

The Late Summer 2018 updates in this document will be released on **August 27, 2018**.

Thank you to our community college beta testers for their input and support in testing these enhancements. If you would like to join the beta testing group, contact Kasena Dailey at [Kasena.Dailey@HECC.Oregon.Gov](mailto:Kasena.Dailey@HECC.Oregon.Gov).

## WHAT'S NEW IN COURSES

### 1. Required and Unrequired Fields When Building a Course

All required fields are now light blue. In the past if the college missed filling out a required field, the course would still submit for approval to the Education Specialist. The Education Specialist would review the course and have to send it back with a request to fill in the missed required field. This new enhancement will alert the college that a required field is empty, allowing for less lost time in obtaining approval.

**General Information**

<b>Course #</b>	<b>Alternate Label</b>	<b>Credits</b>	<b>NCTC:</b> <input type="checkbox"/>
<input style="background-color: #e0f7fa;" type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Activity Code</b>	<b>Title</b>		
<input style="background-color: #e0f7fa;" type="text" value="211 - Stand Alone (Independent) CTE Preparatory"/>	<input type="text"/>		
<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Lecture/Lab Hours</b>	
<input style="background-color: #e0f7fa;" type="text"/>	<input type="text"/>	<input type="text"/>	
<small><a href="#">Handbook Credits and Clock/Contact Hours</a></small>			
<b>Description</b>			
<input style="background-color: #e0f7fa; height: 40px;" type="text"/>			
<small>Character Count: out of 8000</small>			

**Activity Code: 211 and 220**

<b>CIP Family:</b>	<b>CIP:</b>		
<input style="background-color: #e0f7fa;" type="text"/>	<input style="background-color: #e0f7fa;" type="text" value="-- There are no CIP associated with this CIPFamily --"/>		
<b>Term:</b>	<b>Year Offered:</b>	<b>Career Area:</b>	
<input style="background-color: #e0f7fa;" type="text" value="FA"/>	<input type="text"/>	<input style="background-color: #e0f7fa;" type="text" value="AC Arts, Information and Communications"/>	

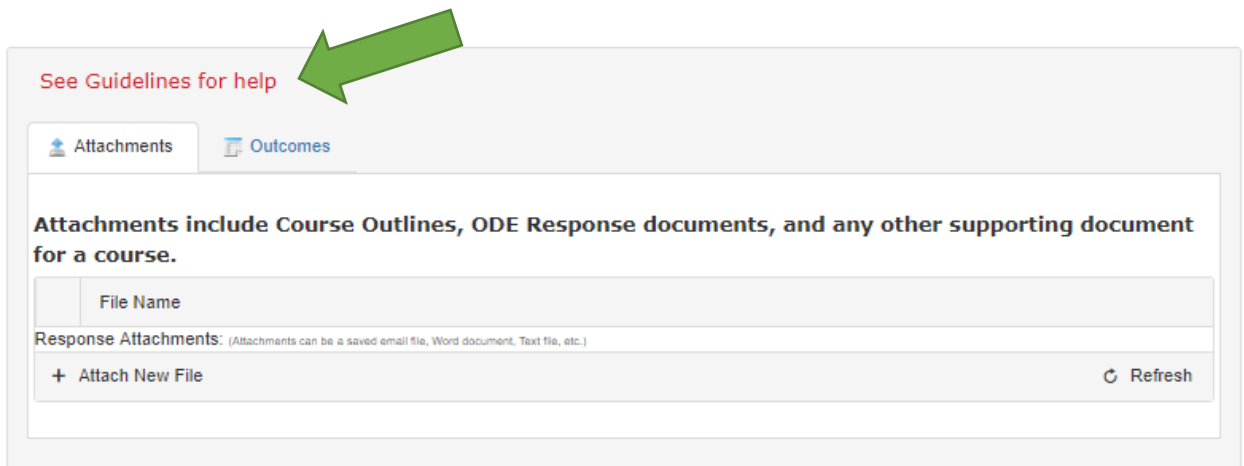
## 2. An Activity Code 211 Validation Fix

ACTI code 211 courses can be credit or noncredit bearing. Current validation in the system does not allow the user to enter in the credit as "0". This enhancement contains the code fix that permits the user to enter in the credit as "0" for noncredit bearing ACTI code 211 courses.

## 3. Link Update in Courses

Located on the Course application screen, the link for "See Guidelines for help" goes to an old document. The link now takes the user to the Community College Handbook.

- a. Log into Webforms
- b. Choose Courses
- c. Click on "See Guidelines for help"



See Guidelines for help

Attachments Outcomes

**Attachments include Course Outlines, ODE Response documents, and any other supporting document for a course.**

File Name
Response Attachments: (Attachments can be a saved email file, Word document, Text file, etc.)

+ Attach New File Refresh

## WHAT'S NEW IN PROGRAMS

### 4. Notice of Application (NOA) Update

When creating a new NOA the credit field automatically defaulted to "0.0". This field is now blank.

### 5. Approval of Career and Technical Education Courses (ACTI CODE 210)

Webforms requires a course to be approved first before using it as a building block in creating a program; however, OAR 589-006-300 (5)(A) clearly states that an occupational preparatory course (ACTI Code 210) may only be approved if it is part of a program. [OAR 589-006-0300 \(5\)\(A\)](#) *Commission standards for approval of occupational preparatory courses are included in the Career Technical Education Course Approval Procedure and include but are not be limited to: Approved as part of a community college certificate of completion, associate of applied science degree program, or associate of applied science degree option.*

How do colleges obtain approval for occupational prep. courses (ACTI Code 210)?

#### Procedure

1. Create the ACTI code 210 Course
2. Submit the course. Submitting this course allows the program, that the course is a part of, to generate an approval status for the course when the program receives approval.
3. Include the course as part of a certificate of completion, associate of applied science degree, or associate of applied science degree option.
  - a. The course must be:
    - i. In the program as a required course
    - OR
    - ii. In an approved Career Technical Elective List
4. Submit the Program for approval
5. The Course is approved when one of the following two "Status Comments" appear on the course information line.
  - a. Approved with a Program
  - b. Approved as part of a category, approved with a program

