CCN Subcommittee Progress Report
& Recommendations
Systems & Operations Subcommittee

Subcommittee Chairs

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June 9, 2022

Date of last meeting

June 2, 2022

Plans for next meeting

Next meetings are expected to be set for late June or July.
Members of the Systems & Operations Subcommittee do plan to meet over the summer.

Overview

Beginning with a meeting on April 12, 2022, the members of the Systems & Operations Subcommittee (Sys Ops Subcom) have met five times to date and have logged 12 meeting hours. The 16 voting members have demonstrated commitment to student success and the success of the Common Course Numbering (CCN) work. Their collegiality runs as strongly as their expertise. They are to be commended for constructing a framework within a tight timeline.

The perceived need to provide the framework as soon as possible prompted the subcommittee to hold a marathon meeting on June 2, 2022, so that our recommended framework could be forwarded to the Transfer Council for consideration at its meeting on June 17, 2022. The Systems & Operations Subcommittee met the challenge to build a sturdy framework, while the concurrent work of the faculty subcommittees had already begun, without the benefit of an approved framework for their work.

The subcommittee will also move forward with further Subject Code Recommendations in cases where the subject itself does not align (for example, Statistics and Math), following additional guidance from the Transfer Council.

The subcommittee will move forward to gather information from individual institutions to support ongoing discussion and additional decisions regarding implementing the framework, as approved by the subcommittee on June 2, 2022.

The subcommittee remains willing and able to serve as a resource for the Transfer Council and the faculty subcommittees as the work to implement common course numbering continues.

Action Items Completed

ACTIVITY	STATUS
Establish Guiding Principles for Subcommittee's Work	APPROVED (unanimously) May 27, 2022 **Guiding Principles** 1. Do the most good for the most students. 2. Make the most meaningful changes, and create the fewest negative impacts. 3. Courses in the CCN (Common Course Number Numbering) framework are clearly identifiable. 4. Meet minimum requirements of the legislation. 5. The framework should be sustainable.
Recommend Framework for CCN (Common Course Numbering)	APPROVED (13 to 3) June 2, 2022 **CCN Framework** **There must be a common designator in the framework.** **[The subcommittee uses "designator" to note some element added to the course so that it is clearly identified as one of the Common Course Number courses. The common designator recommended (below) is a suffix added to the course number, such as MATH 111*. The chosen suffix has not been identified, yet.]** **Schools have the ability to have the designator in additional locations as desired.** **[The subcommittee uses "additional**

locations" to note the fields in Student Information Systems and/or the places in a course title or course description that an institution may use to identify a Common Course Number course, in addition to using the common designator.]

Rationale:
This recommendation aligns strongly with Guiding Principles # 1, 2, 3, 4, and 5.

A common designator placed in a common location supports students as they take courses and transfer among schools.

With the common designator in place for similarity across schools, then schools may identify the CCN courses in additional ways, as well, to meet their needs.

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.

Definition:
Subject Code is defined as the element of a course that is an abbreviation of the Subject and that precedes the Course Number. Courses are most often referred to by the Subject Code and Course Number, such as MATH 121.

Rationale:
This recommendation aligns with

	Guiding Principle #2.
	Based on Guideline #2, we view minor abbreviation differences as acceptable. Forcing full alignment could cause a lot of unnecessary work and create confusion for students. Slight variations such as MTH and. MATH and HST and HIST are not viewed as problematic.
	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 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.** Rationale: This recommendation aligns with Guiding Principles #1, 2, 3, 4, and 5. Placing the designator in the course number is the most readily seen location for students and advisors, within registration systems and degree audit systems. Using the course number is more reliable and trustworthy in terms of systems use and data reporting because the course number field in Student Information Systems (SIS) is a validated field and not a 'free' format field which

	would be subject to error.
	[The subcommittee uses validated fields to refer to elements in Student Information Systems that are double-checked automatically against tables of allowable entries. In contrast, 'free" format fields are open to whatever a user may type into that field and are not double-checked against allowable entries. More user errors can be introduced in "free' format fields. Validated fields provide more dependability.]
	This recommendation supports a more sustainable, long-term solution than alternatives considered.
	Course Description
	Individual institutional catalog course descriptions must match the baseline course description as approved by faculty subcommittees.
	Additions to course descriptions 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**
	[The subcommittee uses the term "housekeeping items, above, to note the individual items that an institution may add to course descriptions, such as how often the course it taught or whether the course fulfills an institutional requirement.]

	<u>Rationale</u> This recommendation aligns with Guiding Principles #1, 2, 3, and 4. Following the work of the faculty subcommittees and the alignment of learning outcomes, the courses in the common course numbering system will be equivalent at their core, so a baseline course description will reflect that equivalency. In addition to the baseline description, institutions may add elements that are particular to the needs and/or protocol of the institution as described, above. **Course 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.** <u>Rationale</u> This recommendation aligns with Guiding Principles #1, 2, and 5. Because courses in the common course numbering system will primarily be identified by the common designator of a suffix following the course number, exact matches among course titles are not necessary. With other alignment among the CCN courses, course title alignment is expected. NOTE: Institutions need to be able to include

	stylistic elements that follow course title protocols at the institution. Course titles, as abbreviated on transcripts, are limited by the number of characters in that data field.

Action Items In-progress/Pending

ACTIVITY	STATUS
Recommend Framework for Subject Code when subjects do not align	**Pending** Additional guidance from the Transfer Council is needed. Subcommittee members will discuss further and make a further recommendation, after receiving additional guidance from the Transfer Council.
Required Research prior to the next Sys Ops Subcom meeting	**In Progress** Subcommittee members will gather information from their institutions (and peer institutions) to support ongoing discussion and additional decisions regarding implementing the framework, as approved. This research includes: ● 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. - Determine if a delimiter [a character to note the boundary between two regions in text] 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% rule (e.g. GenEd information, course outcomes). - Define parameters of course outcomes as was done for course description. - Be prepared to discuss pros/cons.

Questions for Transfer Council

- What guidance can the Transfer Council provide regarding subject codes when the subjects do not align, such as Math and Statistics?
- What communication protocols are appropriate among the subcommittees? For example, should the subcommittee chairs/co-chairs connect directly with each other? Or should the subcommittee chairs/co-chairs connect directly with the co-chairs of the Transfer Council?
- How will elements of the CCN system be recorded and stored, for reference over time?
- How will the process to introduce change for any CCN course be monitored over time?

Other Notes

- Members of the Sys Ops Subcomm referred to the Guiding Principles (unanimously approved by the subcommittee) as they developed the framework. Members established Subject Code as the term for the abbreviation used by institutions for Subjects, for example HIST or HST for History. Members did note that our charge uses the word "prefix" for this term.

Signed (via email transmission) by Julia Pomerenk and Chris Sweet Date: June 9, 2022

Copies provided to:

    CCN Systems & Operations Co-chairs: Julia Pomerenk and Chris Sweet

    Transfer Council Co-chairs: Susan Jeffords and Teresa Rivenes

    HECC Support Staff: Jane Denison-Furness and Jennifer Markey

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