

March 20, 2025

Outcomes Assessment Subcommittee

2025.7 March 2025 Revised Outcomes Assessment Subcommittee Charge

Summary:

The Outcomes Assessment Subcommittee Charge was revised to remove language that limited the subcommittee's ability to advise any Transfer Council subcommittee concerning outcomes.

Staff Recommendation:

Staff recommends approving the revised subcommittee charge, as written.

Recommended Motion:

Move to approve the revised Outcomes Assessment Subcommittee Charge, as written.

Outcomes Assessment Subcommittee

I. Purpose and Charge

The Outcomes Assessment Subcommittee is charged with locating, refining, and recommending a guide for writing clear, observable, and measurable outcomes based on recognized best practices. Outcomes should be student-focused and demonstrate actionable attributes. Additionally, the Outcomes Assessment Subcommittee will serve as a resource for Transfer Council Subcommittees, providing expertise and guidance in the creation of course learning outcomes.

The Subcommittee will make recommendations to the Transfer Council to address the creation and maintenance of outcomes for Transfer Council Subcommittees. The Subcommittee is encouraged to reach out to various resources and stakeholders during the development of a guide for best practices. The Subcommittee will be convened and supported by HECC staff.

II. Background and Context

[Under Senate Bill 233 \(2021\)](#) the Transfer Council is tasked with overseeing the development of a common course numbering system for courses that are:

A. *introductory and other lower division courses with similar learning outcomes, and taught in accelerated college credit programs, public post-secondary institutions of education and participating nonpublic post-secondary institutions of education in this state.*

The courses must be aligned in such a way so that institutions in this state:

- B. *Accept a transfer of academic credit for each course...as if the academic credit was earned at the institution that is accepting the transfer of academic credit with respect to:*
- i. *The total amount of academic credit awarded;*
 - ii. *Satisfying general education requirements for graduation; and*
 - iii. *Satisfying any requirements for a major in a baccalaureate or associate degree program.*

III. Authorities and Responsibilities

The Outcomes Assessment Subcommittee oversees the adoption of a guide for best practices for writing course learning outcomes, which are included in the CCN Handbook. The subcommittee is also tasked with providing expertise and guidance for Transfer Council Subcommittees, who are tasked with making recommendations to the Transfer Council. The group is required to meet as many times as is necessary to create a course learning outcomes guide. Additionally, the group will serve as a resource for Transfer Council Subcommittees by attending meetings, as requested by Transfer Council Chair(s), to advise groups on the creation of outcomes according to the best practices guide. The Outcomes Assessment Subcommittee will serve as an advisory subcommittee comprised of members with expertise in writing and assessing course learning outcomes.

IV. Governance and Policies

Under SB233:

- A. [The subcommittee]...*must have equal representation from universities and community colleges*
 - i. The Transfer Council voted for each subcommittee to have 4 representatives from Oregon universities and 4 from Oregon's community colleges.
 - ii. *A majority of the members of a subcommittee...constitutes a quorum for the transaction of business of the subcommittee.*
 - iii. *Official action by a subcommittee on recommendations to be made to the council on a subject that will be submitted by the council to the commission...requires the approval of three-fifths of the members of the subcommittee.*
 - iv. If members vote on something that is not a recommendation to the council, a simple majority can be employed
 - v. *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 to the commission under section 8 (1)(d)(A) to (D) of this 2021 Act 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 with the majority recommendations.*
- B. If faculty 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.
- C. Terms of service
 - i. Members of the Outcomes Assessment Subcommittee serve for two years

V. Maintenance

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