



MEMORANDUM: Work Product
Request

TO: The Systems and Operations Subcommittee

FROM: Transfer Council

DATE: Revised February 29, 2024 (original memo dated December 12, 2023)

SUBJECT: Feedback request for Systems and Operations Subcommittee

Dear Systems and Operations Subcommittee,

This memorandum serves as an official request between the Transfer Council and the Systems and Operations Subcommittee for the purpose of requesting assistance with providing feedback on the [Faculty Course Alignment Subcommittee Charge](#) which states in part:

I. Purpose/charge

Faculty nominated for Faculty Course Alignment Subcommittees are tasked with the following:

- Aligning designated course learning outcomes. All courses must be 100% aligned to these outcomes, however, a faculty can add outcomes as long as the added outcomes do not change the agreed upon statewide course learning outcomes and associated credits awarded
- Members of the Faculty Course Alignment Subcommittee must align the number of credits for which a course is offered.
- Members of the Faculty Course Alignment Subcommittee must make recommendations on a single course number, prefix, and title, to the Transfer Council that are in alignment with the recommendations of the Common Course Number System Subcommittee (see the Common Course Number System Subcommittee charge).

Transfer Council would like to thank the Systems and Operations Subcommittee for their willingness to share their expertise and experience regarding credit alignment, including how courses are articulated from community colleges to universities (vertical transfer) and between community colleges/universities (horizontal transfer).

The TC is now requesting that you discuss the following.

- a) The issue of credit differences as it relates to Common Course Numbering. What should happen with an “extra” credit if a student takes a 5-credit course that articulates to a 4-credit course at the receiving institution. List possible options or approaches to this problem credit variance issue.

The work product requested is a memo with information on the issue listed above, as well as any recommendation you can offer on these topics.

For example, a recommendation might say something like the following:

- We have discussed the issue of credit differences and recommend that where possible, credit differences should be avoided.
- We do not believe credit differences should occur and the TC should limit instances of this.
- We do not believe credit differences are a significant issue, and faculty subgroups should err on the side of student learning and field best practices.

Note: The above information was provided to Transfer Council at the February 15, 2024 meeting and can also be found in a Work Process Memo from Systems and Operations to Transfer Council, dated February 6, 2024.

Thank you again for your continued service,

Transfer Council Co-chairs Teresa Rivenes and Jose Coll

Copies: Donna Lewelling, Director of Community Colleges and Workforce Development, HECC
Veronica Dujon, Director of Academic Policy and Authorization, HECC

