



MEMORANDUM
September 25, 2019

AA 19-33 | Via Email

TO: Chief Executive Officers
Chief Instructional Officers
Academic Senate Presidents
Curriculum Chairs
Academic Senate for Community Colleges

mandatory training for curriculum committees and responsible administrators regarding curriculum rules and regulations to ensure compliance (CCR, §55002(a) (1)).

In the event, courses and programs do not fulfill the requirements, they will be returned to the college for revisions. Colleges will be asked to respond to the revision request within 60 days. Once the college responds that the revision request has been received, the college will have an additional 6 months from the date of their response to make the necessary revisions for approval.

If during the revision process, significant unresolved flags or process discrepancies are found; with discussion and collaboration between the college and the Chancellor's Office, a Review Team will be assembled for the purpose to support the college through a closer examination before any self-certification is rescinded.

Review Team Composition

Each year 5C will establish a Review Team composed of the following:

- CCCCO Representative
- ASCCC Representative
- CIO Representative
- Curriculum Specialist

However a representative may not be employed at the college or district under review.

Associate Degrees for Transfer

With regards to Associate Degrees for Transfer (ADT's). The Chancellor's Office would like to remind the colleges that the program is a partnership with the California State University system and as such, need to ensure that all ADT's are compliant with the guidelines detailed in the legislation, title 5 and the PCAH. ADT's will be reviewed for the following:

- 1.