



**BOARD OF GOVERNORS
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

ACADEMIC AFFAIRS DIVISION

**APPLICATION TO PARTICIPATE IN
CALIFORNIA COMMUNITY COLLEGES
BACCALAUREATE DEGREE PILOT PROGRAM**

INSTRUCTIONS, TERMS, AND CONDITIONS

February 2015 through July 2023

APPLICATION DEADLINE:

MUST BE RECEIVED AT THE CHANCELLOR'S OFFICE BY

5 P.M. FRIDAY, DECEMBER 19, 2014

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CALENDAR OF KEY DATES

ACTION	DATE
Release of Application to Participate in the California Community Colleges Baccalaureate Degree Pilot Program	November 21, 2014
Applicant's Webinar	December 2, 2014
Deadline for Submitting Applications	December 19, 2014
Notification of Selected Pilot Programs	January 21, 2015
Baccalaureate Degree Program Commencement	No later than 2017-2018 Academic Year
Funding Model for Baccalaureate Program submitted to Board of Governors	March 16, 2015
First Biannual Progress Report Due	September 30, 2015
Legislative Analyst's Office Interim Report Due	July 1, 2018
Legislative Analyst's Office Final Report Due	July 1, 2022
Pilot Baccalaureate Program Ends	June 30, 2023
Pilot Program Participant Final Report Due	August 31, 2023

Chancellor's Office California Community Colleges

Purpose of Application to Participate in California Community Colleges Baccalaureate Degree Pilot Program /Background

On September 28, 2014, California Governor Jerry Brown signed SB 850 (Block) authorizing the Board of Governors of the California's Community Colleges (BOG), in consultation with representatives of the California State University (CSU) and University of California (UC), to establish a statewide baccalaureate degree pilot program at no more than 15 California Community Colleges. The Board of Governors was charged to develop a process for selection of the pilot programs.

Therefore, per SB 850, *Education Code section 78042 (f) (1-6)*:

A governing board of a district seeking authorization to offer a baccalaureate degree pilot program shall submit all of the following for review by the Chancellor of the California Community Colleges and approval by the Board of Governors of the California Community Colleges:

- (1) *Documentation of the district's written policy required by Education Code section 78042 (c) which reads:*

As a condition of eligibility for consideration to participate in the statewide baccalaureate degree pilot program, a district shall have a written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver pursuant to Ed. Code § 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

- (2) *The administrative plan for the baccalaureate degree pilot program, including, but not limited to, the governing board of the district's funding plan for its specific district.*
- (3) *A description of the baccalaureate degree pilot program's curriculum, faculty, and facilities.*
- (4) *The enrollment projections for the baccalaureate degree pilot program.*
- (5) *Documentation regarding unmet workforce needs specifically related to the proposed baccalaureate degree pilot program, and a written statement supporting the necessity of a four-year degree for that program.*
- (6) *Documentation of consultation with the California State University and the University of California regarding collaborative approaches to meeting regional workforce needs.*

SB 850 (Block) can be found at the following link:

http://leginfo.ca.gov/pub/13-14/bill/sen/sb_0801-0850/sb_850_bill_20140928_chaptered.htm

Program Division:	Academic Affairs Division
Vice Chancellor:	Dr. Pamela Walker
Dean:	Cris McCullough
Program Staff:	Jackie Escajeda and Rita Levy
Application Title:	California Community Colleges Baccalaureate Degree Pilot Program
Number of Pilot Colleges:	No more than 15
Term of Pilot:	February 2015 to July 2023

Instructions and Specifications for the Application to Participate in the Baccalaureate Degree Pilot Program

A. Introduction

This document contains general instructions, procedures, formats, and timelines for submitting an Application to Participate in the California Community College Baccalaureate Degree Pilot Program to the California Community Colleges Chancellor's Office (CCCCO).

Applications must be submitted using the format and sequence described in these instructions and must address the application specifications for the pilot program.

B. Eligibility

Community college districts will be allowed to submit only one application. Selected applications must receive a minimum score of 75 points; however, receiving 75 points (or more) does not guarantee approval. The Chancellor's Office reserves the right of making final selection of pilot programs. This Application to Participate may be reissued until 15 pilot programs are identified.

C. Application Clarification

If any ambiguity, conflict, discrepancy, omission, or other error in this Application to Participate is discovered, immediately notify the Chancellor's Office of the error and request a written modification or clarification of the document. A clarifying addendum will be given to all parties who have obtained the application. Insofar as practical, the Chancellor's Office will give such notice to other interested parties, but shall not be responsible for failure to do so.

The contact for this application is Jackie Escajeda who can be reached at (916) 327-2066 or jescajeda@cccco.edu.

D. Application Format and Instructions

The following instructions prescribe the format and sequence for the development and presentation of the application. All questions must be answered and all requested data must be supplied. All narrative portions of the application should be in 12 point, Arial font, single spaced, and with minimum 1" margins.

1. Table of Contents

The Table of Contents should be on a separate page, with each component of the application's narrative listed and page numbers indicated.

2. Need (Statement of Problem) PLEASE LIMIT TO FOUR PAGES

In a narrative format, concisely and clearly describe the need for the baccalaureate program that includes the elements listed below.

- a. Brief description of the proposed baccalaureate program.
- b. Description of the college and district including demographics, regional characteristics, and enrollment data.
- c. Evaluation of student interest, community support, and regional/statewide demand for the proposed program, including a statement supporting the necessity of a four-year degree for the program that is identified.
- d. Summary of regional and/or statewide labor market and employer demand that documents the unmet workforce needs specifically related to the proposed baccalaureate degree pilot program.
- e. Further evidence of need (quantitative and/or qualitative) drawn from experiences, statistics, authoritative sources, and/or research.

3. Response to the Need PLEASE LIMIT TO FOUR PAGES

In a narrative format, address the response to the need for the baccalaureate degree pilot program in the district/region. Ensure that the following components are covered:

- a. Description of the size, scope, and success of existing associate degree programs within the discipline of the proposed baccalaureate degree program at the college and within the region.

- b. Outline of how the proposed program will build upon existing programs and how it will include access for prospective students within the community.
- c. Five-year enrollment projections for the proposed baccalaureate program and the number of anticipated graduates.
- d. Evidence of lack of program duplication with the UC or the CSU statewide.
- e. Analysis of the proposed curriculum for this degree including an example of the upper division discipline work that may be required.
- f. Illustrations of the upper division general education course work that may be appropriate for the proposed degree.
- g. Timeline for program planning, implementation, requisite accreditation approval, and degree completion.

**4. Program Management/
Institutional Commitment**

PLEASE LIMIT TO TWO PAGES

Address the following in a narrative format.

- a. Summary of current and historical college/district accreditation status; and accreditation for the proposed program (if applicable).
- b. Verification of college and district long-term effective and stable fiscal management.
- c. Identification of experienced and appropriate program administration and support staff with sufficient time allocated to ensure program success for the pilot baccalaureate program.
- d. Examples of programs that the college and/or district have successfully implemented which are similar to the proposed baccalaureate degree program.
- e. Provide an organizational chart for the pilot program.

5. Identified Resources

PLEASE LIMIT TO TWO PAGES

Concisely describe the college's capacity to provide necessary and appropriate resources in support of the baccalaureate degree pilot program.

- a. Summary of funding and other resources, including professional development and curriculum development that will be provided to support the planning and implementation of the program.
- b. Evidence of the availability of discipline prepared instructional faculty and appropriate student support services and personnel.
- c. Description of facilities, instructional equipment, and supplies available for the program and/or plans for securing these essential resources.
- d. Analysis showing that the proposed baccalaureate degree can be successfully achieved with identified resources.

6. Forms (Appendices A and B)

A. The Signature Page

- a. Name of College/District (only one application may be submitted per district).
- b. Contact information and signatures of institutional support demonstrated by signatures of the District Chancellor/Superintendent, College President, Chief Business Officer, Chief Instructional Officer, Chief Student Services Officer, and Academic Senate President.

B. The BOG Fee Waiver Verification Form

Signature of the District Chancellor/Superintendent documenting the district's written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver pursuant to Education Code section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

7. Application Procedure

a. Submission requirements:

Submit two (2) hard copies of the application with original signatures (any color ink but black). Staple the application in the upper left-hand corner. Use 8-1/2"x11" white bond paper only. Please do not use binders or other covers and do not include appendices or other supplemental information unless specified in the Application to Participate. See Appendix A for the Application Signature page and Appendix B for BOG Fee Waiver Verification Form.

Mail or Deliver Applications To:

Chancellor's Office, California Community Colleges
Academic Affairs Division
1102 Q Street, 4th Floor, Suite 4554
Sacramento, CA 95811-6539
Attn: Jackie Escajeda

b. Submit an electronic copy of the entire application in a PDF format via electronic mail (email).

Email PDF To:

Jackie Escajeda at jescajeda@cccco.edu

Both the hard copy and PDF of the application must be received in the Chancellor's Office by 5:00 p.m.PST on December 19, 2014.

NOTE: The Chancellor's Office is not liable for any cost incurred by Applicant, and it is up to the Applicant to arrange for proof of delivery or tracking documentation.

E. Evaluation and Reports

Colleges selected to conduct the baccalaureate pilot programs will be responsible to collect and report program data and progress reports requested by the Chancellor's Office, in a manner prescribed by the Chancellor's Office. The bi-annual reports will be due on March 31st and September 30th with the first report due on September 30, 2015. A final report will be due at the end of the program.

F. Dissemination and Coordination Plan

Program participants are required to collaborate and share information with the pilot colleges and the Chancellor’s Office. Selected colleges must participate in program related statewide meetings.

G. Rejection of Application

The Chancellor’s Office reserves the right to reject any and all applications received.

An application **shall** be automatically rejected if:

1. It is received at the Chancellor’s Office **later** than 5 p.m. on **Friday, December 19, 2014**. Postmarks will not be accepted. **(Note: *If application is late because of a commercial carrier that guaranteed delivery by the application deadline, we will accept it only if the district provides evidence that the carrier guaranteed delivery and the carrier was responsible for failing to make the delivery by the deadline.***)
2. The application is incomplete or fails to meet the requirements or specifications.

H. Rubric/Scoring Criteria

If selected, baccalaureate programs will be recommended to the Board of Governors. It is important to note that the rubric does not include the following considerations that may influence the final list of recommended programs:

- Geographic distribution of pilot programs
- Diversity of pilot programs
- Potential duplication of pilot programs
- Verification of lack of duplication with the CSU and the UC

All applications will be evaluated and ranked on the basis of the following criteria:

Criteria	Criterion Value	Reader Score
Need (Statement of Problem)	25	
Response to Need	25	
Program Management/ Institutional Commitment	20	
Identified Resources	20	
Overall Feasibility of the Program	10	
TOTAL POINTS	100	

The following are the descriptions of the ranges on how each application will be measured:

Satisfies all components (Qualifies to be recommended to the BOG)

Score in maximum range - 100% - 75%

The application provides in-depth evidence of abilities defined by the specification. The application provides specific descriptions of how the requirements will be accomplished, and provides clear, detailed illustrations of outcomes. Applications in this range could be awarded.

Satisfies minimal components (May Qualify to Be Recommended in Current or Subsequent Rounds to the BOG with Appropriate Revisions)

Score in middle range - 74% - 50%

The application provides some evidence of abilities defined by the specification. The application provides limited or vague descriptions, or various areas lack linkage to the program goal(s). Applications in this range will not be awarded in the initial round of pilot awards.

Satisfies few or no components (Does Not Qualify to the Be Recommended to the BOG)

Score in minimum range - 49% - 0%

The application lacks the requirements defined within the application specification. The area(s) lack description, or the response is significantly deficient concerning the requirements as described in the application. Applications in this range will not be awarded.

I. Notification of the Selection of Pilot Colleges

Districts Superintendent/Chancellors will be notified if their application is selected. Public notification of selected pilot programs will be posted on the Chancellor's Office Web site.

APPENDIX A

By submission of their application, the District/College agrees to abide by the terms and conditions set forth in the Application to Participate in the California Community Colleges Baccalaureate Degree Pilot Program and the District/College application.

APPLICATION SIGNATURE PAGE

District: _____

College: _____

Address: _____

City: _____ **State:** _____ **Zip+4:** _____

District Superintendent/President (or authorized Designee)

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

College President

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

Chief Business Officer

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

Chief Instructional Officer

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

Chief Student Services Officer

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

Academic Senate President

Name: _____ Title: _____

Phone: (____) _____ Date: _____

Signature _____ E-Mail Address: _____

APPENDIX B

BOG Fee Waiver Verification Form

The District has a written policy that requires all potential students who wish to apply for a Board of Governors Fee Waiver pursuant to Section 76300 to complete and submit either a Free Application for Federal Student Aid or a California Dream Act application in lieu of completing the Board of Governors Fee Waiver application.

Signed:

Chancellor/Superintendent

Date