

# Higher Education Coordinating Commission

## Systems & Operations CCN SUBCOMMITTEE

Julia Pomerenk, Co-chair

Chris Sweet, Co-chair

Siv Barnum

Melissa Frey

Susan Lewis

Lara Miller

Tammy Salman

Dani Crouch

Emily Sharratt

Wendy Ivie

Rebecca Mathern

Martin Main

Cindy Baccar

Matt Stillman

Amy Clark

Andy Freed

### MEETING MINUTES

July 28, 2022

9:00 am-11:00 Am

**Present:** Julia P, Melissa F, Susan L, Lara M, Tammy S, Emily S, Wendy I, Rebecca M, Martin M, Cindy B, Amy C, Andy F, and Siv B.

**Absent:** Chris S, Matt S, Dani C.

Link to the recording:

[https://bluecc.zoom.us/rec/share/NZFqFNO44JIYBc9AV\\_li80i1z9Ap4hwHinEKqmsRDE-w\\_xQzBQxkOyRVQqEWwE0i.zUr-697B87WITjEA](https://bluecc.zoom.us/rec/share/NZFqFNO44JIYBc9AV_li80i1z9Ap4hwHinEKqmsRDE-w_xQzBQxkOyRVQqEWwE0i.zUr-697B87WITjEA)

#### Agenda item

- Meeting started 9:03 am meeting ended at 10:51 pm
- **Julia welcomed Donna Lewelling, CCWD Director**

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#### Review & approval of June 2, 2022 minutes

**MOTION:** Rebecca Mathern motioned approval of the June 2<sup>nd</sup>, 2022 minutes as amended and Tammy Salman seconded the motion. Motion passed unanimously.

Amendments to CCN SYS/Ops Progress Report & Recommendations:

- ❖ on Page 2: the top three lines of text were removed and the Motion text under the italicized statement was moved under the New Framework discussion heading.
- ❖ Also on Page 2, the parenthetical phrase after the Course title heading was removed.
- ❖ On Page 3 in the MOTION text, this phrase was removed: "it passed unanimously." The spelling was corrected for Emily Sharratt's name on all pages.

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Update on July 21st Transfer Council (TC) meeting

- ❖ Donna said that there were a couple of topics that were discussed at Transfer Council, such as clear business rules, subject code, course title, and number of characters.
- ❖ Melissa asked to see the minutes to review. Donna had the draft minutes and identified the areas for the Sys & Ops Subcommittee. There was discussion about adding some character limits for SIS data fields. The recommended framework was discussed.

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**Discuss and Develop specifics for Framework Based on Transfer Council Feedback (to allow vote at next TC meeting)**

- ❖ How do we want to respond on title and subject code parameters? SIS (student information systems) limitations for course title fields and subject code fields were discussed, as members considered what additional information to provide for the TC. The subcommittee generally agreed to collect and provide the character limits for these two data fields in the different SIS used across the state, as guidance for the faculty subcommittees as they do their work. Was noted that there may be impacts due to the capabilities of SIS (student information systems). Members noted the recommendations in the June 2 report to the TC as a starting point for further clarification to the TC. Members agreed that alignment among subject codes and titles is encouraged and examples were provided that would lead to greater alignment.
  - ❖ Donna reviewed the charge to the faculty subcommittees: Members of the faculty alignment subcommittee must make recommendations on a single course number, prefix, and title to TC that are in the alignment with the recommendation of the Sys & Ops Subcommittee (see charge). Subcommittee members suggested that the TC may revise the initial charge, in light of the recommended framework from the Sys & Ops Subcommittee that responds to their charge.
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### **Review Research/Homework**

As the meeting drew to a close, the homework tasks, timeline, and process were reviewed. Those elements were included in a follow-up email message sent from Co-Chair Julia Pomerenk, after the meeting. That memo is quoted, below.

Homework: to be completed by 8/8 and no later than 8/11, when we next meet:

- ❖ Review the DRAFT memo with additional information, to be distributed by Jennifer Markey, early next week.
- ❖ Send any comments and/or suggested revisions to Jennifer—ideally by 8/8 so that Chris and I can review the compiled responses prior to our 8/11 meeting.
- ❖ Update the “SysOps Base Info” spreadsheet on our Google drive with the most available letter (designator), after talking with others at your institution. You’ll see an added column to the far right.
- ❖ Be the first to update the “SysOps Base Info” spreadsheet with the Subject Code character limits for any of these Student Information Systems. (Again, I’ve added a column on the right.)
  - Jenzabar
  - Ellucian Colleague
  - Homegrown SIS at Rogue CC
- ❖ Be the first to update the “SysOps Base Info” spreadsheet with the Course Title character limits for any of these Student Information Systems. (Again, I’ve added a column on the right.)
  - Jenzabar

- Ellucian Colleague
- Homegrown SIS at Rogue CC

Bonus Homework for Susan Lewis:

- ❖ Draft the additional information related to Course Outcomes and send to Jennifer to be included in the DRAFT memo.

Following the meeting, Susan Lewis provided the following language to be included in the DRAFT memo.

#### Course outcomes

For courses identified as part of the Common Course Numbering System, institutions are expected to adopt course outcomes as written by faculty subcommittees and approved by the Transfer Council. Variations in outcomes are only allowed to account for stylistic nuance requirements of individual institutions. The intent of the outcome must remain the same. Measurability does not represent a stylistic nuance. The following is an example of how an outcome may be written differently without changing the intent:

- ❖ Students will be able to apply biological principles and generalizations to novel problems.
- ❖ Apply biological principles and generalizations to novel problems.
- ❖ Application of biological principles and generalizations to novel problems.

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Public comments – N/A

**\*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](mailto:jennifer.markey@hecc.oregon.gov) or Jane Denison-Furness at [jane.denison-furness@hecc.oregon.gov](mailto: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](#)