

Systems and Operations Subcommittee Charge

I. Purpose/charge

The Systems and Operations Subcommittee of the Transfer Council is charged with development and implementation of systems related to common course numbering system CCNS. The framework for the CCNS shall include course numbers, titles, prefixes, and accommodate descriptions and core common outcomes as identified for the course by the Faculty Subcommittee.

This subcommittee may receive additional requests for recommendations regarding transfer systems and operations topics from the Transfer Council. These requests will come in the form of a memo from the Transfer Council.

[This revised section approved September 15, 2023 by subcommittee.]

II. Background/Context

350.429 Transfer Council responsibilities; reports; rules.

(3)(a) No later than September 1 of each year, the council shall report to the commission on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

(b) No later than December 15 of each year, the commission shall report to the interim committees of the Legislative Assembly responsible for higher education on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

[This section—with no revisions noted as needed—was reviewed September 15, 2023 by subcommittee.]

III. Authorities/responsibilities

On behalf of the Transfer Council, the subcommittee oversees the development and implementation of systems and operations related to the common course numbering system CCNS. The subcommittee shall consider a system that creates a framework for course numbers, titles, and prefixes whenever possible. The framework should accommodate the course descriptions and common course outcomes as identified by faculty subcommittees. This recommendation for the framework shall be recommended to the Transfer Council prior to the start of implementation.

NOTE: This language, with the underlined addition above, mirrors the language in Section I, Purpose/charge.

If this section (III, Authorities/responsibilities) needs to remain—in addition to

being stated in Section I, Purpose/charge—then adding language, as below, to mirror the addition that was approved at our last meeting, seems reasonable.

This subcommittee may receive additional requests for recommendations regarding transfer systems and operations topics from the Transfer Council. These requests will come in the form of a memo from the Transfer Council.

NOTE: It was suggested at the last meeting that the Maintenance items listed at the end of the original document be moved to this section. If Section I and Section III both remain and both mirror each other, then both Section I and Section III could add the underlined language, below.

NOTE: Though these elements are at the end of our original charge, do we think that this is the work of the subcommittee? The review cycle seems to be work that HECC staff are doing, beginning with the surveys that were sent this summer. For the stakeholder task, what would be next steps (taken by whom?) if we did identify stakeholders? This could seem to be the work of the Transfer Council or of HECC staff.

Rather than be charged to do these elements, it might be more appropriate for the subcommittee to respond to a review cycle and to a stakeholder list initially proposed by some other entity.

The subcommittee is also responsible for maintenance aspects of the CCNS. The subcommittee shall identify a schedule and factors to consider for a review cycle. The subcommittee shall identify stakeholder groups to remain actively engaged in ongoing and future CCNS work.

IV. Guiding Principles

The subcommittee shall use the following principles to guide its development and implementation of a statewide CCNS:

- ~~The full participation of institutional and other key stakeholders in the review process is vital to achieving sound, equitable, student-focused policy.~~
- ~~Recommendations are informed by clearly defined research and data.~~
- ~~The CCNS applies to all institutions with an emphasis on underrepresented populations.~~
- ~~The CCNS focuses on improving the needs of underserved populations.~~

NOTE: If this section can be revised and if the principles listed above can be replaced by the guiding principles, below, that the subcommittee adopted at its May 27, 2022 meeting—then the language above can be deleted.

If this section is standard on all subcommittee charge documents and needs to remain, then the section below can just be added.

NOTE: In the last meeting, members suggested that “implementation” be replaced by “guidance in implementation.” If that revision is approved in Section IV, then it ought to be approved in Section I, for consistency within the document.

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) framework are clearly identifiable.
4. Meet minimum requirements of the legislation.
5. The framework should be sustainable.

V. Governance and Policies

Under SB233:

- ~~For a subcommittee that will not make recommendations to the council on a subject that will be submitted by the council to the commission under ORS 350.429 (1)(d)(A) to (D), the council may appoint any individual employed by a public university listed in ORS 352.002 or a community college operated under ORS chapter 341, including faculty, registrars, academic advisors and academic administrators.~~

NOTE: We may want to eliminate the bullet point above, because our subcommittee DOES make recommendations to the council. Is there alternate language that should replace the bullet point? Is there SB233 language that does pertain to our subcommittee?

NOTE: This section should include the information we were given regarding the non-simple majority that is needed for motions that ARE recommendations to the council.

Our minutes show that **Jane** will provide the needed language to address the two notes above.

NOTE: Underlined language was added, as suggested at the last meeting, to define simple majority.

NOTE: I de-italized the third bullet point, below, for consistency with the rest of the document. I also de-capitalized council, below, for consistency with the first bullet point that appears to be language from the legislation.

- If members vote on an issue that is not a recommendation to the council, a simple majority can be employed. (Simple majority is defined as one more than half of the members voting.)
- Two or more members of a subcommittee who disagree with recommendations that are submitted to the council on a subject that will be submitted by the council may jointly submit a minority report to the council that contains alternate recommendations. A minority report created under this

paragraph shall be submitted to the council along with the majority recommendations.

- If members ~~CCNS Workgroup~~ cannot reach agreement on tasks, proposed solutions shall be brought to the Transfer Council in a summary document that contains the issue and each subcommittee member's position on the issue.

NOTE: The bullet point above was noted as stand-alone Section VII, below. It seems to fit under Governance and Policy, so I moved it. The bullet point above seems to provide policy for situations that do not fit into the minority report scenario.

VI. Terms of Service

- Members of the Systems and Operations Subcommittee may serve consecutive terms, with the ongoing approval by their institutional leadership.

Members of the Systems and Operations Subcommittee serve for two years and may serve consecutive terms.

NOTE: The text in blue shows earlier suggested revisions. The text immediately above does not include details about the nomination and approval process. That process may vary among our institutions.

~~VII. If CCNS Workgroup (Subcommittee) cannot reach agreement on tasks, proposed solutions shall be brought to the Transfer Council in a summary document that contains the issue and each subcommittee member's position on the issue.~~

NOTE: This section was moved, above, into Section V.

VIII. Timeline

NOTE: If Section VII, above, is eliminated, then this section becomes Section VII.

Reasonable timelines (allowing for the time required to meet notification criteria within public meeting law) for requests will be included in the memos sent from the Transfer Council to the subcommittee.

NOTE: The sentence, above, seems to capture the intention of the subcommittee's discussion at the last meeting. The elements below do not seem to be needed, as they reflect internal processes of the Transfer Council.

~~*When the timeline is tight, the Transfer Council chair or co-chairs may send a request to the subcommittee prior to a vote by the Transfer Council.~~

~~In those rare case the "subcommittee request memo" will be sent from the Cochairs or Chairs and be approved at the next Transfer Council Meeting.~~

~~Winter/Spring 2022: CCN Subcommittees meet to make recommendations on number, prefix, and name where possible.~~

~~July 2022: Committees finalize first year courses, submit to Transfer Council for approval~~

~~October 2022: HECC Meeting HECC staff presentation to Commission on CCN progress~~

~~November 2022: HECC Meeting and Approval~~

~~December 1, 2022: Early Catalog deadline~~

~~Academic Year 2023: Courses designated for 2023-2024 are now available for student enrollment~~

TIMELINE for additional charge:

Month	
May 20 2023	Transfer Council discuss and approve additional charge for this group's work.
Late May Early June 2023	Upon approval from the subcommittee, provides recommendations to the Transfer Council on HECC qualitative survey for 2023.
June 15 2023	Subcommittee presents recommendations to the Transfer Council and Transfer Council approves
Late June 2023	Survey administered by HECC staff and data collected from institutions
August 1 2023	Survey due back from all institutions
August 2023	HECC staff presents report for Transfer Council approval
Sept 1, 2023	Transfer Council approves submits annual report to the Higher Education Coordinating Commission.
Dec 15, 2023	Higher Education Coordinating Commission submits annual report to Legislative Assembly.

NOTE: All the timeline text could be eliminated, as noted above.

● Maintenance

- ~~The subcommittee shall identify a schedule and factors of consideration for a review cycle.~~
- ~~The subcommittee shall identify stakeholder groups to remain actively engaged in ongoing and future CCNS work.~~

NOTE: This section was moved into Section III, above.

A revision history could be included here.

Initial charge approved by Transfer Council

date needs to be added

Revision by Transfer Council

May 15, 2023

Revision by Transfer Council

enter date, following approval

DRAFT