

Summary of CCN Systems & Operations Z Designator Memo, October 21, 2022

The following chart provides a summary of information on the selection of an alpha character to signify a common course numbered (CCN) course. The Systems & Operations Subcommittee calls this character a course “designator.”

The Systems & Operations Subcommittee conducted research to determine the designator that met the following criteria:

1. used infrequently,
2. would cause the least disruption for institutions currently using the selected designator, and
3. is feasible, considering the four student information systems used by all 24 public institutions.

Research revealed that “Z” is the optimal choice, given these parameters (e.g., MTH 111Z).

Recommendation	Vote
Course Designator: Z	Approved 15 Yes, 0 No

Chart approved by CCN Systems & Operations Co-chairs Julia Pomerenk and Chris Sweet, 10/18/2022

Institutions currently using “Z” after a course number:

Institution	Number of courses using “Z” after a course number	Plans for switching to “Z” as CCN designator (after course number)
Portland CC	114 courses (on the books), including non-credit courses. 48 courses with “Z” were taught last year.	PCC selected V, X, Y, Z as the best option for an alpha designator; all are currently in use. – Andy Freed, Dir. Of Learning Technology & Innovation in Online Learning
Chemeketa CC	Three courses: PE185ZA, PE185ZB, & PE185ZC	“PE courses have letters A-Z in the fourth and fifth digit. We have MUP courses that do use the 4th digit (A-Z). A symbol would work better though if we need to move courses, we will do our best to do so.” -Melissa Frey, Registrar
Clatsop CC	Currently, courses with the number “115” use Z.	“I have found a solution for more than half of them...Most of them [courses with Z] are training classes that are not used towards a degree.” – Siv Barnum, Registrar
Linn Benton CC	Two courses: PE 185Z and PE 185ZS.	None discussed.
Tillamook Bay CC	Waiting for a reply from Ron Neu, Asst. Registrar	

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HECC Recommendation: HECC staff recommends the use “Z” as the designator for CCN courses based on the work of the Systems & Operations subcommittee.

MEMORANDUM**TO:** Transfer Council**FROM:** Chris Sweet and Julia Pomerenk, Co-chairs of the CCN Systems & Operations Subcommittee**DATE:** October 12, 2022**SUBJECT:** Use of “Z” as Designator for Commonly Numbered Courses

As co-chairs of the Systems & Operations Subcommittee, we wanted to provide an update on the specific alpha character that would be used to designate those courses that are part of the commonly numbered courses.

As a recap, we presented our framework to the Transfer Council on August 18, 2022, which the Council approved. During that presentation we noted that we hadn’t decided on a specific designator. After a lot of work, it was determined that a special character would not work, and ultimately an alpha character (A-Z) would be best.

The 24 institutions were polled a couple of times to provide input on what alpha characters would or would not work. The results highlighted one alpha character, “Z”, that would work best. 17 institutions indicated that “Z” was ok to use (4 of whom specifically indicated “Z” was best). We did have 5 institutions that indicated that “Z” is already in use at their institution (2 of whom indicated they could make “Z” work). Upon review of that information, during the CCN Systems and Operations subcommittee meeting on September 29, 2022, the committee voted unanimously to adopt “Z” as the alpha designator.

We do acknowledge that some institutions already use “Z” but are confident they will be able to accommodate the change. With the early determination that a special character would not work, it was decided that an alpha character would be best, and “Z” was our best option. This creates the least amount of harm overall, which is one of our guiding principles.

Copies: Donna Lewelling, HECC

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Members of the Systems & Operations Subcommittee