



MEMORANDUM: Work Process Request

TO: Transfer Council

FROM: Systems and Operations Subcommittee

DATE: 3/15/2024

SUBJECT: Approval Request for Revised Framework for Common Course Numbering

This memorandum serves as an official request between the Systems and Operations Subcommittee and the Transfer Council for the purpose of requesting **approval for the Revised Framework for Common Course Numbering** (attached to the end of this memo). The current framework can be found on pages 14 and 15 of the CCN Handbook. [https://www.oregon.gov/highered/about/transfer/Documents/Transfer-Resources/CCN\\_Handbook\\_December\\_2022.pdf](https://www.oregon.gov/highered/about/transfer/Documents/Transfer-Resources/CCN_Handbook_December_2022.pdf)

The Systems and Operations Subcommittee would like to thank the Transfer Council for their support and guidance with transfer-related concerns, especially issues related to Common Course Numbering, Major Transfer Maps, and the legislatively required reporting for such initiatives.

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The Systems and Operations Subcommittee would like to request the following from the Transfer Council:

**Approval of the revised CCN course framework.**

The response requested is a memo with the following:

- Approval of the revised CCN course framework
- Confirmation of how the revised framework will be distributed to other subcommittees
- Confirmation of how the revised framework will be made available to the public

Please provide the above information in a memo by 4/26/2024 (a week after the April Transfer Council meeting) to:

- Jane Denison-Furness ([jane.Denison-furness@hecc.oregon.gov](mailto:jane.Denison-furness@hecc.oregon.gov))
- Jennifer Markey ([transfercouncil@hecc.oregon.gov](mailto:transfercouncil@hecc.oregon.gov)) and
- Systems and Operations Subcommittee Co-chairs: Chris Sweet ([chris.sweet@clackamas.edu](mailto:chris.sweet@clackamas.edu)) and Julia Pomerenk ([jpom@uoregon.edu](mailto:jpom@uoregon.edu))

Additionally, one or both of the Systems and Operations Subcommittee Co-chairs will share this memo addressed to the Transfer Council at the Transfer Council meeting on 4/18/2024 at whatever time this agenda item will be discussed for the purpose of summarizing the work process memo and responding to questions.

Additional Background:

The revised framework provides a more comprehensive presentation of the elements connected to the CCN courses. The revised framework is the product of discussions during many subcommittee meetings and in response to many requests for clarification from other CCN subcommittees. The revised framework will support the ongoing successful implementation of the CCN courses across the state. Members of the Systems and Operations Subcommittee approved this revised framework at the subcommittee meeting on 3/14/2024.

Thank you again for your continued service.

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

Recommendation for Framework		Vote
Course Designator	<p>There must be a common course designator.</p> <p>The designator shall be Z (capitalized), and the Z shall be in the final position in the course number field, with no spaces (for example Math 111Z or Math 111HZ).</p>	<p>Revised Framework approved March 14, 2024.</p> <p>VOTE: Y:13 N:0 A:1 APPROVED</p>
Subject	<p>Subjects must match, whenever feasible.</p> <p>Faculty subcommittees shall decide upon a common subject (such as History) as part of their recommendations to the Transfer Council.</p> <p>If a faculty subcommittee cannot come to agreement on a common subject, the faculty subcommittee shall consult with the Systems and Operations Subcommittee before requesting an exception from the Transfer Council.</p>	
Subject Code (Prefix)	<p>Subject codes (prefixes) must match, whenever feasible.</p> <p>Existing subject codes may be retained even if they are abbreviated differently (for example, HIST and HST are both allowable).</p> <p>When an institution begins to offer CCN courses in a new subject or revises existing courses to align subjects, institutions should select the subject code used most across the State.</p> <p><i>*See the August 11, 2022 Memo for rationale.</i></p>	
Course Number	<p>The course number (such as 111Z) must match.</p> <p>Existing course numbers may need to be changed, to achieve matching course numbers.</p>	
Course Credit	<p><del>Information on Course Credits was removed from the approved framework and will be added once Transfer Council agrees on this issue.</del></p> <p><del>Course credit must match, whenever feasible.</del></p> <p><del>Faculty subcommittees shall decide upon a credit amount (such as 4 quarter credits or 5 quarter credits) as part of their recommendation to the Transfer Council.</del></p> <p><del>If a faculty subcommittee cannot come to agreement on course credit, the faculty subcommittee shall consult with the Systems and Operations Subcommittee before requesting an exception from the Transfer Council.</del></p> <p><del>Prior to consulting with the Systems and Operations Subcommittee, faculty subcommittees must consider these options:</del></p> <ul style="list-style-type: none"> <li><del>● Align the credit at the lower credit amount, by reducing the credit at one or more institutions;</del></li> <li><del>● Align the credit at the lower credit amount, by reducing the credit at one or more institutions and recommending that institutions create a co-requisite course to provide the additional credit.</del></li> </ul> <p><del>In any rare case when a faculty subcommittee cannot reach an</del></p>	

	<p><del>agreement on course credit, after considering all options, then the faculty subcommittee must present the pedagogical and student success imperatives justifying the credit variance and any negative impacts as part of the consultation with the Systems and Operations Subcommittee.</del></p> <p><del>CCN courses must be offered with the approved credit amount (or for the approved credit variance). CCN courses may not be offered for any credit amount outside the approved amount (or approved variance), including being offered in a manner split across terms.</del></p>	
<p>Course Description</p>	<p>Course descriptions must match the baseline course description as approved by faculty subcommittees. Institutions may make minor adjustments and additions to course descriptions as described below:</p> <ul style="list-style-type: none"> <li>• Stylistic nuances that do not change the meaning of the description, based on institutional guidelines</li> <li>• Course requisites</li> <li>• Other housekeeping items</li> </ul> <p>Examples of Writing 121Z course descriptions:</p> <p><b>Approved baseline course description</b></p> <p>WR 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.</p> <p><b>Approved baseline course description with minor adjustments and additions (showing added course requisites and housekeeping items)</b></p> <p>WR 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes. Previously WR 121.</p> <p>Prereq: SAT Reading or SAT Writing score below 37, or ACT verbal score below 32, or equivalent.</p>	
<p>Course Learning Outcomes</p>	<p>Course learning outcomes must match the baseline course learning outcomes as approved by faculty subcommittees.</p> <p>Institutions may make minor adjustments and additions to course learning outcomes as described below:</p> <ul style="list-style-type: none"> <li>• Stylistic nuances that do not change the meaning of the course learning outcomes, based on institutional guidelines.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Substantive additional statements that summarize any local course learning outcomes, assuming they are less than 25% of the course learning outcomes or no more than one additional learning outcome.</li> <li>● Additional learning outcomes specific to categorical institutional requirements such as information literacy or general education are allowed and are not counted in the 25% or one additional course learning outcome noted above, as they are not outcomes specific to only one course.</li> </ul> <p>Examples of Writing 121Z course learning outcomes:</p> <p><b>Approved baseline course learning outcomes</b></p> <ol style="list-style-type: none"> <li>1. Apply rhetorical concepts through analyzing and composing a variety of texts.</li> <li>2. Engage texts critically, ethically, and strategically to support writing goals.</li> <li>3. Develop flexible composing, revising, and editing strategies for a variety of purposes, audiences, writing situations, and genres.</li> <li>4. Reflect on knowledge and skills developed in this course and their potential applications in other writing contexts.</li> </ol> <p><b>Approved baseline course learning outcomes with minor adjustments and additions (showing stylistic nuances and a categorical institutional requirement)</b></p> <p>Upon successful completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>1. apply rhetorical concepts through analyzing and composing a variety of texts; (WR1)(WR3)(CCN)</li> <li>2. engage texts critically, ethically, and strategically to support writing goals;(WR1)(IL2)(IL4)(CCN)</li> <li>3. identify and apply some basic elements of information literacy and critical thinking such as locating and analyzing sources, evaluating evidence, and answering objections;(WR1)(WR2)(IL1)(IL2)(IL3)(IL4)(IL5)</li> <li>4. develop flexible composing, revising, and editing strategies for a variety of purposes, audiences, writing situations, and genres;(WR1)(CCN)</li> <li>5. reflect on knowledge and skills developed in this course and their potential applications in other writing contexts. (WR1)(WR3)(CCN)</li> </ol>	
Course Title	Course titles must match the course title as approved by the faculty subcommittee. Some institutional stylistic nuances are allowed.	

	<p>The course title will not be the required primary designator for the common course numbering system courses.</p> <p>Examples of course titles:</p> <ul style="list-style-type: none"><li>● MTH 111Z<ul style="list-style-type: none"><li>○ Precalculus I: Functions (approved title)</li><li>○ Precalculus I - Functions (with institutional stylistic nuance)</li></ul></li><li>● WR 121Z<ul style="list-style-type: none"><li>○ Composition I (approved title)</li><li>○ Composition I*GTW (with institutional stylistic nuance)</li></ul></li></ul> <p><i>*See the August 11, 2022 Memo for additional information.</i></p>	
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