Systems and Operations Subcommittee Charge

I. Purpose/Charge

The Systems and Operations Subcommittee of the Transfer Council is charged with the development and implementation of systems related to the common course numbering system (CCNS).

II. Background/Context

350.429 Transfer Council responsibilities; reports; rules.

(3)(a) No later than September 1 of each year, the council shall report to the commission on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

(b) No later than December 15 of each year, the commission shall report to the interim committees of the Legislative Assembly responsible for higher education on the progress the council is making in enhancing and maintaining the common course numbering system described in ORS 350.423 and on any other current work regarding the transfer of academic credit on which the council is focused.

III. Authorities/Responsibilities

On behalf of the Transfer Council, the subcommittee oversees the development and implementation of systems and operations related to the common course numbering system (CCNS). The subcommittee shall consider a system that creates a framework for course numbers, titles, and prefixes whenever possible. The framework should accommodate the course descriptions and common course outcomes as identified by faculty subcommittees. This recommendation for the framework shall be recommended to the Transfer Council prior to the start of implementation.

This subcommittee may receive additional requests for recommendations regarding transfer systems and operations topics from the Transfer Council. These requests will come in the form of a memo from the Transfer Council.

The subcommittee is also responsible for maintenance aspects of the CCNS, including additional courses to recommend for the CCNS. The subcommittee shall identify a schedule and factors to consider for a review cycle. The subcommittee may identify stakeholder groups to actively engage in ongoing and future CCNS work.

IV. Guiding Principles

The subcommittee shall use the following principles to guide its development and implementation of a statewide CCNS:

- Engage the full participation of institutional and other key stakeholders in the review process which is vital to achieving sound, equitable, student-focused policy.
- Use clearly defined research and data to inform recommendations.
- Apply the CCNS to all institutions.
- Improve the successful transfer of underserved populations.
- Do the most good for the most students.
- Make the most meaningful changes and create the fewest negative impacts.
- Ensure courses in the CCN (Common Course Number) framework are clearly

identifiable.
- Meet the minimum requirements of the legislation.
- Ensure that the framework is sustainable.

V. Governance and Policies

Under SB233, the Systems and Operations Subcommittee must have equal representation from universities and community colleges

- The Transfer Council voted for each subcommittee to have 8 representatives from Oregon universities and 8 from Oregon's community colleges.
- A majority of the members of a subcommittee constitute 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 members cannot reach an 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.

VI. Terms of service

- Members serve for two years. Individuals may serve more than one term and may serve consecutive terms. All appointments are approved by the Transfer Council.

VII. Timeline

The subcommittee will set priorities for completing tasks based on a timeline created by co-chairs and approved by the subcommittee.

Reasonable timelines (allowing for the time required to meet notification criteria within public meeting law) for requests will be included in the memos sent from the Transfer Council to the subcommittee.

Initial charge approved by Transfer Council January 5, 2022

Revision by Transfer Council   May 15, 2023

Revision by Transfer Council   January 18, 2024