Sample Counseling Staff Agendas showing Trainings- Email Announcement-Graduation Evaluation and CAL-GETC Training

From:	Christine Small
То:	Ana Mora; Andrew Mullins; Ashley Thompson; Chelsea Watson; Devin Mosley; Francisco Verni; Greg Kost; Ivan Ibarra; Karee Hamilton; Melissa Brandan; Melissa Gross; Patricia Morland; Rachel Barksdale; Rene Mora; Terri
	Hack; Timothy Allen; Trina Tobey; Jessica Kawelmacher; Linda Gowin; Adeline Windsor
Subject:	RE: Graduation Evaluation Training
Date:	Wednesday, October 9, 2024 8:35:00 AM
Attachments:	PowerPoint-Grad Eval Training 10-9-2024.pptx

Good morning,

Attached is the power point for today.

See you soon, Christine

-----Original Appointment-----

From:

Sent: Monday, August 19, 2024 9:22 AM

To: Christine Small; Ana Mora; Andrew Mullins; Ashley Thompson; Chelsea Watson; Devin Mosley;
Francisco Verni; Greg Kost; Ivan Ibarra; Karee Hamilton; Melissa Brandan; Melissa Gross; Patricia Morland; Rachel Barksdale; Rene Mora; Terri Hack; Timothy Allen; Trina Tobey; Jessica Kawelmacher; Linda Gowin; Adeline Windsor
Subject: Graduation Evaluation Training
When: Wednesday, October 9, 2024 10:00 AM-12:00 PM America/Los_Angeles.
Where: MB 235 and; https://kccd-edu.zoom.us/j/88999030471

IWV Staff - please attend in person in MB 235

Other Sites:

Christine Small is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting https://kccd-edu.zoom.us/j/88999030471

Meeting ID: 889 9903 0471

One tap mobile +16694449171,,88999030471# US +17207072699,,88999030471# US (Denver)

Dial by your location • +1 669 444 9171 US

- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 301 715 8592 US (Washington DC)

Meeting ID: 889 9903 0471

Find your local number: <u>https://kccd-edu.zoom.us/u/kilvsAeFp</u>

GRADUATION EVALUATIONS

CERRO COSO COMMUNITY COLLEGE OCTOBER 9, 2024

INTRODUCTION

Goals for Training

- Ensure consistency for A&R and counseling with graduation evaluations
- Ensure that UCs and CSUs are receiving consistent evaluations and certifications from Cerro Coso
- Develop a training for new counselors and an ongoing resource for all counselors

Note – only use approved documents for grad evals

NOTATION FOR COURSES

- The grad eval and major catalog years MUST match.
- If a course is complete, **circle** the course.
 - If the course was completed at Cerro Coso, circle the exact course (C241 for PSYC C241)

AREA 4	Social and Behaviora	l Sciences	
	3 courses; min. 9 units	required. Select 1 co	urse from at least 2 DIFFERENT sub-groups.
	A. ANTH C111, C121,	C121H, C131, C141	. B. ECON C101, C102, C103; AP. C. ANTH C141;
			118, C131, C131H, C132, C132H; CLEP ; AP.
	G. CHDV C104, C106.	H. POLS C101, C101	IH, C102, C103. I. PSYC C101, C101H, C151, C181,
	C220, C241, C271. J.	ADMJ C101; SOCI C1	101, C131, C161, C210
	Course:	College:	AP Exam:
	Course:	College:	AP Exam:

 If the course was completed at another college, circle the department (PSYC). Then write in the course name and college: PSYC 234 from Antelope Valley College.

AREA 4	A. ANTH C111, C121, C121H, SOCI C151, C210. D. SOCI C13 G. CHDV C104, C106. H. POLS C220, C241, C271. J. ADMJ C	d. Select 1 course from at least 2 DIF C131, C141. B. ECON C101, C102 51. F. HIST C118, C131, C131H, C1 S C101, C101H, C102, C103. I. PSY 101; SOCI C101, C131, C161, C210	, C103; AP. Č. ANTH C141; 32, C132H; CLEP ; AP. C 101, C101H, C151, C181,
		College: ANTELOPE VALLEY COLLEGE College:	_AP Exam: AP Exam:

• If no equivalent department exists at Cerro Coso (i.e., THA: Theater Arts), then circle the general area (local: ARTS; CSU Cert: CI; IGETC: 3A). Then write in course name and college.

Arts and Humanities		
3 courses; min. 9 units require	d. Select 1 course from Area 3A and	1 from Area 3B. Select a 3rd
from either area.		
(A.)ART C101, C105, C106, C1	.06H, C107, C108; MUSC C101, C10	01H, C118, C173; AP
Course: THA 101	College: ANTELOPE VALLEY COLLEGE	AP Exam:
Course:	College:	AP Exam:

• Any time a course is in progress, <u>underline</u> the course.

B. ENGL C111, C221, C221H, C222, C222H, C231, C232, C235, C235H, C241, C242, C245, C245H, C249; **FILM** C211; **HIST** <u>C103</u>, C103H, C104, C104H, C209; **LATN** C201, C202; **PHIL** C101, C141, C161; **SPAN** C211; **AP**

- When completing a grad eval in the semester prior to the student completing classes, <u>underline</u> all courses in progress for that semester and planned for the next. For example, underline both fall in-progress and spring planned OR spring in-progress and summer planned. If the schedule is not available or the student hasn't chosen an exact course, underline the area or department (e.g., Area D or HIST).
- A&R does not need to know which semester the student is taking the courses; you just need to underline to indicate that grade verification is required.

- If the student has completed a course, enter the unit value in the Units Completed column.
- If the class is in progress, enter the unit value in the Units in Progress column. If the class is in progress for the current semester, only write the number of units. If it is planned for the next semester, make the notation in the box:

Units Completed	Units in Progress	Area Completed?
4	0	
0	4	
0	3 spr. 20	

- Only **circle** the classes required to satisfy a general education area for degree completion. For instance, if a student has several courses that would count in Social and Behavioral Sciences, only circle the first that were completed.
 - Like this:

Social and Behavioral Sciences					
3 courses; min. 9 units require	d. Select 1 course from at least 2 DIF	FERENT sub-groups.			
	, C131, C141. B. ECON C101, C102,				
	.51. F. HIST C118 <mark>(C131)</mark> C131H, C13				
G. CHDV C104, C106, H. POL	S C101, C101H, C102, C103. I. PSY	<u>С101</u> С101Н, С151, С181,			
C220, C241, C271. J. ADMJ (2101; SOCI C101, C131, C161, C210				
Course:	College:	AP Exam:			
Course:	College:	AP Exam:			

- Not like this:

Social and Behavioral Science	ces	
	d. Select 1 course from at least 2 DIF	
A. ANTH C111, C121, C121H	, C131, C141. B. ECON C101, C102,	, C103; AP. C. ANTH C141;
SOCI C151, C210. D. SOCI C1	51. F. HIST C118 C131 C131H, C1	32, C132H; CLEP; AP.
G. CHDV C104, C106, H. POL	S C101, C101H, C102, C103. I. PSY	C101 C101H, C151 C181
(220) C241, C271. J. ADMJ (C101; SOCI C101, C131, C161, C210	
Course:	College:	AP Exam:
Course:	College:	AP Exam:

For catalog rights 20-21 and earlier:

It is important to work from the past to the present and circle courses accordingly. This is vital because if a student is working towards multiple degrees, they must complete at least one requirement for each degree in their last semester. They can do this in one of three ways:

- Complete a course shared by all majors (e.g., IT C251 for both Information Technology and Cyber Security degrees).
- Complete courses to reach 60 units for graduation.
- Complete a general education requirement. This must be a Cerro Coso graduation requirement. For instance, if a student has completed all of CSU Area C or D/IGETC Area 3 or 4, they may not use HIST CI3I/CI32 or POLS CI0I as a requirement to obtain multiple degrees. This is a CSU graduation requirement, not a Cerro Coso graduation requirement.
- Reminder (ended with 21-22 catalog): If a student completes all the requirements for one degree, an additional 18 units must be taken for an additional degree (even if only one class is required for the additional major).

SPECIFIC AREA NOTATIONS

• SCIENCE:

 If a student has taken a combined lecture and lab, write in the "Units Completed" column the same number of units that will show on the transcript. Example: If the student took PHSC C125, write 4 in the first column, and X in the corresponding lab section on CSU Cert and IGETC. Do not manually separate lecture and lab hours, and do not repeat 4 in the lab section.

Like this:

Physical and Biological Sciences 2 courses; min. 7 units required. Select 1 course from the Physical Sciences and 1 course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. A lab course that is taken before the corresponding lecture WILL NOT be accepted. A. PHYSICAL SCIENCE CHEM C101, C111, C113, C113H, C221; GEOG C101, C111; GEOL C111; PHSC C101, C105, C111, C115, C121 C125, C131; PHYS C111, C113, C211 Course: College: AP Exam:		4	0	
C255, C262; CHEM C	05, C105H, C111, C111H, C	112, C112H, C125, C145, C251, 221; GEOG C111; GEOL C111; 	х	x

Not like these two:

Biological Sciences. One of lab course that is taken bef A. PHYSICAL SCIENCE CHEM C101, C111, C11	iired. Select 1 course from the	.01, C111; GEOL C111;	3	0
C255, C262; CHEM C10	, C105H, C111, C111H, C1	112, C112H, C125, C145, C251, 21; GEOG C111; GEOL C111; AP Exam:	1	0
	iired. Select 1 course from the the courses from either group	Physical Sciences and 1 course from the MUST be taken with its corresponding lab. A		

Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. A lab course that is taken before the corresponding lecture WILL NOT be accepted. A. PHYSICAL SCIENCE CHEM C101, C111, C113, C113H, C221; GEOG C101, C111; GEOL C111; PHSC C101, C105, C111, C115, C121 (C125, C131; PHYS C111, C113, C211 Course: College: AP Exam:	4	0
C. SCIENCE LABORATORY ANTH C122; BIOL C105, C105H, C111, C111H, C112, C112H, C125, C145, C251, C255, C262; CHEM C101, C111, C113, C113H, C221; GEOG C111; GEOL C111; PHSC C105, C115 C125 PHSC C105, C115 C125 PHSC C105, C115 C125 PHSC C105 C112 PHSC C105 C112 Ourse: College:	4	0

SPECIFIC AREA NOTATIONS-CONT.

- SCIENCE:
 - If the course was actually a separate lecture and lab, then separately indicate the appropriate number of units:

B. BIOLOGICAL SCI ANTH (121, C121) C141, C145, C251, Course:	I; BIOL C101, C105, C105H, C11	11, C111H, C112, C112H, C121, C125, AP Exam:	3	0
C255, C262; CHEM	ATORY C105, C105H, C111, C111H, C11 C101, C111, C113, C113H, C22 C125; PHYS C111, C113, C211 College:		1	0

SPECIFIC AREA NOTATIONS-CONT.

- IGETC Area 6: Language Other than English
 - Required for UC transfer only. If a student follows IGETC and wants to only be certified for CSU transfer, it is not necessary to complete this area.
 - If a student is not completing Area 6, write N/A in the "Units Completed," "Units in Progress," and "Area Completed" columns (for the grad evals that allow for comments rather than a checkmark leave blank if it is an eval that allows for checkmarks):

AREA 6	Language Other than English Required for transfer to UC only. Proficiency equivalent to two years of high school study in the same language with a "C" or better OR Select 1 of the following courses. ASL C101, C102; FREN C101; LATN C102, C201, C202; SPAN C101, C102, C180 Course: College: AP Exam:	N/A	N/A		
--------	--	-----	-----	--	--

- If using HS transcripts for IGETC Area 6, write in "2 years of HS (language)" and put an X in the "Units Completed" and "Units in Progress" columns.
 - If using HS coursework, official transcripts must be on file in A&R.

AREA 6	Language Other than English Required for transfer to UC on same language with a "C" or b ASL C101, C102; FREN C101; Course: 2 YRS HS GERMAN	ly. Proficiency equivaler better OR Select 1 of the		х	x	√	
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SPECIFIC AREA NOTATIONS-CONT.

 A&R must have official HS transcripts if a student is using HS Language Other than English in Area 6. It is our responsibility to let the student know this when we complete the grad eval. (The same is true for College Board AP scores and other transcripts.) On the half-sheet Evaluation Request, include the HS transcripts in the Transcripts In? section:

-780 Co.			
Program Completion Date:	(Semester)	(Year)	
	Student Name:		
Overall GPA to Date: 3.81	Maiden/AKA/Name(s):		
Address:			
	Work Phone:		
REQUEST EVALUATION FOR:	Contact Phone:	F:II	
New: Yes Update:of	Transcripts In?		out for officia
AA-T AS-T (Check One) Major: Psychology	Transcripts From Yes	If No, Date Sent For tran	nscripts
AA A AS (Check One) Major: LA: SBS	CLEP AP	Oct. 2023	
AA AS (Check One) Major:	Military		
CSU Certification: Yes	Other Institutions (please list)**		
IGETC:	Burroughs High School	Oct. 2023	
Certificate:	Antelope Valley College		
Job Skills Certificate:			
Honor Grad (3.75): Yes			
Special Recognition: PTK Honors Honors Prop	ram 🗖 ACCESS 🔲 Military/Veteran 🗖 Concurrent/Dual H	Grad	
Name of Person Requesting Evaluation:	Date:		
OFFICIAL TRANSCRIPTS MUST BE IN A&R O	CESSING.		
	For A&R Office Use Only		
		Rev 8/22	

IGETC

- There are three different types of IGETC certifications:
 - UC Certified
 - Student has completed all of IGETC except for Area IC: Oral Communication
 - CSU Certified
 - Student has completed all of IGETC except for Area 6: Language Other than English
 - Certified for both UC and CSU transfer
 - Student has completed all of IGETC, including Area IC and Area 6
- A student must at least complete either Area IC or Area 6. If both SPCH and LOTE are missing, a student cannot graduate using IGETC.
- No D grades can be used on IGETC. C- may not be used for IGETC certification if the grade is valued at less than 2.0. This is the case even if the student plans to transfer to CSU.

DOUBLE-COUNTING

- If a course meets a general education and major requirement, it can be used for both.
- Generally speaking, no course can double-count on general education. There are exceptions:
 - Local CC SEP: If a student takes an Ethnic Studies (E) course to meet Area 2 or Area 3, that course can also be used to meet Area 6: Ethnic Studies.
 - IGETC: If a student takes an advanced language other than English course and Assist shows that it meets Area 3B and Area 6, that course can be used in both areas, e.g., LATN C201 (unless prohibited in Assist notes).
 - HIST CI3Ior CI32 and POLS CI0I can be used to meet CSU Area C or D/IGETC Area 3 or 4 and the US History, Constitution, and American Ideals section at the bottom of the gen ed patterns. It is at the discretion of each CSU campus to allow double counting.
 - When one of the above applies and the student is using a class twice on a gen ed pattern, do not write the unit value twice in the "Units Completed" or "Units in Progress" columns. Simply put an X in either Ethnic Studies, IGETC Area 6, or US History, Constitution, and American Ideals.

-				
AREA 4	Social and Behavioral Sciences 3 courses; min. 9 units required. Select 1 course from at least 2 DIFFERENT A. ANTH C111, C121, C121H, C131, C141. B. ECON C101, C102, C103; SOCI C151, C210. D. SOCI C151. F. HIST C118 C131, C131H, C132, C13 G. CHDV C104, C106 H. POLS C101, C101H, C102, C103. I. PSYC C101 C220, C241, C271. J. ADMJ C101; SOCI C101, C131, C161, C210 Course: College: AP Exa Course: AP Exa	AP. Č. ANTH C141; 2H; CLEP; AP. C101H, C151, C181, 3,3,3	0	~
	U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS 1 course from each subject area. CSU Graduation requirement only NOTE: Courses used to meet this requirement may be used to satisfy requires is at the discretion of each CSU campus to allow double-counting in these 1. HIST C131, C131H, C132, C132H Course:College:AP Exa	areas and AREA 4.	x	✓
	2. POLC101 C101H Course: College: AP Exa	am: 3	0	

AREA COMPLETED

- Some PDFs have checkmarks when the "Area Completed" box is clicked. Do not check when the course is still in progress.
- Others stay blank and we need to write in the "Area Completed" box. Leave the box empty if the course is in progress; write "Done" if the course has been completed.

AREA 1	English Communication UC: 2 courses/min. 6 semeste CSU: 3 courses/min. 9 units; C A. ENGL C101; AP Course:	4	0			
	B. ENGL <u>C102, C</u> 102H Course:	College:		0	4	
	C. Required for CSU transfer Course:	only. SPCHC101 _College:		3	0	

	V & V & V & V & V & V & V & V & V			
AREAS	COURSE OPTIONS	Units Completed	Units in Progress	Area Completed?
AREA 1	English Communication UC: 2 courses/min. 6 semester units; 1 course from A and 1 from B. CSU: 3 courses/min. 9 units; Complete 1 course in Area A, B and C with a grade of "C" or better. A. ENGL(10): AP Course: College: AP Exam:	4	0	Done
	B. ENGL C102 C102H Course: College:	4	0	
	C. Required for CSU transfer only. SPCH C101 Course: College:	3	0	

IN PROGRESS

- Underline all classes that are in progress in the current semester and the following semester.
- Include the number of units in progress in the "Units in Progress" box. If the course is planned for the next semester, indicate this in the "Units in Progress" box.

AREAS	COURSE OPTIONS	Units Completed	Units in Progress	Area Completed?
AREA 1	English Communication UC: 2 courses/min. 6 semester units; 1 course from A and 1 from B. CSU: 3 courses/min. 9 units; Complete 1 course in Area A, B and C. A. ENGL(C101) AP Course: College:	4	0	
	B. ENGL <u>C102, C</u> 102H Course:College:	0	4	
	C. Required for CSU transfer only. SPCH C101 Course: College:	0	3 spr. 20	

• If a student is going to take a course at another college, underline the course and indicate where it will be taken:

"	AREAS	COURSE OPTIONS	Units Completed	Units in Progress	Area Completed?
	AREA 1	English Communication UC: 2 courses/min. 6 semester units; 1 course from A and 1 from B. CSU: 3 courses/min. 9 units; Complete 1 course in Area A, B and C. A. ENGL C101; AP Course: WR 201 College: BERGEN CC AP Exam:	3	0	
		B. ENGL C102, C102H Course: College:	4	0	
		C. Required for CSU transfer only. SPCH Course: SPCH 101 College: GLENDALE CC-IP SP. 2021	0	3 spr. 21	

UNIT TOTALS AND GPA

- Cerro Coso General Education: include all degree-applicable courses numbered C050 and higher in the unit value and GPA.
- CSU Cert and IGETC:
 - ADT: Only include transfer-level courses in the unit value and GPA. Use the "Transfer" side of the unit and GPA area.
 - Local degree/non-ADT: Include all courses numbered C050 and higher in the unit value and GPA. If a student falls short of transfer units, communicate this to the student. Use the "All" side of the unit and GPA area.
 - Both ADT and local degree/non-ADT use "Transfer" side only unless student has borderline GPA
 - If student has a borderline GPA, we will need to calculate both transfer and local GPA to make sure they qualify for both (Ds and Fs in C050-C099 classes may cause ineligibility for local degree). Look at grades if there are Cs, Ds, Fs, then calculate "All GPA," if no Ds or Fs in classes then it is not necessary.

School	Transfer GPA Units	Transfer Grade Points	Transfer GPA	Transfer Units Completed	Transfer Units In Progress	All GPA Units	All Grade Points	All GPA	All Units Completed	All Units In Progress
	Th	ese colu	nns for <i>i</i>	ADTs on	ly					
CCCC										
TOTALS:	0.00	0.00		0.00	0	0.00	0.00		0.00	0

COURSE NUMBERING SYSTEM

001-019 - Non-credit or Adult Education courses.

020-049 - Courses which prepare students to enroll in degree-level courses and/or provide enrichment opportunities. These courses do not carry degree credit.

050-099 - Associate-degree and certificate level. Baccalaureate transferability is subject to review by individual transfer institutions.

100-199 - Associate-degree and certificate level courses that are generally baccalaureate transferable as freshman level.

200-299 - Associate-degree and certificate courses that are generally baccalaureate transferable as sophomore level.

300-499 – Cerro Coso baccalaureate level **800-899** - Non-credit or Adult Education courses.

H - Any course with an "H" designator (e.g., MUSC 101H) is an honors program course.

S - A course with an "S" (e.g., ENGL C101S) is a supplemental course that supports success for students concurrently enrolled in the associated course (e.g., ENGL C101) and must be taken with the associated course. "S" courses do not carry degree credit regardless of number.

X - A course with an "X" designator indicates an advanced career course that may not be CSU or UC transferable.

SAMPLE IGETC CERT

Cerro Coso Community College ASSOCIATE'S DEGREE GRADUATION EVALUATION 2019-2020 IGETC CERTIFICATION EVALUATION

NAME:

STUDENT ID:@ Birthdate Unite

AREAS	COURSE OPTIONS	Units Completed	Units in Progress	Area Completed?
AREA 1	English Communication UC: 2 courses/min. 6 semester units; 1 course from A and 1 from B. CSU: 3 courses/min. 9 units; Complete 1 course in Area A, B and C. A. ENGL C101; AP Course: WR 201 College: BERGEN CC	3	0	
	B. ENG(C102, C102H Course:College:	4	0	
	C. Required for CSU transfer only. SPCH C101 Course: SP 111 College: BERGEN CC	3	0	
AREA 2	Mathematical Concepts and Quantitative Reasoning 1 course; min. 3 units required. MATH C121, C121H, C130, C131, C141, C151, C152, C251, C255, C257; AP Course: College: AP Exam:	0	4 spr. 21	
AREA 3	Arts and Humanities 3 courses; min. 9 units required. Select 1 course from Area 3A and 1 from Area 3B. Select a 3rd from either area. A. ART C101, C105, C106, C106H, C107, C108; MUSC C101, C101H, C118, C173; AP Course: College: AP Exam: Course: College: AP Exam:	3	3 spr. 21	
	B. ENGL C111, C221, C221H, C222, C222H, C231, C232, C235, C235H, C241, C242, C245, C245H, C249; FILM C211; HIST C103, C103H, C104, C104H, C209; LATN C201, C202; PHIL C101, C141, C161; SPAN C211; AP Course: HIS 113 College: BERGEN CC AP Exam: Course: College: AP Exam:	3	0	
AREA 4	Social and Behavioral Sciences 3 courses; min. 9 units required. Select 1 course from at least 2 DIFFERENT sub-groups. A. ANTH C111, C121, C121H, C131, C141. B. ECON C101, C102, C103; AP. C. ANTH C141; SOCI C151, C210. D. SOCI C151. F. HIST C118, C131, C131H, C132, C132H; CLEP; AP. G. CHDV C104, C106. H. POLS C101, C101H, C102, C103. I. PSYC 0101, C101H, C151, C181, C220, C241, C271. J. ADMJ C101. SOCI C101, C131, C161, C210 Course: PY 101 College: BERGEN CC Course: S0 101 College: BERGEN CC	3,3,3	0	√

SAMPLE IGETC-CONT.

AREA 5	Physical and Biological Sciences 2 courses; min. 7 units required. Select 1 course from the Physical Sciences and 1 course from the Biological Sciences. One of the courses from either group MUST be taken with its corresponding lab. A lab course that is taken before the corresponding lecture WILL NOT be accepted. A. PHYSICAL SCIENCE CHEM C101, C111, C113, C113H, C221; GEOG C101, C111; GEOL C111; PHSC C101, C105, C111, C115, C121 C125, C131; PHYS C111, C113, C211 Course: College: AP Exam:	4	0	
	B. BIOLOGICAL SCIENCE ANTH C121 C121H; BIOL C101, C105, C105H, C111, C111H, C112, C112H, C121, C125, C141, C145, C251, C255, C262 Course: College: AP Exam:	3	0	~
	C. SCIENCE LABORATORY ANTH C122; BIOL C105, C105H, C111, C111H, C112, C112H, C125, C145, C251, C255, C262; CHEM C101, C111, C113, C113H, C221; GEOG C111; GEOL C111; PHSC C105, C115, C125; PHYS C111, C113, C211 Course:College:AP Exam:	x	x	
AREA 6	Language Other than English Required for transfer to UC only. Proficiency equivalent to two years of high school study in the same language with a "C" or better OR Select 1 of the following courses. ASL C101, C102; FREN C101; LATN C102, C201, C202; SPAN C101, C102, C180 Course: College:	N/A	N/A	
	U.S. HISTORY, CONSTITUTION AND AMERICAN IDEALS 1 course from each subject area. CSU Graduation requirement only NOTE: Courses used to meet this requirement may be used to satisfy requirements for IGETC. It is at the discretion of each CSU campus to allow double-counting in these areas and AREA 4. 1. HIST C131, C131H, C132, C132H Course: College: AP Exam:	х	x	✓
	2. POLSC101,C101H Course: College: AP Exam:	3	0	

SAMPLE IGETC-CONT.

Degree/Major			Туре				Ca	Catalog Year		Sheet At- ached
Business Administrat	tion		Ŏ AA Ŏ	AS O AA-T AS O AA-T AS O AA-T	r 🔘 AS -T	Certifica Certifica	ate			
School	Transfer GPA Units	Transfer Grade Points	Transfer GPA	Transfer Units Completed	Transfer Units In Progress	All GPA Units	All Grade Points	All GPA	All Units Completed	All Units In Progress
Bergen CC	41.00	108.00	2.63	41.00	0					
CCCC	28.00	106.00	3.79	28.00	6 fall; 7 spring					
TOTALS:	69.00	214.00	3.10	69.00	6 fall; 7 spring	0.00	0.00		0.00	0 vised 10/2019

Revised 10/2019

UNIT TOTALS AND GPA

- If a student has a GPA of 3.75 or higher at Cerro Coso, but 3.0 (or anything lower than 3.75) with all colleges combined, do not mark as "Honor Grad" on the Eval Request.
- If a student has transcripts and we are not using any coursework towards a degree, do not include the coursework in the GPA calculation, even if we have an official copy.
- In regards to using transcripts from other schools in a multi-school district, where the district lists all classes from each college on the transcript, only count courses towards the GPA from the college that you're using to meet degree requirements. For example, LACCD includes courses from all schools in the district on one transcript. A student took classes at Pierce College and LA Valley College. Some of the Pierce classes are being used to meet the degree requirement, but none of the Valley classes. Factor all Pierce classes in the GPA, but not the Valley classes.
- If a student took courses at BC and PC, but none of the coursework is being used for the degree here, then do not include BC and PC courses in the GPA.

MAJOR AND CERTIFICATE SHEETS

- Check the boxes for completed courses.
- Underline courses that are currently in progress.
- If a course is planned for the following semester, indicate with a text box.
- If the student took a class at another college, write a textbox that shows the course name, college, and unit value. *Reminder: if the student is using a class from another college that was worth less units than our course, they must still have at least 18 units in the major.

\checkmark	_ CHDV C100Principles and Practices of Teaching Young Children	;
\checkmark	CHDV C102 CHLD 116-CITRUS (3) ction to Materials and Curriculum	
	<u>CHDV C104</u> Child, Family, and Community	
	_ CHDV C106. <mark>SPRING 2021 T</mark> hild Growth and Development	

IMPORTANT NOTES

- If a student qualifies for a degree and certificate, a separate sheet must be attached to the grad eval for both, even if the courses required are the same. Example: Paralegal major sheet and Paralegal certificate sheet must both be included with the grad eval.
- Do not submit a general education pattern when the grad eval is for a certificate only.
- The following courses must be passed with a C or better
 - All courses required for the major or certificate
 - All math courses used to meet a general education requirement
 - ENGL CI0I
 - ENGL C102 (when being used for IGETC or CSU Cert Area A3)
 - SPCH CI0I
 - All IGETC courses
 - C minuses may be used only on the CSU Cert for the Golden Four
- Do not highlight on grad evals. Only use the circle and underline notations.
- Once you have completed the grad eval, add corresponding Navigate Tag (e.g. SP/SU 25 Grad).

Once you complete the evaluation and have the Petition to Graduate, submit the packet to the A&R email <u>only (cc ar@cerrocoso.edu</u>), even if classes are in progress and planned.

CSU EXECUTIVE ORDER 1100

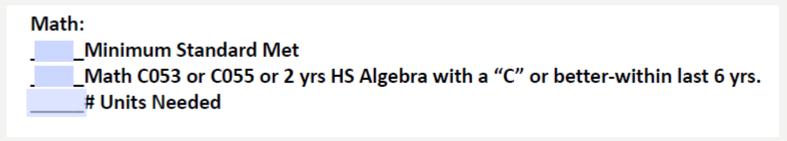
 Now that CSUs will allow C- grades to count for the Golden Four, we can also use those on the CSU Cert. ENGL C101 and math must still be passed with a C or better on the local pattern, and all IGETC classes must be passed with a C or better.

Торіс	GE Breadth (CSU only)	IGETC (CSU and UC)
Units	A single course may carry any number of units. However, courses of less than 3 semester (or 4 quarter) units are rarely approved for CSU GE (except for physical activity courses). Stand-alone lab courses, which have a prerequisite or co-requisite of the corresponding lecture course, must be a minimum of 1 semester/quarter unit.	Each course must carry a minimum of 3 semester (or 4 quarter) units. Stand-alone lab courses which have a prerequisite or co-requisite of the corresponding lecture course must be a minimum 1 semester/quarter unit.
Oral Communication	Requires Oral Communication.	Does not require Oral Communication for students transferring to the UC.
Minimum Grade	Any passing grade will count for courses other than the golden four which require a C- or better: Written Communication, Oral Communication, Critical Thinking, and Quantitative Reasoning.	Only grades of C or better will count for any courses.

NOTES ON LOCAL GE PATTERN

22-23 and earlier catalogs:

The only way to use ENGL C102 in Area 4: Quantitative Reasoning on the local general education pattern is when a student has taken two years of high school algebra within the last 6 years. (They have met the Minimum Proficiency for math)



Starting 23-24 catalog:

Students must take transfer-level math to meet Area 4: Quantitative Reasoning.

NOTES

- On the grad eval form, we are certifying for completion of IGETC and CSU Cert areas, not for completion of 60 transfer units. Example: an ECE major can be certified for UC with IGETC even though they may have 60 CSU units, but only 42 UC transferable units.
- We can use upper division units in the following instances:
 - General education requirements (IGETC notes provide some clarity)
 - Major requirements (e.g. statistics taken as UD; can use for Cyber Security)
 - ADT major requirements
 - Only upper-division courses being used are factored into the graduation GPA. Do not include all upper-division coursework on the transcript in the GPA.
- ISEP beginning with 23-24 catalog, students can use either IGETC or CSU Cert.

PROCESSING GRAD EVALS

- All official transcripts from other colleges attended must be in the Admissions & Records office before a Graduation Evaluation packet can be processed.
- Admissions & Records receives the Graduation Evaluation packet for review and processing. The preliminary review includes transfer coursework, enrollment, unit & GPA verification, etc.
- Approximately 2 weeks after the end of term (excluding holidays/college closures), final grades are submitted and rolled into academic history; Admissions & Records begins the final review of graduation petitions for <u>all</u> prospective graduating students.
- Approximately 8-10 weeks after the end of the term (excluding holidays/college closures), Admissions & Records should have petitions reviewed, awards posted to student accounts, and the data submitted to Parchment to print and mail the awards.
- Students need to check their email continuously in order to verify their mailing information with Parchment.
- Common delays missing, incomplete, or failing grades; missing official transcripts; incomplete mailing addresses; student balances.

Counseling Meeting Agenda - Cal GETC Training 9/19/2024

From:	Christine Small	
То:	Ana Mora; Andrew Mullins; Ashley Thompson; Chelsea Watson; Devin Mosley; Francisco Verni; Greg Kost; Iv	
	Ibarra; Jamie Alea; Jesus Gaytan; Karee Hamilton; Melissa Brandan; Melissa Gross; Patricia Morland; Rachel	
	<u>Barksdale; Rene Mora; Terri Hack; Timothy Allen; Trina Tobey</u>	
Subject:	All-site Counseling Meeting Materials 9-19-24	
Date:	Thursday, September 19, 2024 9:10:00 AM	
Attachments:	Cal-GETC Standards 1v2 2024.pdf	
	Flex Cal-GETC.pdf	

Good morning,

Here is the agenda for this today's meeting. Please also see relevant attachments and links below.

MB 235 and; https://kccd-edu.zoom.us/j/89716291580

*Due to some absences, we will plan to record today's meeting.

AGENDA

- 1. Cal-GETC Standards
 - a. https://icas-ca.org/standards-policies-and-procedures-manual/
 - i. Cal-GETC Standards 1.2 most recent
- 2. Local Pattern
- 3. Common Course Numbering
 - a. AB 1111 <u>https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Educational-Services-and-Support/common-course-numbering-project</u>
 - b. Phase 1 Initial 6 classes being reviewed in CIC
- 4. EW process once grade posts (updated)
 - a. Grade Appeal Process <u>https://www.cerrocoso.edu/campus-life/student-conduct/title-</u> ix/student-complaints/grade-appeal.html
 - b. Student to complete form at the bottom of the page (Statement of Grievance form): <u>https://cm.maxient.com/reportingform.php?KernCCD&layout_id=66</u>
- 5. AB 1705 Fall 2025 changes to Calculus placement
 - a. Optional co-req for Calculus I
- 6. Personnel updates
- 7. Reminders re: Advisories
 - a. Example students majoring in Biology:
 - i. Need CHEM C111 & C113. Request from department that counseling advise students to take chemistry before taking BIOL C111 and C112.
- 8. Upcoming Activities/Open Discussion

Christine Small Director of Counseling & Student Success Cerro Coso Community College





Cal-GETC

Missy Gross and Sarah King Fall Flex 08/22/24



Current Transfer GE Patterns

CSU GE Breadth (CSU Cert):

- Transfers to CSU campuses
- Generally recommended for students who are planning to transfer to a CSU (Cal Poly Humboldt, Pomona, and San Luis Obispo are part of the CSU system)

IGETC:

- Transfers to CSU campuses, UC campuses, and some out-of state campuses
- Recommended for students who plan to transfer to a UC
- Also recommend for students who are planning to apply to both CSU and UC campuses, sometimes recommended for students who plan to transfer out-of-state

Transfer GE Patterns

- Beginning in fall 2025, Cal-GETC will replace both CSU GE Breadth and IGETC
- Students who begin at Cerro Coso in fall 2025 or later must follow Cal-GETC (if following a transfer GE pattern)
- Students who begin at Cerro Coso in summer 2025 or earlier will still be able to follow either the CSU Cert or IGETC or Cal-GETC (as long as they maintain catalog rights)
- Dual and concurrent enrollment students do not gain catalog rights until they begin as regularly admitted students

Reasons to Follow a Transfer GE Pattern

- Transfer GE is the only option for Associate Degrees for Transfer (ADTs)
- CSU system
 - A fully certified Cal-GETC ensures that no additional lower-division general education will be required at the CSU (9 units of upper-division GE are required at CSUs)
- UC
 - A fully certified Cal-GETC generally means that students will not be required to take additional lower-division general education
 - Completion of Cal-GETC is not recommended by some majors at some UC campuses
- Completion of a transfer GE pattern is not required for admission, and is not a guarantee of admission. It is intended to streamline lower-division GE among CA community colleges, CSUs, and UCs.

Cal-GETC

- All CA community colleges must submit courses for Area 1C: Oral Communication
 - We are revising SPCH C101 to meet Cal-GETC standards and will submit for Area
 1C applicability
 - Students who take SPCH C101 prior to fall 2025 will be able to apply the course to Cal-GETC Area 1C provided that SPCH C101 is approved for Cal-GETC Area 1C
- Courses that were taken during the time they were approved for IGETC will apply to Cal-GETC in the same area (except for Area 1C)
- For courses taken at non-CA community colleges, we look for completion of a GE area rather than course-to-course articulation

General Requirements for Cal-GETC Courses

Courses must

- be both CSU and UC transfer approved
- o include textbooks published in the last 7 years.
 - OERs must be publicly available as textbooks, not as weblinks. They must include title, author, date
 - Lab classes must include laboratory manual published in the last seven years. May include lab manuals compiled by faculty as long as there is a date associated.
- be at least 3 units, with the exception of the 1 unit science lab, or English and math sequences.

• Courses must not

- o focus on personal, practical, performance, or applied aspects of their subject
- focus on introduction content to professional programs
- be independent study or special topics courses

Cal-GETC Areas

• AREA 1 - ENGLISH COMMUNICATION (9 units)

- o 1A: ENGLISH COMPOSITION (3 units)
- o 1B: CRITICAL THINKING AND COMPOSITION (3 units)
- 1C: ORAL COMMUNICATION (3 units)
- AREA 2 MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING (3 units)
- AREA 3 ARTS AND HUMANITIES (6 units)
 - o 3A: ARTS (3 units)
 - 3B: HUMANITIES (3 units)
- AREA 4 SOCIAL AND BEHAVIORAL SCIENCES (6 units in two different disciplines)
- AREA 5 PHYSICAL AND BIOLOGICAL SCIENCES (7 units)
 - 5A: PHYSICAL SCIENCE (3 units)
 - 5B: BIOLOGICAL SCIENCE (3 units)
 - 5C: LABORATORY (1 unit)
- AREA 6 ETHNIC STUDIES (3 units)
- https://icas-ca.org/wp-content/uploads/2024/07/Cal-GETC_Standards_1v2_2024.pdf

AREA 1A - ENGLISH COMPOSITION

Courses That Fulfill the English Composition Requirement

- The course should help students develop varied and flexible strategies for generating, drafting, and revising in multiple genres for multiple communities/audiences. The major writing assignments should receive formative peer and instructor feedback to support revision.
- Courses must support student development by identifying and implementing explicit writing and reading strategies useful for navigating audience, purpose, context, genre, language conventions, and varied sources-as-evidence.
- Examples of appropriate academic genres include synthesis-driven argumentative texts, literature reviews, and analytical essays. Genre pedagogy should be central to the course, including for example activities where students transform writing from one genre to another
- Students should compose a minimum of 5000 words of formal writing across their
- major assignments, at least 4000 of which must be in revised final draft form.
- Courses That Do Not Fulfill the English Composition Requirement
 - Literature courses
 - Humanities content-focused courses
 - Creative writing courses
 - English as a Second Language courses (ESL) with content that is exclusively language- acquisition focused.
 - Writing courses designed to meet the needs of a particular major (e.g., Writing for Engineers, Journalism, Business Writing/Communication).

AREA 1B: CRITICAL THINKING AND COMPOSITION

- Courses That Fulfill the Critical Thinking Requirement
 - Courses in Cal-GETC Area 1B (Critical Thinking and Composition) shall emphasize the formal and rhetorical components of argumentative writing that are necessary to:
 - analyze, criticize, and generate complex ideas,
 - reason inductively and deductively,
 - identify the assumptions upon which particular conclusions depend,
 - reflect critically on one's own thought processes,
 - respond appropriately to texts, with attention to their intended audience, purpose, and social context,
 - distinguish knowledge from belief and fact from judgment,
 - recognize common logical errors or fallacies of language and thought, evaluate sources with respect to their relevance, reliability, and appropriateness to the rhetorical context.
 - A minimum of 5000 words of writing is required. This 5000-word requirement may include a combination of process drafts, written peer response, and other forms of informal writing which informs students' inquiry-driven research and writing process.

AREA 1C: ORAL COMMUNICATION

- Courses That Fulfill the Oral Communication Requirement
 - Must be taught in English
 - Must provide practice in
 - understanding the theoretical foundations of creating and sharing knowledge, including the canons of rhetoric and the Aristotelian proofs of ethos, pathos, and logos
 - finding, critically examining, and using supporting materials from primary and secondary sources for credibility, accuracy, and relevance in their speeches and presentations
 - conceptualizing and effectively using compelling arguments in support of a guiding thesis and organizational pattern appropriate for the audience, occasion, and across a variety of contexts
 - knowing and adhering to ethical communication practices which include truthfulness, accuracy, honesty, and reason as essential to the integrity of communication
 - demonstrating rhetorical sensitivity to diversity, equity, inclusion, belonging, and accessibility
 - practicing and refining the concepts presented in the course through a variety of well-prepared facultysupervised, faculty-evaluated speeches delivered to a live audience (one to many) using effective delivery techniques
 - employing effective verbal and nonverbal practices while delivering a speech and managing communication apprehension
 - listening critically to provide constructive criticism to peers
 - applying rhetorical principles to analyze historical and contemporary public discourse

AREA 2 - MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

Courses That Fulfill the Math Requirement

- Baccalaureate courses in mathematics, statistics, or other quantitative disciplines. An approved course will have its primary purpose and content focused on mathematics and quantitative reasoning. Additionally, courses approved to fulfill this requirement must address students' ability to develop, present, use, and critique quantitative arguments.
- Courses That Do Not Fulfill the Math Requirement
 - Symbolic Logic, Computer Programming and survey courses are generally deemed unacceptable to fulfill the Mathematical Concepts and Quantitative Reasoning requirement. However, Math survey and Data Science courses may fulfill this requirement if the focus is on mathematical concepts and quantitative analysis at the baccalaureate level.

AREA 3A - ARTS

Courses That Fulfill the Arts Requirement

- Courses that have as their major emphasis the integration of history, theory, aesthetics, and criticism.
 Performance and studio classes may be credited toward satisfaction of this subject area if their major emphasis is the integration of history, theory, aesthetics, and criticism (e.g., courses in dance history, film art, history of architecture, history of modern art, the history of or introduction to theatre, multicultural theatre, music history, the jazz experience, music theory and analysis).
- Courses That Do Not Fulfill the Arts Requirement
 - Courses which focus on technique, skills or performance do not meet the Cal-GETC Area 3A (Arts) requirement (e.g., courses in beginning drawing, beginning painting, and readers theater and oral interpretation courses focusing primarily on performance and/or skills-building)

AREA 3B - HUMANITIES

• Courses That Fulfill the Humanities Requirement

 Acceptable Humanities courses are those that encourage students to analyze and appreciate works of philosophical, historical, literary, aesthetic, religious and cultural importance. Advanced foreign language and ESL courses (which do not have a principal focus on skills.

• Courses That Do Not Fulfill the Humanities Requirement

 Courses such as English Composition, logic, speech, creative writing, oral interpretation, readers theatre, and all elementary language other than English courses are skills or performance courses that do not meet the curricular specifications for Cal-GETC Area 3B (Humanities).

AREA 4 - SOCIAL AND BEHAVIORAL SCIENCES

• Courses That Fulfill the Social Science Requirement

- Courses focusing on how individuals, organizations, institutions, and societies interact and/or behave within socially-constructed dynamics. The pattern of coursework completed shall provide opportunities for students to develop understanding of the perspectives and research methods of the social and behavioral sciences.
 Problems and issues in these areas should be examined in their contemporary, historical, and geographical settings.
- Courses That Do Not Fulfill the Social Science Requirement
 - Courses that are not taught from the perspective of a social or behavioral science do not meet Cal-GETC Area 4 (Social and Behavioral Sciences) requirements. Consequently, courses such as Physical Geography and Statistics do not meet the Cal-GETC specifications for this area and are not approved. Community colleges should resubmit these courses in more appropriate subject areas. Courses with a practical, personal, career professional or applied focus are not approved (see Section 5.3.1). Courses in disciplines such as Administration of Justice may be approved if the content focuses on core concepts of the social and behavioral sciences.

AREA 5 - PHYSICAL AND BIOLOGICAL SCIENCES

Courses That Fulfill the Science Requirement

- Courses that focus on the core concepts of a physical or biological science discipline (e.g. observation, hypothesis testing, evidence-based reasoning, introduction, and application of fundamental theoretical principles) are appropriate to satisfy Areas 5A and 5B. Courses that evidence assessments measuring application of foundational principles are encouraged.
- A GE lab course used as part of Cal-GETC may represent the singular exposure to the physical or biological sciences and must therefore support learning by exposing students to discovery-based experiments that reveal the empirical nature of science. Science laboratory courses should rely on hands-on or validated simulation of manipulations of matter, equipment, and instrumentation. Laboratories should introduce students to the safe use of equipment and instruments relevant to the particular subject.

AREA 6 – ETHNIC STUDIES

- To be approved for this requirement, courses shall have ethnic studies prefixes. Courses without ethnic studies prefixes may meet this requirement if cross-listed with a course with an ethnic studies prefix.
- Courses must include at least 3 of the 5 following core competencies.
 - Analyze and articulate concepts such as race and racism, racialization, ethnicity, equity, ethno-centrism, eurocentrism, white supremacy, self-determination, liberation, decolonization, sovereignty, imperialism, settler colonialism, and anti-racism as analyzed in any one or more of the following: Native American Studies, African American Studies, Asian American Studies, and Latino American Studies.
 - Apply theory and knowledge produced by Native American, African American, Asian American, and/or Latina and Latino American communities to describe the critical events, histories, cultures, intellectual traditions, contributions, livedexperiences and social struggles of those groups with a particular emphasis on agency and group- affirmation.
 - Critically analyze the intersection of race and racism as they relate to class, gender, sexuality, religion, spirituality, national origin, immigration status, ability, tribal citizenship, sovereignty, language, and/or age in Native American, African American, Asian American, and/or Latina and Latino American communities.
 - Critically review how struggle, resistance, racial and social justice, solidarity, and liberation, as experienced and enacted by Native Americans, African Americans, Asian Americans and/or Latina and Latino Americans are relevant to current and structural issues such as communal, national, international, and transnational politics as, for example, in immigration, reparations, settler-colonialism, multiculturalism, language policies.
 - Describe and actively engage with anti-racist and anti-colonial issues and the practices and movements in Native American, African American, Asian American and/or Latina and Latino communities and a just and equitable society.

Resources

- Intersegmental Committee of Academic Senates (ICAS)
 - O https://icas-ca.org/
- Cal-GETC standards homepage
 - O https://icas-ca.org/standards-policies-and-procedures-manual/
- Cal-GETC standards version 1.2
 - O https://icas-ca.org/wp-content/uploads/2024/07/Cal-GETC Standards 1v2 2024.pdf