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## PERMANENT ADMINISTRATIVE ORDER

### CCWD 3-2018

CHAPTER 589  
HIGHER EDUCATION COORDINATING COMMISSION  
OFFICE OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT

**FILED**  
07/18/2018 11:24 AM  
ARCHIVES DIVISION  
SECRETARY OF STATE  
& LEGISLATIVE COUNSEL

FILING CAPTION: Allows Oregon community colleges to develop and issue non-credit training certificates.

EFFECTIVE DATE: 07/18/2018

AGENCY APPROVED DATE: 07/14/2018

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#### RULES:

589-006-0050, 589-006-0300

AMEND: 589-006-0050

REPEAL: Temporary 589-006-0050 from CCWD 1-2018

RULE TITLE: Definitions

NOTICE FILED DATE: 04/10/2018

RULE SUMMARY: This filing corrects technical errors in a prior agency filing which left a needed definition out of adopted rules and inserted duplicate language.

#### RULE TEXT:

For the purposes of division 6 of chapter 589, the following definitions apply:

- (1) "Academic standard of achievement" means demonstrated achievement, proficiency, or measured learning acknowledged as meeting a predetermined academic standard, which is normally noted through a record transcribed and maintained by the college.
- (2) "Associate degree" means a state-approved lower division undergraduate award issued by a community college that indicates satisfactory completion of a course of study approved by the community college board.
- (3) "Associate of Applied Science (AAS)" means a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce. AAS degrees may also help to prepare students for career advancement, occupational licensure, or further study at the baccalaureate level.
- (4) "Associate of Applied Science degree option" means a transcribed specialization within a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce.
- (5) "Associate of Arts Oregon Transfer (AAOT) degree" means a state-approved associate degree that is intended to prepare students to transfer into upper division courses for a baccalaureate degree.
- (6) "Associate of General Studies" means a state-approved associate degree that is intended to meet the individual student needs using a variety of collegiate-level courses to meet degree requirements.
- (7) "Associate of Science" means a state-approved associate degree that is intended to prepare students to transfer into

an upper division baccalaureate degree program in areas such as Business, Science, Mathematics and Engineering. The Associate of Science degree is often designed to meet the requirements of a specific receiving institution.

(8) "Business and Industry Based program" means an Associate of Applied Science degree or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.

(9) "Career Pathways Certificate of Completion" means a form of certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates pertain to a grouping of 12 to 44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree/option or an Independent Certificate of Completion (with a minimum size of 45 credits), have a defined job entry point, represent collegiate-level work, and meet Commission standards and criteria.

(10) "Career Technical Education courses" means the collegiate-level occupational preparatory or occupational supplementary courses that are designed to prepare persons for entrance into and employment stability and advancement in specific occupations or clusters of closely related occupations. Career Technical Education courses include both occupational preparatory and occupational supplementary courses.

(11) "Career Technical Education program" means collegiate-level coursework that is designed to prepare persons for entrance into and employment stability and advancement in specific occupations or clusters of closely related occupations. Career Technical Education programs result in the achievement of a state-approved certificate of completion, associate of applied science degree or associate of applied science degree option.

(12) "Certificate of Completion" means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be state-approved, have a defined job entry point, represent collegiate-level work, be credit bearing, and meet Commission standards and criteria.

(13) "Clock or contact hours" means one clock (or contact) hour that is 60 minutes long. No more than 10 minutes of each hour can be used for a regularly-scheduled break or passing period.

(14) "Collegiate-level work" means course and program content that provides skills and information beyond that which is normally gained before or during the secondary level. It is characterized by analysis, synthesis and application in which students demonstrate an integration of skills and critical thinking. It is a term that denotes more than college or university transfer courses. It also includes Career Technical Education and other courses that exceed basic skills, workplace readiness and fundamental basic skills. Courses must be collegiate-level if used to fulfill a requirement in an associate degree, option or certificate of completion program.

(15) "Complementary courses in general education" means as courses that are designed to serve as supportive parts of Career Technical Education. They are designed to aid students in attaining a higher degree of self-development and to assist the student to make a maximum contribution as a citizen in a democratic society.

(16) "Continuing education units (CEUs)" means a form of recognition given for completion of a unit of training for selected occupational supplementary courses. CEUs are based on time attended and not on the assessment of learning.

(17) "Credit" means an indication or certification by a school that a student has completed a unit of study, demonstrated achievement or proficiency, or manifested measured learning outside of school, so as to have satisfied a portion of the requirements for a degree or for any other academic recognition offered by the school.

(18) "Credit course" means courses offered by the college as part of a lower division transfer degree or approved Career Technical Education program.

(19) "Degree" means any academic or honorary title, rank or status that may be used for any purpose whatsoever, which is designated by a symbol or series of letters or words such as, but not limited to, associate, bachelor, master, or doctor, and forms or abbreviations thereof that signifies, purports, or may generally be taken to signify:

(a) Completion of a course of instruction at the college or university level; or

(b) Demonstration of achievement or proficiency comparable to such completion; or

(c) Recognition for nonacademic learning, public service or any other reason of distinction comparable to such completion.

- (20) "Deleted program" means the permanent elimination of a program previously approved by community college boards and the Commission.
- (21) "Detrimental duplication" means a situation that occurs when recruitment of students for a new program or location will tend to redirect prospects from a fixed pool concomitant with the application of publicly funded educational cost subsidies, thereby significantly reducing enrollment in existing similar programs for which student financial aid is available but the number of prospective enrollees is limited by non-financial factors such as interest, qualifications needed for admission, internship openings for students, and job openings for graduates.
- (22) "Direct control" means the community college maintains direct and sole responsibility for the academic quality of all aspects of all programs and courses through management and supervision by faculty and institutional administrators.
- (23) "Educational programs" means state-approved certificates of completion and associate degree programs.
- (24) "General education" means the introduction to the content and methodology of the major areas of knowledge including the humanities and fine arts, the natural sciences, mathematics, and the social sciences and helps students develop the mental skills that will make them more effective learners and citizens in a democratic society.
- (25) "Commission" means the Higher Education Coordinating Commission established by ORS 351.715.
- (26) "Hobby course" means any directed activity engaged in by individuals as an avocation resulting in a collection of objects or in the production of works.
- (27) "Intersegmental" means across segments of education. See "Segment of education."
- (28) "Laboratory or lab" means an instructional setting in which students work independently with the instructor available and in the instructional area for assistance and supervision.
- (29) "Lecture" means an instructional setting in which the instructor delivers information.
- (30) "Lecture or laboratory (lecture or lab)" means an instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated, and lecture and lab are dependent upon each other for the student's educational success.
- (31) "Local community college program approval" means the approval by the local community college board of education or its designee indicating that a program has met or exceeded local community college program standards and processes prior to being submitted to the Commission or its designee for review.
- (32) "Lower Division Collegiate (LDC)" means collegiate-level work in areas of instruction that parallel the offerings of the first two years of Oregon's four-year institutions, and are generally accepted for transfer by Oregon's public higher education institutions.
- (33) "New location of an approved program" means a facility where students collectively may receive instruction in the program face-to-face or through telecommunications in a community not previously so served, including a non-Oregon location within 50 miles of where a comparable program is located in Oregon.
- (34) "New program" means any program not previously approved by the Commission, the Office of Degree Authorization or by their predecessor review authorities, regardless of whether it comprises new instructional components or the reassembled components of existing programs.
- (35) "Non-credit course" means a course that does not offer college credit for completion and generally cannot be used as part of a credit based degree or certificate program. No assessment of learning generally takes place.
- (36) "Non-credit Training Certificate" means a form of recognition awarded by a community college made up of a single stand-alone course or a series of courses that do not offer college credit for completion. An assessment of measurable outcomes or mastery of learning or knowledge is required.
- (37) "Occupational preparatory program" means a state-approved Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations.
- (38) "Occupational supplementary program" means a state-approved program designed for individuals who have already entered an occupation and seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement.
- (39) "Office" means the Office of Community Colleges and Workforce Development;

(40) "Other education courses" means general self-improvement courses intended primarily for adults and independent of Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs. Other education courses include areas of instruction not otherwise included in the Career Technical Education and lower division collegiate categories. Other education course areas include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories.

(41) "Program" means any organized teaching and learning activity in which successful completion qualifies a student for a degree, a certificate of substantial academic or vocational learning short of a degree, a certificate of preparation related to new or modified occupational licensure, or another academic or vocational certificate that represents a shorter period of activity but has value as a public credential.

(42) "Program amendment" means a change in a state-approved program submitted to the Commission or its designee by a college to receive approval to revise the program. Revisions include minor changes in curriculum content, courses, program outcomes and titles.

(43) "Program approval" means the process by which the local community college board and the Commission acknowledge that a program has met the applicable program standards and requirements of the local board and Commission or its designees. Program approval also includes the authorization of the program by the Office of Degree Authorization.

(44) "Publicly funded" means controlled by an agency of government or by a public corporation as occurs in Oregon community colleges, institutions of higher education, and the Oregon Health & Science University, regardless of specific sources and applications of funds, or controlled by a private entity but subsidized with appropriated public funds received directly for program operation rather than indirectly in the form of student financial aid.

(45) "Recognition award" means an award given to a student by a community college for completion of a state-approved course or courses or for attendance and participation in workshops or seminars. Recognition awards may not be called "certificates of completion" or "certificates" and may not be included on the official student transcript.

(46) "Recreational course" means any directed activity in which individuals participate with the purpose of engaging in physical activity, except those activities which focus on physical fitness or which directly relate to the initial skill development of physical activities in which individuals could reasonably be expected to participate during most of their adult lives.

(47) "Related instruction" means programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted. They must contain a recognizable body of instruction in program-related areas of communication, computation and human relations. Additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Related instruction areas are either embedded within the program curriculum or taught in blocks of specialized instruction.

(48) "Segment of education" means any one of the following:

(a) Oregon community colleges, community college districts, or service districts, together with every other postsecondary program or location ultimately sponsored by the Commission;

(b) Oregon state-owned institutions of higher education and related organizational units, together with every other postsecondary program or location ultimately sponsored by the Commission;

(c) The Oregon Health & Science University, any hereafter created public corporations for higher education, and any organizational units of such public corporations, together with every postsecondary program or location under their ultimate sponsorship;

(d) Private Oregon degree-granting institutions and organizations and all non-Oregon entities offering residential instruction in Oregon for credit toward full degrees approved by the Office of Degree Authorization, together with every postsecondary program or location they sponsor; and

(e) Private nondegree career schools offering instruction in Oregon and licensed under ORS 345, together with every postsecondary program or location they sponsor.

(49) "Stand-alone occupational preparatory courses" means courses designed for individuals seeking to build knowledge and skills for initial employment in an area not included in one or more of a community college's existing approved Associate of Applied Science degree or certificate of completion programs. Also see Occupational Preparatory Program.

(50) "Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.

(51) "State-approved program" means a community college certificate of completion or associate degree program that has met and continues to meet the standards and criteria of the Commission and has received authorization by the Office of Degree Authorization.

(52) "Suspended program" means the temporary removal of a state-approved program from the overall curriculum of a community college by the local community college board of education or their designee.

STATUTORY/OTHER AUTHORITY: ORS 326.051

STATUTES/OTHER IMPLEMENTED: ORS 341.425, ORS 341.465

AMEND: 589-006-0300

REPEAL: Temporary 589-006-0300 from CCWD 1-2018

RULE TITLE: Approval of Career Technical Education Courses, Certificate of Completion and Associate of Applied Science Degree Programs

NOTICE FILED DATE: 04/10/2018

RULE SUMMARY: This filing corrects technical errors in a prior agency filing which left a needed definition out of adopted rules and inserted duplicate language.

RULE TEXT:

- (1) The Commission delegates to the Office the authority to approve Career Technical Education courses.
- (2) Career Technical Education courses consist of either occupational preparatory courses or occupational supplementary courses.
- (3) The Office will use the Career Technical Education Course Approval Procedure and Certificate of Completion and Associate Degree Approval Procedure to approve Career Technical Education courses and programs.
- (4) Career Technical Education courses are approved by the Commission or its designee, either as a component of the curriculum for a state- approved certificate of completion, associate of applied science degree, or associate of applied science degree option program, or through an individual course approval process as identified in the Career Technical Education Course Approval Procedure.
- (5) Commission standards for approval of occupational preparatory courses are included in the Career Technical Education Course Approval Procedure and include but are not be limited to:
  - (a) Courses are delivered under the direct control of the college and are either:
    - (A) Approved as part of a community college certificate of completion, associate of applied science degree program, or associate of applied science degree option; or
    - (B) Approved as a stand-alone occupational preparatory course.
  - (b) Courses are collegiate-level and provide education and training directed to the development of abilities, skills, understanding, and attitudes needed to enter into an occupation.
  - (c) Courses are designed for occupational employment and are not necessarily directed toward completion of baccalaureate degree requirements.
  - (d) Courses are developed and operated with the advice and counsel of employers, employees and other persons knowledgeable about the requirements of the occupations involved.
  - (e) Courses will not adversely impact or detrimentally duplicate similar intersegmental courses offered locally.
- (6) Occupational preparatory courses may not be offered by the local community college prior to the approval of the Higher Education Coordinating Commission or its designee.
- (7) Commission standards for approval of occupational supplementary courses are included in the Career Technical Education Course Approval Procedure and include but are not be limited to:
  - (a) Courses are delivered under the direct control of the college and may or may not be components of a community college certificate of completion or associate of applied science degree program.
  - (b) Courses are not necessarily directed toward the completion of requirements for a baccalaureate degree.
  - (c) Courses are collegiate- level and provide education and training designed to develop or enhance abilities, skills, understandings and attitudes needed to improve occupational skills in order to achieve employment stability or advancement.
  - (d) Courses are developed and operated with the advice and counsel of employers, employees and other persons knowledgeable of the requirements of the occupation involved.
- (8) Occupational supplementary courses may be offered by the local community college prior to final approval by the department as identified in the Career Technical Education Course Approval Procedure under conditions that include the following:

- (a) The local community college has a local course approval process in place and assures that the occupational supplementary standards have been met.
- (b) The community college is willing to take the risk that the course may not be approved and may be non-reimbursable.
- (9) Career Technical Education courses will be numbered using course numbering conventions as approved by the department.
- (10) Career Technical Education programs will be approved by the Commission based on meeting the general community college program requirements for certificates of completion, associate of applied science degrees or associate of applied science options as identified in 589-006-0100.
- (11) Commission standards and criteria for approval of Career Technical Education are included in the Certificate of Completion and Associate Degree Approval Procedures and include but are not be limited to:
- (a) The program is developed and will be implemented, operated and evaluated as a joint venture with business, industry and labor; and
- (b) The college demonstrates capacity to offer the program and will provide the necessary resources and services to assure that students can attain the skills and knowledge necessary to fulfill the stated objectives of the program, and
- (c) The curriculum for the program demonstrates a cohesive instructional system that will lead to the attainment of the academic and Career Technical Education exit proficiencies needed for success in the occupational field; and
- (d) The instructional design for the program provides the appropriate access, flexibility and evaluation components to provide appropriate instruction for students within the program; and
- (e) The program provides access to all students and provides the necessary additional and supplemental services for special populations and protected classes; and
- (f) Program need is based on local, regional, state, and national statistics and forecasts documenting that an employment demand for family wage occupations is not or cannot be met through existing programs; and
- (g) The program provides direct connections to appropriate certificates of advanced mastery as well as other programs in the college, other institutions of postsecondary education, and future training opportunities; and
- (h) The program has continuous improvement systems in place that provide for program input through evaluation based on instructor, employer and student satisfaction follow-up data.
- (12) Career Technical Education programs will include the sequence of courses for the program including general education and related instruction, Career Technical Education required, elective and specialization courses. Program approval materials will also include course numbers, credit/non-credit and clock/contact hours for the course.
- (13) Provisions will be made within the Certificate of Completion and Associate Degree Approval Procedures to allow for the development, approval, implementation and evaluation of certificate of completion, associate of applied science degree and associate of applied science degree options for statewide or regional consortium of community colleges. Statewide and regional consortia certificates and degrees will address a specific program need through a cohesive and transferable curriculum among and between participating colleges.
- (14) Provisions will be made within the Certificate of Completion and Associate Degree Approval Procedures to allow for the development, approval, implementation, and evaluation of Business and Industry-based programs that are designed for employers to meet specific occupational and educational needs of their current employees.
- (15) New Career Technical Education programs will be submitted for approval following the processes outlined in the Oregon Community Colleges Handbook and Planning Guide.

STATUTORY/OTHER AUTHORITY: ORS 350.075

STATUTES/OTHER IMPLEMENTED: ORS 350.075