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**KEITH O. BOYUM**

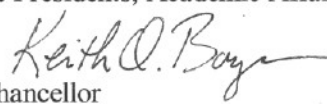
Associate Vice Chancellor, Academic Affairs

## MEMORANDUM

Code: AA-2005-38

Date: September 29, 2005

**To:** Provosts and Vice Presidents, Academic Affairs

**From:** Keith O. Boyum   
Associate Vice Chancellor  
Academic Affairs

**Subject: Campus Review and Ratification of LDTP Course Descriptors**

As you know, our first-round effort to identify lower-division transfer patterns for undergraduate majors was a success, with more than 30 disciplines reaching agreement on recommended coursework for rising majors to take in community college. CSU faculty will soon embark on the next, crucial phase of the process for this first set of agreements: developing specific descriptors for courses included in the statewide LDTPs, against which major preparation courses developed by California Community Colleges can be articulated. The development of descriptors for courses included in campus-specific LDTPs will follow.

- **This is a request that you ask departments to plan now a ratification procedure—including (if appropriate) to calendar now a December meeting--**in order best to ratify course descriptors when they are made available. Details are as follows.

In cases where there are no existing CAN descriptors, faculty identified by the Executive Committee of the Academic Senate CSU and convened by the Chancellor's Office are being asked to write descriptors on a blank sheet of paper, so to speak. In cases where CAN descriptors exist, faculty are being asked to replace the very brief CAN specifications with refreshed and elaborated course descriptors.<sup>1</sup> In both cases, the draft course descriptors will be sent to the appropriate campus academic departments for review and ratification. Course descriptors must be ratified by 75% of the departments offering that subject to be considered final.

**Please consider this a request, therefore, to encourage the appropriate departments on your campus to identify a process and a calendar by which LDTP course descriptors can be reviewed with the goal of ratification prior to winter recess.**

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<sup>1</sup> For background about how our new CSU Transfer Course Number System intersects with CAN, please see Section IV of the Memorandum of Understanding signed on August 19, 2005 by Chancellor Reed and Mark Drummond, Chancellor of the California Community Colleges, available at <http://www.calstate.edu/acadaff/ldtp.shtml>

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- The process might involve a December department meeting, if faculty as a full group wish to provide the needed review of course descriptors. If so, we hope departments will now calendar an appropriate meeting to be held before the winter holiday break.
- At departmental discretion, ratification authority could be assigned to a committee or a subgroup. In that instance, calendaring now a December meeting of that group is requested.

If ratification can occur before winter holidays, our statewide work with community colleges will be much advanced.

We expect to send the draft course descriptors to provosts/VPAs not later than Friday, December 2, 2005, with a request that they then send descriptors to the departments.

Departments that offer the following curricula are requested to participate in this process:

African American Studies	Geography
Anthropology	Government/Political Science
Art	History
Biology	Mathematics
Business	Philosophy
Chemistry	Physics
Computer Science	Psychology
Criminal Justice	Radio-TV-Film
Economics	Sociology
English	Spanish
Engineering	Speech Communication
Ethnic Studies	Statistics
Family & Consumer Sciences	Social Work

Please contact me at [kboyum@calstate.edu](mailto:kboyum@calstate.edu) or at 562/951-4712 if you have any questions or concerns.

Thank you.

c: Marshelle Thobaben, Chair, Academic Senate CSU  
Chairs, CSU Campus Academic Senates