCOP
Katherine Fitzpatrick, UCOP

California Intersegmental Articulation Council Conference
Thursday, May 3, 2018

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 and / or for IGETC.

- There are approximately 49,000 community college courses approved for UC TCAs on ASSIST.
- Historically, approximately 90% of courses submitted for the TCA are approved.

CCC AO Responsibilities Checklist

When submitting your TCA requests:

- Check the email sent to the CIAC listserv on May 1st to determine your assigned submission month.
- Contact Jennifer Forsberg (jennifer.forsberg@ucop.edu) if you need to change your assigned month.
- Submit your courses for the TCA in New ASSIST by the 25th of your assigned month.
- Check your outlines after submitting them to ensure all of the necessary information has been imported correctly (i.e., no fields that should have information in them are left blank).

CCC AO Responsibilities Checklist, Part II

After you receive your TCA results:

- Review your decisions.
- Contact UCOP with questions or concerns (example: should this course have received an eligibility code?).
- Check to make sure courses are approved for appropriate term.
- Take some time to review your TCA holistically and contact UCOP with any questions or concerns.
- Update your catalog to reflect your courses' UC transferability.

What to Submit (is my course 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*.

TCA Pitfalls

As noted previously, the majority of courses submitted for the TCA are approved.

Aside from courses that are not appropriate for transfer to the University of California system, most courses denied transferability are rejected for one of the following reasons.

Avoiding these pitfalls will ensure a successful TCA submission...

TCA Pitfalls

Blank Fields

Blank Fields:

While the current system does allow courses to be submitted with fields left blank, courses cannot be approved if all relevant fields are not completed.

Examples of fields left blank that can result in a course being denied:

- Out of class assignments
- Methods of evaluation
- Methods of instruction

TCA Pitfalls

Missing or Unclear Pre-requisites

Missing or Unclear Prerequisites:

Subject Area guidelines detail which courses have prerequisites and what those pre-requisites are.

The Subject Area guidelines can be found at:

<https://www.ucop.edu/transfer-articulation/transferable-course-agreements/tca-policy/regulations-by-subject-area.html>

- Please include the course name as well as the course identifiers when listing a prerequisite in your outline.

TCA Pitfalls

Missing Lab Course Content

Lab Courses:

- Should have clearly delineated lab content. Ideally, lab content should be listed in the Lab Content field; if not, please note “see course content” in the lab content field.
- Lab science courses **must** have a clearly identified lab manual listed under Required Reading. If the manual does not have the words “Lab Manual” in the title, please note it after the title.

TCA Pitfalls

English Literature Course Texts

English Literature Courses:

- Outline must include a representative reading list
 - Anthologies and readers are not sufficient.
 - A list of representative authors and/or books (can be in Course Content or under Texts & Readings).
 - Representative list can be brief (three or four authors listed is ok).

TCA Pitfalls

Honors Content – Missing or Unclear

Honors Content:

- Honors content must be clearly delineated for honors courses.
- Noting that the course is part of the honors program at your CCC is not sufficient.
- The information can be brief – a few sentences detailing extra reading or additional assignments expected of students in the honors version of a course is enough.

TCA Pitfalls

Outline Lacking in Depth, Scope & Rigor

Outline Robustness :

- Courses are sometimes denied transferability due to the outline being “too brief and lacking in detail to determine depth, scope and rigor of course.”
 - An outline with greater detail is more likely to be approved.
 - An outline with a one-line course description, a list of only places/dates/names in course content, and generic out-of-class assignments may not give enough specific information about the course to result in an approval.

TCA Pitfalls

Miscellaneous

Miscellaneous:

- College Success courses must list a college catalog (online is ok) as part of the required reading.
- English Composition courses must include information about the number of words of writing required (at least 6,000 words).
- At least one of the textbooks included in the outline must be dated within seven years or noted as a classic text or the most recent version available.

Your Outline: Other Information

- If there is any additional information that you think is relevant to your course 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 lower division UC course, please note the school, course name and number in the Other Information field.

Who you gonna call?

UCOP

- May I change my submission month?
- Why did this course not get a UC Eligibility Area?
- I just noticed this course is no longer on the TCA, what happened?
- Why does my course have a limitation?

ASSIST

- How do I change an outline in New ASSIST?
- How do I view the workflow?
- How do I run a report?
- How do I submit, withdraw, resubmit a course?

Contacts

- Nancy Purcille, Transfer Articulation Coordinator, UCOP
nancy.purcille@ucop.edu
510-987-9569
- Jennifer Forsberg, Articulation Analyst, UCOP
jennifer.forsberg@ucop.edu
510-987-0907
- Katherine Fitzpatrick, Articulation Analyst, UCOP
katherine.fitzpatrick@ucop.edu
510-987-9643
- ASSIST Coordination Site Articulation Specialist
Lindsey Caputo 510.287.3325 lindsey@assist.org
Ryan Novero 949.824.4624 ryan@assist.org

When contacting UCOP, please email all three of us (Nancy, Jenn and Kate).

Resources

- UCOP Transfer Articulation
 - <http://www.ucop.edu/transfer-articulation/index.html>
- Legacy ASSIST
 - www.assist.org
- Downloadable Counselor Guides and Resources
 - <http://admission.universityofcalifornia.edu/counselors/downloadable-guides/index.html>
- 2018 Ensuring Transfer Success (ETS) Information
 - <http://admission.universityofcalifornia.edu/counselors/news-events/ets/index.html>
- Articulation Handbook
 - <https://www.csusb.edu/ciac/ciac-resources/articulation-handbook>
- CIAC mentors
 - <https://www.csusb.edu/ciac/ciac-resources/mentors>
- 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/>