



Higher Education Coordinating Commission Systems & Operations CCN SUBCOMMITTEE

3225 25th Street SE, Salem, OR 97302
www.oregon.gov/HigherEd

MEETING MINUTES

Date: May 13, 2022

TIME: 10:00AM - 12:00PM

Attendance: Julia P., Chris S., Melissa F. Susan L., Lara M., Tammy S., Dani C., Emily S., Wendy I., Rebecca M., Martin M., Cindy B., Matt S., Amy C., and Jane D-F. Missing: Andy F. and Siv B.

Link to the meeting: <https://bluecc.zoom.us/j/99554612760>

[Link to recording of the meeting](#)

Agenda item

Introductions (if we have a new member)

- Andy Freed, PCC; Not present
-

Approval of minutes from April 29th meeting (see document in Google drive)

Motion to approve: Susan Lewis; Second: Dani C.

Passed unanimously

Review of document naming conventions

- Rebecca M.: naming conventions. Sent to Julia and Chris. First thing: date; same thing for minutes. Minutes/agendas: put SYS/Ops in documents. More active documents: dates, etc.
 - Recommendation to put year first on agendas.
 - Folders for agendas/minutes.
 - Membership: titles/names. Year, month, date, Sys/Ops, Word: agenda/minutes, then the topic.
 - Folder: 1. support material 2. presentation 3. working documents.
 - Watermark "draft" on agendas/minutes. Add date to all documents and author, to trace document creation/authorship.
-

Agreement on terms for course elements: prefix; number; title; credit amount; description; learning outcomes

- Standardized terminology. Chris shared a diagram with the following terms: Prefix, course number, course title. Discussion of codes/prefix/suffix. Recommendation: Subject code, prefix (first position), course number (singular field), course suffix (after course number), course description. Add a diagram for all faculty groups. Course description: elements? Is pre-req part of this? What will be the proposed definition of "course description"? Recommendation: Summary

of the discussion-Prefix (the thing in front of the number); Suffix (after the number). Subject code (e.g., WR, WRT). Course: subject code + # together. Course Description: describes the course. Element that is the pre-req (later conversation).

- Is anyone skilled at diagramming? Rebecca knows “people” and will work on this with Tammy.
 - Information from SYS/OPS will be shared through Jane.
-

Review DRAFT frameworks based on earlier proposals (see framework and proposal documents in [Google drive](#))

- In Google Drive: Dani C. shared a document:
<https://docs.google.com/document/d/1apmDFH1fm6cdkpgZwuuvcPLvrBzQLNz/edit?usp=sharing&oid=103759306486432646916&rtpof=true&sd=true>
 - Course number: do we need to propose scenarios when course info/names/#s/subject code is the same? Element of course # and element of subject code (title aside for now).
 - Dani C.: we were asked in Nov/Dec 2021 to check in to see what our systems are capable of. Amy C. recalls this, during preliminary work; there is a folder w/some responses. Members encouraged to add any relevant doc's to the Google folder.
 - Jane: clarifying TC's division of tasks/responsibilities for Faculty/Sys/Ops subcommittees.
 - The possibility of adding a suffix to address problems w/similarly named courses/issues with systems and previously #rd courses or repeats.
 - Homework/challenge for members. Timeline: By 5/20, please put in the Google drive some materials for the group to look at concerning these topics. Would someone like to draft a decision tree (course #)? (Rebecca & Tammy). Principles? some of the ways forward to Faculty Subcommittees? Looking at variability among courses? All members, add any relevant documents to Google folder. [Link to TC CCN List of Courses](#). Emily: please make notes/add to the document.
 - Martin: who has purview over the course # (ask TC). Julia: we need to propose frameworks because we will not have that certainty, yet.
 - Julia: Consider using the most commonly used #/prefix, so we “do the most good for the most students.”
-

June 2nd meeting: 8:30 am - 4 pm

- Chris: Save the date has been sent out. It looks like 6/2 is the next best date for this group. The earlier decisions are made, the better for Faculty CCN groups.
 - Thoughts on holding the 6/2 time; breaking it up or...?
 - Julia: Consider what we put forward as a framework will be compelling enough to influence decisions made in Faculty subcommittees. Hold 8:30-2:30, 6/2.
 - Will the group be ready to vote next meeting? Work out pieces, then vote on the whole package. Hold afternoon (time TBD) for votes, to make sure everyone is there. Suggested that the mtg. is via Zoom, to ensure max. attendance.
-

Input for Julia and Chris for May 19th update to the Transfer Council: any challenges for the subcommittee, and/or any clarifications or other needs from the Transfer Council.

- Input on ?s TC has asked: 1. who has purview for course #/subject code? 2. any req. from legislation for aligning subject codes? (Julia: legislation requires “framework”), 3. replacement: Andy Freed, 4. approving minutes, 5. naming folders in Google drive, 6. agreed on terminology.
-

Review of Any Decisions and Next Steps

- Review/approval of 4/29

- Terms defined.
 - Rebecca/Tammy dev. a diagram for a decision tree.
 - Homework: add additional files to Google drive.
 - Jane: arrange/name folders and tiles according to minutes.
 - Next meeting: specifics on framework. Introducing Andy F.
 - Emily S.: added [this PowerPoint](#) to the Google folder.
-

Public comments

- None

***Meeting protocol for the public:** Please have your camera off and mute your microphone. Five minutes will be set aside at the end of each meeting for public comments. If you have questions, please email them to Jennifer Markey at jennifer.markey@hecc.oregon.gov or Jane Denison-Furness at jane.denison-furness@hecc.oregon.gov

Related documents:

- [CCN Faculty Course Alignment Subcommittee group charge final](#)
- [OR SB 233](#)
- [Tracking CCN at OR Institutions](#)
- [CCN Faculty Subcommittee Orientation Presentation](#)