In the past six months the Office of Community Colleges and Workforce Development (CCWD) has received many great questions from you, the Webforms Users. Below are the answers to these questions.

Q. Can you deactivate a course?

A Yes. Simply list it like this: Name of Course (INACTIVE). Colleges are responsible for deleting courses that they want to deactivate completely.

Q. Do we need to wait until a course is approved before submitting any programs that include that course?

A. No, you do not need to wait to submit any programs that include that edited course.

Q. Are courses part of the 3 year update cycle like programs?

A Local community colleges have the authority to make their own rules about how they want to suspend or delete courses (including their apprenticeship courses). If a course is part of a state-wide degree, check with your consortium lead college before inactivating or suspending the course.

Q We are changing our speech class from its current prefix to a communications prefix. The course is staying the same - we are only changing the prefix from one discipline to another.

Q1. Will this change automatically update in all programs that this course is in?

A1 No. When a change is made to a course and it is submitted for approval, any programs that contain the course will pop out of "approved" status into "edit" status.

Q2. Will all of these programs have to be approved again because we changed the prefix of this course?

A2 Yes. The programs that contain the changed course will need to be re-submitted for approval in Webforms.

Q ACTI 211 still shows adverse impact language. Can this be changed?

A Yes. This has been changed and updated.

Q Is it ok to have a series of courses with the same number? For instance, could all PE courses have one number?

A No. Each different course must have a different number. However, when a course has multiple sections, each section can be numbered the same as long as there's an individual identifier. For example, different sections of the same course can be numbered 185A, 185B, 185C, 185D, etc.

Q   **When experimental courses (for instance, 199 or 299) become regular courses, do they need new numbers?**

A   Yes. When they quit being experimental and become regular courses, they must be renumbered. You do not need to rename the course unless the course name indicates that the course is experimental. Experimental courses may be offered up to three times before they must transition to a standard course or be discontinued, according to the Community College Handbook.
http://handbook.ccwdwebforms.net/handbook/courses/courses-at-a-glance

Q   **Will Webforms ever be able to handle variable credit?**

A   Yes. This is currently on the list of improvement projects.

Q   **How many characters will the course outcome field hold?**

A   The outcomes field is limited to 1,024 characters. Characters are any spaces, numbers, symbols, punctuation marks and letters.

Q   **Do all courses in Registered Apprenticeship programs need to have the APR prefix?**

A   No. A Gen Ed course such as Speech or Writing can be used as a requirement in a Registered Apprenticeship program. It does not need an APR prefix, as it may be used for multiple programs. If a course is only used as part of a Registered Apprenticeship program, then it must follow the standard naming convention, must have the APR prefix, and must be coded 230. You would not use the Alternate Label category in Webforms.

Q   **In a Registered Apprenticeship, what if a course is not a Gen Ed class, but also not Apprenticeship-specific, i.e., CAD, blueprint reading, etc. Would it need an APR prefix?**

A   When you include career courses like CAD, blueprint reading, etc, as part of a Registered Apprenticeship, those courses need to be submitted for approval as new Registered Apprenticeship courses with the same numbering, but with the APR prefix. They can be identical courses, but with two different prefixes. The advantage for Registered Apprenticeship students is that students who are enrolled in a Registered Apprenticeship program receive priority enrollment for that specific course, which is critical to their success in the program.

Q   **How many times can someone take an ACE class and have it generate FTE for us under the same Course ID?**

A   There are no restrictions on how many times a student can take an ACE class.

Q   **Do we need to enter non-reimbursable courses in Webforms?**

A   Yes. All courses, credit and noncredit, reimbursable and non-reimbursable, must be in Webforms. When Webforms and D4A are linked, every course the college teaches will need to be in Webforms.

Q   **The communications course we have always used for related instruction is writing. Could we use speech instead? We have a math course that is also used for related instruction. Do we need to use only courses with a math prefix?**

A   There is nothing in the Community College Handbook, Oregon Administrative Rules (OAR), or accreditation standards that specifies what courses qualify, as "communications" courses. Likewise, policy does not include specific guidance beyond requiring a "program-related computation course." Rely on your college policies to define that.

Q   **How do we create a variable credit course into Webforms?**

A   Webforms cannot currently accommodate a variable credit course. There are two work-around choices at this time.
1. Enter the course multiple times, but at different credits. For example, PSY100.1 is for one credit, PSY100.2 is for two credits, PSY100.3 is for three credits, etc. OR
2. Enter the course as a "course category" ending in 000. A course category allows you to assign the amount of credits needed in the program.

CCWD recommends the first choice since you can't put a "course category" course into another "course category." CCWD has variable credit on our Webforms project list.

Q   **Are there state criteria for courses designated as Human Relations to meet the AAS requirement for related instruction?**

A   No. There are no state guidelines for courses designated as Human Relations to meet the AAS requirement for related instruction.

Q   **What are the advantages and disadvantages of coding a CTE course as LDC instead of CTE? Does this affect Perkins POS? Does it affect Perkins funding?**

A   Currently, in programs that could potentially transfer to a university, it is recommended that the courses be coded LDC where that's possible. However, colleges coding as LDC to ensure transferability may affect Perkins program of study eligibility and Perkins funding. CCWD is currently reviewing this topic.

Q   **Is there state policy that talks about coding courses LDC or CTE in subjects where there are both transfer degrees and CTE degrees? For example, computer courses could be coded either CS or CIS, depending on the program.**

A   According to Andrew Scholer, Program Chair and member of the statewide Oregon Council of Computer Chairs, there is no formal distinction between Computer Science (CS), a transfer track, and Computer Information Systems (CIS), a CTE track. Community colleges often use CS to indicate courses that will transfer to four year

universities and count towards a CS major. Some colleges may have individual articulation agreements with select universities for CIS courses, but in general, courses coded CIS will only count as LD electives at universities. So for instance, a course numbered CS161 indicates that it should transfer to four-year universities as part of a CS major. However, CIS133 is not articulated, and would count only for LD electives if a student pursues a transfer degree. Courses for which the Oregon Council of Computer Chairs provides a common course numbering system are considered lower division collegiate, but the prefix used is the choice of the institution offering the course.

Q   **For Statewide Program Approval, do you need to enter the standards for related certificates to the statewide standard?**

A   Yes. You must use the standards that were approved for the statewide degree that you are opting into.

Q   **For Statewide Program Approval, for the standards, can you simply enter "See Name of Program at Name of College"?**

A   No. When entering into the Standards section, please use the name of the lead college followed by the full name of the program and award.

Q   **Can a program ever be over 108 credits? Are there exceptions?**

A   No. There are never exceptions.

Q   **Is there wiggle room for the 70/30% change ratio since some courses have credit differences that put the percentage over by 1 to 2%?**

A   No. There are never exceptions.

Q   **Can a college award an AS in a major? Example: AS in engineering**

A   Yes. According to 2018 Oregon Administrative Rule 589-006-0100 (5), associate degree programs offered by community colleges may include Associate of Arts Oregon Transfer degree, Associate of Science, Associate of Applied Science and Associate of General Studies. Each associate degree program shall conform to the specific degree requirements as identified in the Certificate of Completion and Associate Degree Approval Procedures identified by the Office.
https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153497

Q   **When creating a related certificate or CPCC, can you use the electives to build the program?**

A   General education electives are not allowed when building a related certificate; however, career-specific electives are allowed.

General education electives
Definition: The introduction to the content and methodology of the major areas of

knowledge including the humanities and fine arts, the natural sciences, mathematics, and the social sciences and helps students develop the mental skills that will make them more effective learners and citizens in a democratic society. OAR 589-006-0050

Career-specific electives
Electives that provide specific career technical knowledge.
Example: Mental Health AAS. If the elective category contains courses that are career-specific (e.g. Social Psychology, Eating Disorders, Mind and Brain, etc.) then these can be used as core courses in the related program.

Q   **Can you explain the calculation of the 30% program change rule?**
A   The 30% rule refers to MANY changes to a program, including removing courses, adding courses, substituting courses, making major changes to the program name, or number of credits. It does not include moving a course from one quarter to another, changing course hours if the number of credits are not changed, and making minor changes to the program name, course names, or course numbers.
       Examples:
Q1 **If I have a 90-credit program, and I add 10 credits, that is an 11% change.**
A1 Correct.

Q2 **If I subtract a 3-credit course and add a 3-credit course, is that three credits of change or six credits of change, or something else?**
A2 Six-credits. Three credits were removed and three different credits were added.

Q3 **If I required SP 218 OR BA 285 and changed it to require SP 218 only?**
A3 No – the number of required credits didn't change.

Q4 **What if I now require both SP 218 and BA 285? Is that a change?**
A4 Yes – because now the program will have credits from BOTH the courses in it. It would be a change of however many credits are in BA285.

Q5 **There is a box that pops up if you edit more than 30% of a program that says something like "Are there circumstances that would require that this change be greater than 30%?" Do you know when it is appropriate to exceed the 30% without a new program approval?**
A5 It is never appropriate to exceed 30%. CCWD is changing the verbiage in the pop-up box.

Q6 **Is there a way I can get something reviewed in advance to see if it meets the 30% threshold?**
A6 Yes, you can enter it into Webforms and try to submit. If it is more than 30%, you will see a pop-up message.

Q   **Is there an OAR that says AS degrees must be developed in articulation with the four-year degrees?**

A   OAR 589-006-0050 (5) says: "Associate of Science" means a state-approved associate degree that is intended to prepare students to transfer into an upper division baccalaureate degree program in areas such as Business, Science, Mathematics and Engineering. The Associate of Science degree is often designed to meet the requirements of a specific receiving institution. https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=153489 While the OAR doesn't explicitly require colleges to develop AS articulation agreements with specific universities, the college does need to prepare students to transfer into an upper division BA program.

Q   **Must we name an articulated transfer degree "AS in Business Management Transfer to Oregon Tech" or can we name it "AS in Engineering" and have articulations underneath?**

A   You do not need to name the degree according to the school it is designed to transfer to. You can name it AS in Engineering and have articulations underneath. If an articulation agreement exists, it makes sense to note that in the program, but whether that is called out in the title or underneath is a local decision.

Q   **In ASOT- Business, can the computer application requirement be satisfied by a business-specific course as well? For example, our students are taking BA131 as a business-specific requirement. Does that also satisfy the computer application requirement or does the student need to take an additional computer application course?**

A   Since there is no credit requirement specifically for computer applications, as long as BA131 leads to proficiency in word processing, spreadsheet, database, and presentation software, then yes, it fulfills the computer applications requirement. As always with an ASOT or any transfer degree, check with your articulating university to make sure they approve. For your reference - from the Community College Handbook & Planning Guide: http://handbook.ccwdwebforms.net/handbook/definitions/associate-degrees/associate-of-science-oregon-transfer-business-(as-ot-bus)

Q   **Can a CTE certificate be the base of a CPCC?**

A   Yes, when the stand-alone certificate is 45+ credits.

Q   **Where does it state that a CPCC must follow the parent name?**

A   Naming standards can be found in the Guidelines for Career Pathway Certificate of Completion Program Approval Process document. http://www.oregon.gov/highered/institutions-programs/ccwd/Documents/Academic%20Approval/CareerPathywayCertificateCompletionProcess.pdf The title of the CPCC follows this format: Name of Program:

Occupation/Job Title. For example: Facilities Management (the AAS title): HVAC Installer (the CPCC specialty).

Q **For an AAS degree, does the health/PE requirement need to be three credits, and can a technical course meet this requirement?**

A The Community College Handbook requires the inclusion of a "safety, industrial safety and/or environmental awareness course (e.g. HE/PE)". CCWD does not specify a required number of credits for this category. If you want to use a technical course to meet this requirement, you can do that, but that specific course would still have to relate to one of those three areas ("safety, industrial safety and/or environmental awareness course (e.g. HE/PE)") - however your college defines those content areas. The AAOT (transfer degree) does require the inclusion of at least three credits of "health/wellness/fitness" but this requirement DOES NOT apply to an AAS degree.

Q **In large schools, the eighth digit of the CIP code is close to running out of available spaces. Can this field be made larger?**

A The eighth digit is a locally assigned code. Your college can determine what you want in that field. CCWD just requires that there be SOMETHING in that field – it can't be left blank.

Q **Does the Oregon Viewbook list all programs?**

A The Oregon Viewbook only pulls "approved" programs from Webforms. If the program in Webforms has not been approved or is in "edited," "submitted," "new" or "suspended" status, it will not appear in the Oregon Viewbook.