

Higher Education Coordinating Commission

Systems & Operations CCN SUBCOMMITTEE

MEETING MINUTES

Date June 2, 2022

TIME: 8:30AM-2:30PM

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

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

10 is majority for recommendation

Link to the meeting: <https://bluecc.zoom.us/j/91849724225>

Link to recording of the meeting:

https://bluecc.zoom.us/rec/share/YJdNWrZ36GNjZebWx3Hkvp2zYljAgjrkljjpgXHfjxlyY_tU4BnXEHGNL7-MPI-w1.fJr768-smVC9xZaL

Agenda item

Meeting started 8:33 am meeting ended at 2:28 pm

Review & approval of May 27th minutes

MOTION: Susan Lewis motioned approval of the May 27th minutes and Matt Stillman seconded the motion, it passed unanimously.

Discuss Framework Recommendation

- review frameworks

Guiding Principles
Do the most good for the most students.
Make the most meaningful changes, and create the fewest negative impacts.
Courses in the CCN framework are clearly identifiable.
Meet minimum requirements of the legislation.
The framework should be sustainable.



Tracking CCN at
Oregon Institutions_ (

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- 4 elements of the Common framework
 1. Common Course Description must match, allowing stylistics differences

Motion: Emily Sharrett motioned the course title not be used as required primary designator for CCN system course, Wendy Ivie seconded the motion. Motion passed with 11 votes in favor and 4 votes opposed. (One voting member was not present at the time of the vote.)

New Framework discussion [Framework - Google Docs](#)

*There must be a common designator in the framework
Schools have the ability to have the designator in additional locations
as desired*

Subject code

Schools are encouraged to align subject codes where feasible.

If the subject matches, schools may retain their existing subject codes even if they are abbreviated differently.

I.e. HIST and HST are both allowable.

Note: The Sys Ops Subcom recognizes that there are broader discussions happening when subjects do not align. Sys ops subcom will make recommendations after getting additional guidance.

Course number (can include prefixes and/or suffixes)

Include a uniform designator in the course number suffix as part of all CCN course numbers.

Change course numbers when necessary to align across all Oregon community colleges and universities.

Course description

Individual institutional catalog course descriptions must match the baseline course description as approved by faculty subcommittees. Additions to a course description may include:

- Stylistic nuances that do not change the meaning of the description, based on institutional guidelines.
- Course requisites
- Other housekeeping items
- Substantive (less than 25% of the course) additional statements that summarize any local course outcomes.

Course title (*catalog and transcript/SIS title*)

Course titles should match among institutions.

- Allowing for some institutional stylistic nuances

The course title will not be the required primary designator for the common course numbering system courses.

MOTION: Emily Sharrett motioned approval of the framework recommendation to the Transfer Council and Martin Main seconded the motion, it passed unanimously. Motion passed with 13 votes in favor and 3 votes opposed.

Required research prior to next SysOps SubCom meeting:

Determine if a “+”, other character or other letter is problematic for the software your institution uses.

Determine if the 4th or 5th character following the number is best for your institution.

Be prepared to discuss pros/cons of these options.

Determine if a delimiter is needed to interface with external systems (e.g. Fed, VA, etc.) and if that will be feasible in combination with other items like honors courses (101-C and 101H-C)

Determine if local guidelines/outcomes currently exceed the 25% (e.g GenEd information, core outcomes)

Define parameters of course outcomes as was done for course description

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 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](#)