

## Common Course Number System Outcomes Assessment Subcommittee

### I. Purpose and Charge

The Common Course Numbering Systems (CCNS) Outcomes Assessment Subcommittee is charged with locating, refining, and recommending a guide for writing clear, observable, and measurable course learning 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 CCNS Faculty Subcommittees, providing expertise and guidance in the creation of course learning outcomes for CCNS aligned courses.

The Subcommittee will make recommendations to the Transfer Council to address the creation and maintenance of course learning outcomes in CCNS Faculty 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:

- *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:

- *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:*
  - *The total amount of academic credit awarded;*
  - *Satisfying general education requirements for graduation; and*
  - *Satisfying any requirements for a major in a baccalaureate or associate degree program.*

### III. Authorities and Responsibilities

The Common Course Numbering System Outcomes Assessment Subcommittee oversees the adoption of a guide for best practices for writing course learning outcomes. The subcommittee is also tasked with providing expertise and guidance for Faculty Course Alignment Subcommittees, who are tasked with making recommendations on course alignment 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 Faculty Course Alignment Subcommittees by attending meetings, as requested by Faculty Subcommittee Chair(s), to advise groups on the creation of course learning 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:

- [The subcommittee]...*must have equal representation from universities and community colleges*
  - The Transfer Council voted for each subcommittee to have 4 representatives from Oregon universities and 4 from Oregon's community colleges.
  - *A majority of the members of a subcommittee...constitutes a quorum for the transaction of business of the subcommittee.*
  - *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.*
  - If members vote on something that is not a recommendation to the council, a simple majority can be employed
  - *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.*
- 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.
- Terms of service
  - Members of the Outcomes Assessment Subcommittee serve for two years

## **V. Timeline**

Winter/Spring 2023: CCN Outcomes Assessment Subcommittee meets to create a guide for writing course learning outcomes for CCN Faculty Subcommittees. The CCN Outcomes Assessment Subcommittee also serves as a resource for CCN Faculty Subcommittees by advising and providing expertise by attending meetings, as requested.

June 2023: Committees finalize second year courses and submit recommendations to Transfer Council for approval. CCN Outcomes Assessment Subcommittee submits recommendations for best practices to Transfer Council for approval.

October 2023: HECC Meeting-HECC Staff presentation to Commission on CCN progress.

November 2023: HECC Meeting and Approval.

December 2023: Early Catalog deadline.

Academic Year 2024: Courses designated for 2024-25 are available for student enrollment.

## **VI. 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 future CCNS work.