



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

TOP to CIP Transition Project Project Charter

Project Description

Transition all California Community Colleges from Taxonomy of Programs (TOP) codes to Classification of Instructional Programs (CIP) codes for programming, reporting, and tracking by Fall 2027, ensuring system alignment, compliance, and staff readiness.

Process

Establish governance structure, conduct impact assessment, develop transition schedules, update technology systems, train staff, and validate compliance.

Deliverables Provided

Updated systems and databases with CIP codes; revised catalogs, schedules, and reporting templates; training modules and communication plan; compliance validation reports.

Project Goals

Achieve full CIP implementation by Fall 2027; ensure data integrity and reporting compliance; minimize disruption to academic and administrative processes.

Guiding Principles

- Transparency and collaboration across departments;
- compliance with Chancellor's Office directives;
- focus on student success and operational efficiency
- System integration
- Security
- Compliance
- Cost effectiveness
- Business continuity

Keys to Success

- Strong leadership and stakeholder engagement
- Timely technology updates

- Effective communication and risk management
- District-wide involvement
- An understanding of the importance of the work; sense of urgency established
- Availability of resources when needed to complete the project

Key Staff Who Will Need to be Available During the Project

- Business Services
- Educational Support Services
- Instructional Operations
- Vice President, Instruction/Academic Affairs
- CTE Deans
- Curriculum Chairs
- Information Technology Department
- Institutional research staff
- Human Resources
- Others as Identified

Assumptions

1. Members of the Taskforce will meet weekly and/or as needed to keep the project on track.
2. Steering Committee Members will either meet or be provided an update monthly in order to monitor progress.
3. Documentation of meetings will be kept (example: OneDrive share folder) and available to both Steering Committee members and Operational Group members.
4. Training will be available to those who need it in a timely manner.

Budget

Estimated costs include technology upgrades, training and professional development, communication and publication updates.

Timeline Overview

Phase 1: Planning (Q4 2025 – Q2 2026) January to March

- Form Districtwide Task Force and Departmental Action Teams.
- Conduct impact assessment of systems, processes, and materials. Identify what Top Code is being used in a specific area/report.
- Develop Transition Process and Schedule with milestones.

Phase 2: Infrastructure & Operational Alignment (Q3 2026 – Q2 2027) April 2026-March 2027

- Update technology systems (databases, reporting tools, websites).
- Implement data integrity protocols.
- Begin staff training and professional development.

Phase 3: Implementation & Validation (Q3 2027) April- June 2027

- Full integration of CIP codes across all systems.
- Validate data accuracy and reporting compliance.
- Update all publications and ancillary materials.

Steering Committee Role & Composition

Provide oversight and decision-making

Vice Chancellor, Business Services

Vice Chancellor, Human Resources

Vice President of Student Services, Cuyamaca College

Vice President of Student Services, Grossmont College

Vice President of Instruction, Cuyamaca College

Vice President of Academic Affairs, Grossmont College

Associate Vice Chancellor of Educational Support Services

Associate Vice Chancellor of Technology

Senior Dean, Research

Senior Dean, Research

Taskforce Role & Composition

Execute tasks within functional areas.

- Project Manager
- Educational Support Services Business Analyst
- Instructional Operations Supervisor
- Curriculum Chairs
- District Research and Planning Supervisor
- Human Resources Analyst
- Sr. Director, Fiscal Services
- Other members identified by the initial taskforce

Project Roles

Executive Sponsors: Provide strategic direction and approve major decisions.

Chancellor

President, Grossmont College

President, Cuyamaca College

Vice Chancellor, Business Services

Vice Chancellor, Human Resources

External Consultant

Advise best practices and compliance requirements.

N/A

Functional Project Leads of Various Operational Teams

Each Operational Team will have a designated Functional Lead to do the following:
Coordinate team activities and report progress.

District IT:

Implement system changes and ensure data integrity.

Next Steps

Solidify Taskforce: Include representatives from curriculum, fiscal, research, student services, IT, HR, facilities, workforce development, and communications to start list of impacted areas

Identify a Project Manager

Establish Departmental Teams: Assign responsibilities for system updates and process changes.