

# Transfer VA Curriculum Development

Common Curriculum (2-year)	Engagement
Initial Outreach	Broadly to 2 and 4-year leaders (Discipline Dean and TVA Partners) Info about plan - starting a discipline, timeline, process
	Complete curriculum grid for the most related bachelor's degree (Transfer VA Partners, 4-yr departments) Build on vision not necessarily current practice.
	Create a straw curriculum – outreach to 4-year for questions - ID discussion points
	2-YR/4-YR Faculty Discussion
2-yr curriculum 4-year Review (public and private)	Propose a curriculum draft – google docs – 2-yr and 4-yr deans/faculty/gen ed provide collective feedback.
	Review by departments, collective feedback
2-yr/4-yr Meeting	Zoom meeting finalize curriculum w/ 4 years and 2 years (Faculty and Dean) Discussion on sustainability
Final Vetting (2-yr/4-yr)	4-YR – mapping to bachelor aacti tvneimtrapye(d– checking for loss of credit, barriers by prereq, etc. Dan & Micol confirm it meets table 5.1 requirements Sheri Robertson reviews 2-YR - final department review, CAO review curriculum. (Each institution signs off)
Final Doc Sign-off	Notify CAO of any substantial edits Changes related to VCCS table 5.1, resubmit to CAO Discussion item for colleges' Curriculum Committees CAO/Deans meet with faculty in discipline Presidential Council at college 4-year sign-off
2-Year Curriculum Notification	Notification to VCCS CAOs and 4YR Partners
2-Year Curriculum Implementation	Recommended and required implementation dates provided
Major (4-year)	
4-yr TG Template Provided	Template row populated with state level curriculum details prior guide creation.
4-yr Transfer Guide	University discipline creates transfer guide.
Draft	Draft vetted within university and shared with Director of Transfer for comment
Transfer Guide Review	See <a href="#">timeline</a>
4-yr Transfer Guide Final	Guide submitted to VCCS/RBC for inclusion in agreement. Uploaded to portal.