



THE CALIFORNIA STATE UNIVERSITY



UNIVERSITY OF CALIFORNIA

Date: November 21, 2006

To: IGETC Coordinators
California Community Colleges

General Education-Breadth Contact Persons
Institutions Participating in Certification of
CSU General Education-Breadth Requirements

From: Susan Wilbur
Director of Admissions
University of California

Christine Hanson
Interim Dean, Academic Program Planning
California State University

Subject: Request for Submissions for 2007-08: IGETC, CSU General Education-Breadth,
and CSU United States History, Constitution, and American Ideals

California Community College campuses are invited to submit course outlines to be considered for inclusion on the approved lists of courses meeting requirements of the Intersegmental General Education Transfer Curriculum (IGETC) effective spring, summer, or fall 2007. Additionally, we invite California Community Colleges and regionally accredited California colleges to submit course outlines to be considered for CSU General Education-Breadth and United States History, Constitution, and American Ideals (AI) approval.

There are two reasons to submit course outlines: (1) courses that have not yet been approved for IGETC, CSU GE-Breadth, or US History/Constitution/American Ideals, are submitted for review and (2) courses with content changes are submitted to be reviewed again for existing-area or new-area approval.

Deadlines

All proposed updates must be received via the Online Services for Curriculum and Articulation Review (OSCAR) system at www.ASSIST.org by Friday, December 15, 2006. Submissions arriving after December 15 may not be considered. We will convey review decisions via e-mail by April 2007.

Expediting the Review Process

As the contact person on your campus, you are requested to ensure that your college's proposed submissions are accurate and complete. College catalogs should not indicate applicability of proposed courses to IGETC, CSU GE-Breadth, or US History/Constitution/American Ideals requirements until you have received notification of their status. **Please do not propose courses for IGETC unless they have received all necessary approvals for transfer to both the UC and CSU, and please refer to the attached IGETC checklist.**

If a course outline is not sufficiently complete to determine whether the course meets the standards for IGETC, CSU GE-Breadth, or US History/Constitution/American Ideals approval—for example, if the outline does not list required texts or examples of readings) it will need to be resubmitted in the next review cycle.

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Only CCC courses that are included on a Transfer Course Approval (TCA) list are transferable to the UC and therefore can be considered for IGETC. Questions regarding the TCA lists may be directed to Sheila Lau at the UC Office of the President at sheila.lau@ucop.edu.

Submission of AI Course Outlines

The US History/Constitution/American Ideals (AI) requirement is usually fulfilled by a combination of courses. Executive Order 405 does not allow partial certification of the AI requirement. A course outline submitted for AI consideration should indicate the AI designation(s) requested (US-1, US-2, US-3) and should specify the courses that will be combined in order to meet the AI requirement.

Submission of Outlines for IGETC

Please complete the process of using OSCAR for submission of IGETC outlines (via the ASSIST web site), and then fax copies of your signed campus approval form (attached) to:

Dawn Sheibani
Principal Articulation Analyst
Outreach, Admission, and Student Affairs
Fax: (510) 987-9522

Questions for the University of California may be directed to Dawn Sheibani at Dawn.Sheibani@ucop.edu or (510) 987-5969. For CSU-related questions, please contact Chris Hanson at chanson@calstate.edu or (562) 951-4672. Questions regarding submission outside ASSIST/OSCAR can be directed to either office.

We appreciate your efforts in enhancing articulation and transfer for our students.

CH/SW

Attachments: IGETC Checklist
Form for Submission of IGETC Proposals 2007-08

cc: Wyatt R. Hume
Keith O. Boyum
Gary W. Reichard
Dawn Sheibani
Jeff Spano
Eric Taggart, ASSIST
John Oakley, Chair, UC Academic Senate
Ian Walton, President, CCC Academic Senate
Marshelle Thobaben, Chair, CSU Academic Senate

Checklist for IGETC Review Process
November 21, 2006

- All proposed updates must be entered into OSCAR (<http://info.assist.org/oscar.html>) in final form by **Friday, December 15, 2006**. Revisions, corrections, or updates may not be accepted after this date.
- Please indicate all proposed courses on the **FORM FOR SUBMISSION OF INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM PROPOSALS 2007-08** in the appropriate IGETC areas. Once form is completed with signatures, it should be faxed to Dawn Sheibani, Principal Articulation Analyst at 510-987-9522.
- Only courses transferable to *both* UC and CSU should be included.
- Courses proposed for IGETC must have a minimum unit value of 3 semester or 4 quarter units. Science courses that include a laboratory should ordinarily be a minimum of 4 semester or 5 quarter units in value. If the laboratory is offered separately from the lecture, the combined total of the lecture and the laboratory should equal at least 4 semester or 5 quarter units.
- The outlines submitted should provide information in all required fields (including the title, author, and date of publication of examples of textbooks or required readings). Outlines with texts more than seven years old may be rejected if more recently published texts are appropriate and readily available.
- If an honors course paralleling a non-honors course is submitted, please provide *either* (1) information from the course outline of record (in the “other outline information” section of the OSCAR submission) on how the honors course differs from the non-honors course *or* (2) a copy of the course outline for the non-honors course.
- The CSU Communications Departments have asked that for courses submitted for IGETC Area 1C or CSU GE-Breadth Area A1, the “methods of instruction” and “methods of evaluation” sections of the outline are very specific about how instruction and evaluation are conducted.
- The outlines must be in English.
- Only one outline need be submitted for cross-listed (“same as”) courses.
- If the outlines have been automatically downloaded to OSCAR, please review and edit each one to make sure that it is readable and complete.
- Submission of course outlines by means other than OSCAR requires the permission of the UC Office of the President and the CSU Office of the Chancellor.
- The Campus Approval Form submitted to UC *and* CSU must include the required signatures and the email addresses of those who should receive email notification of the IGETC results.
- Questions on the use of OSCAR to complete your submissions may be directed to Dale Leaman at Dale@assist.org.

**FORM FOR SUBMISSION OF
INTERSEGMENTAL GENERAL EDUCATION
TRANSFER CURRICULUM PROPOSALS
2007-08**

COMMUNITY COLLEGE: _____

Instructions: Only courses that are transferable to both the UC and CSU may be used to meet IGETC requirements. The list of courses proposed by your community college for completion of the IGETC should follow the sample format outlined below and include the requirements for each subject area, course prefix and number, course title, and unit value.

PROPOSED ADDITIONS (NEW COURSES AND RESUBMISSIONS) BY IGETC SUBJECT AREA:

AREA I - ENGLISH COMMUNICATION (3 courses, 9 semester/12-15 quarter units)

GROUP A: ENGLISH COMPOSITION (1 course, 3 semester/4-6 quarter units)

COURSE PREFIX & NUMBER	COURSE TITLE	<u>UNITS</u>
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GROUP B: CRITICAL THINKING - ENGLISH COMPOSITION (1 course, 3 semester/4-5 quarter units). Courses must have English composition as a prerequisite.

COURSE PREFIX & NUMBER	COURSE TITLE	<u>UNITS</u>
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GROUP C: ORAL COMMUNICATION (1 course, 3 semester/4-5 quarter units)

COURSE PREFIX & NUMBER	COURSE TITLE	<u>UNITS</u>
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AREA 2 - MATHEMATICAL CONCEPTS and QUANTITATIVE REASONING

(1 course, 3 semester /4-5 quarter units). Prerequisite of Intermediate Algebra required.

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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AREA 3 - ARTS and HUMANITIES

(At least 3 courses, 9 semester/12-15 quarter units).

At least one course from the Arts and one from the Humanities.

ARTS COURSES:

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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HUMANITIES COURSES:

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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AREA 4 - SOCIAL and BEHAVIORAL SCIENCES

(At least 3 courses, 9 semester/12-15 quarter units.)

Courses from at least two disciplines or an interdisciplinary sequence.

(List courses in alpha order by discipline, e.g., Anthropology, Economics, History)

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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AREA 5 - PHYSICAL and BIOLOGICAL SCIENCES

(At least 2 courses, 7-9 semester/9-12 quarter units)

One Physical Science course and one Biological Science course; at least one must include a laboratory.

PHYSICAL SCIENCE COURSES:

Please underline all courses with a laboratory component.

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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BIOLOGICAL SCIENCE COURSES:

Please underline all courses with a laboratory component.

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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LANGUAGE OTHER THAN ENGLISH

List only those courses that meet the proficiency level of 2 years of high school study in the same language.

<u>COURSE PREFIX & NUMBER</u>	<u>COURSE TITLE</u>	<u>UNITS</u>
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- * Course may be listed in more than one area, but shall not be certified in more than one area.
- + Indicates that transfer credit may be limited by either UC or CSU, or both. Students should consult a counselor for additional information.

Instructions:

All submissions via OSCAR should now be complete. By signing below, you indicate your approval of the courses being submitted via OSCAR for review for IGETC. The email addresses provided below will be used to transmit results of the reviews.

This form must be faxed to Dawn Sheibani. The fax number is available below.

PLEASE PRINT OR TYPE

***NAME AND TITLE OF
IGETC CONTACT PERSON:*** _____

EMAIL ADDRESS: _____

TELEPHONE: _____ ***DATE:*** _____

SIGNATURE: _____
Vice President/Dean of Instruction

EMAIL ADDRESS: _____

SIGNATURE: _____
President, Academic Senate

SIGNATURE: _____
Curriculum Committee Chair

FOR IGETC SUBMISSIONS, PLEASE FAX THIS FORM TO UC AT THE FOLLOWING NUMBER:

Dawn Sheibani
Principal Articulation Analyst
Fax: (510) 987-9522

Updated: 11/06