



Program Approval Amendments

Amendments

[OAR 589-006-0050 \(42\)](#) "Program amendment" means a change in a state-approved program submitted to the Commission or its designee by a college to receive approval to revise the program. Revisions include minor changes in curriculum content, courses, program outcomes and titles.

Minor changes. To define "minor changes," the state has established parameters that a program must maintain in order receive amendment approval. Programs whose changes exceed the below parameters must go through the new program submission process.

Amended Program Requirements

[http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-\(cte\)](http://handbook.ccwdwebforms.net/handbook/approval-guide/program-amendments-suspensions-deletions-(cte))

The below established parameters are applied to all amended programs unless otherwise indicated.

- Award
 - Award may not change
- Curriculum Credit Change
 - Still contain 70% of the base AAS curriculum credits if an AASO
 - Credit change may not be more than 30%
- CIP Code
 - The Option is a reasonable and recognizable specialization of the base AAS as discussed with a CCWD education specialist
 - The first 4 numbers of the CIP code must be the same as base AAS
- The title may not have a substantial change
 - Example #1: Biotechnology to Bio-Science
 - Example #2: Engineering & Welding Practice (theory) to Welding Skills (technical skill)
- The base program must be in "approved" status in Webforms
- Contains at least 70% of the base AAS curriculum credits
 - AASO
- Be wholly contained in base program (AAS, AASO, CC1, CC2, etc.)
 - Related Certificates
 - Career Pathway Certificate of Completion (CPCC)
- The courses must be [collegiate-level work](#)
- Include a recognizable core of [general education courses](#) or [related instruction](#)
- Include the [academic standard of achievement](#), (i.e., grade point average)

For the list of certificate definitions and needs:

<http://handbook.ccwdwebforms.net/handbook/definitions/certificates-of-completion>

For the list of degree and option definitions and needs:

[http://handbook.ccwdwebforms.net/handbook/definitions/associate-degrees/associate-of-applied-science-degree-\(aas\)-options](http://handbook.ccwdwebforms.net/handbook/definitions/associate-degrees/associate-of-applied-science-degree-(aas)-options)

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Explanation of 30% Curriculum Change Rule

Program curriculum can change as it reacts to the student, industry, and other needs. The state established the 30% Rule to define minor changes or additions to a program. Calculations are made using the approved program credits.

Purpose

The purpose of calculating the 30% change is to find the maximum amount of credits (whole number) in which the program can change and still be considered a “minor” change.

Method

Equation: “Approved Program Credit” x “.30” = “Maximum Allowed Credit Change”
 Since we do not use partial credits, the “Maximum Allowed Credit Change” number must always round down to the least whole number. Example: $92 \times .30 = 27.6$ credits. The number of credits in which the program can change is 27.6; however, we don’t calculate partial credits so this number will need to be rounded down to the nearest whole number, 27. Why round down? Rounding up would give us a number that would be a change of more than 30%.

30% Rule in Action

The below information takes you through the process of calculating and understanding the 30% Rule.

EXAMPLE | Program Example #1

Approved Program | Business Administration***Leadership Development CPCC (12 credits)

Proposed Program Amendment | Business Administration***Leadership Development CPCC (20 credits)

Approved Program contains 12 credits

$12 \text{ credits} \times .30 = 3.6$ Round down to 3. The proposed program amendment must not have credit changes that exceed 3 credits to stay within the 30% Rule.

Calculate credit changes.

If the credit change does not exceed 3 credits, then submit the amended degree or certificate.

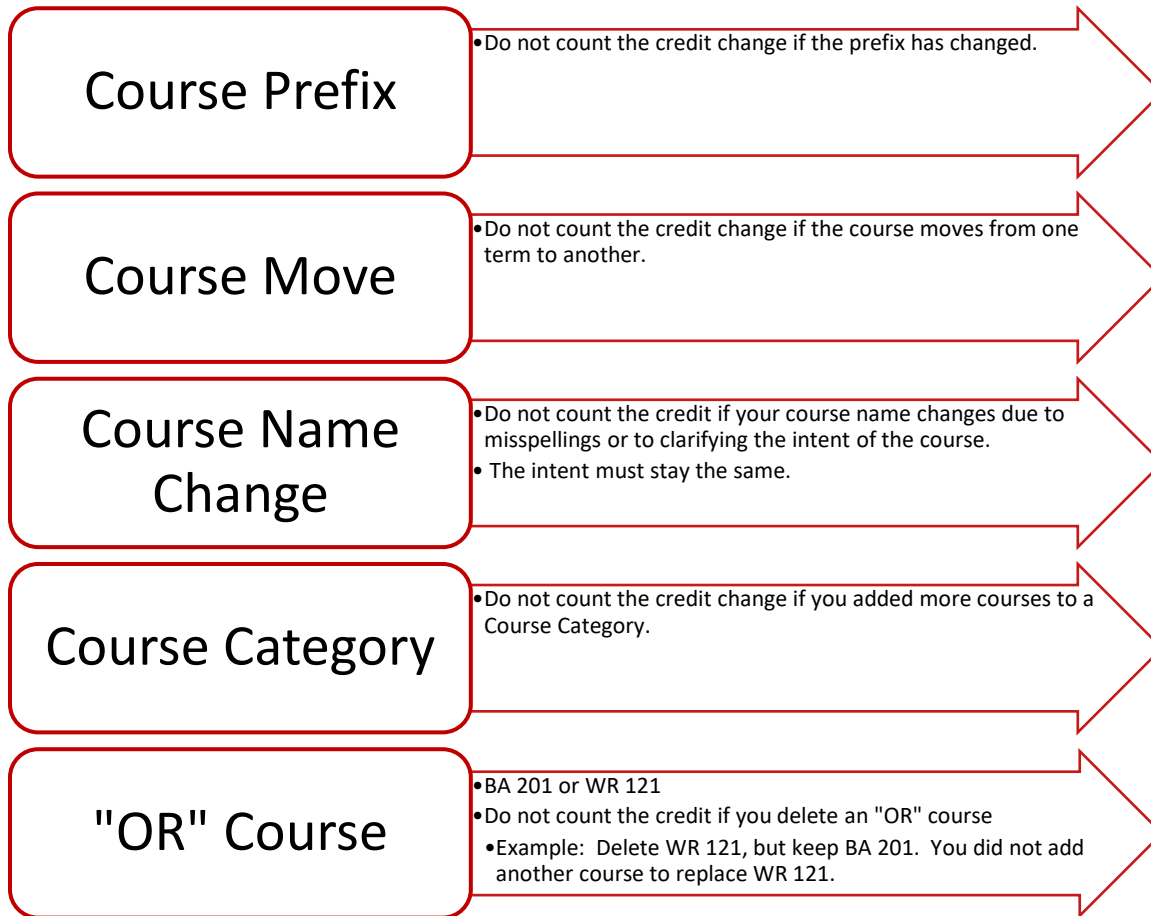
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What counts as a curriculum change?

The following diagrams show the common course changes seen in programs. The credit change can be calculated using the two graphics below.

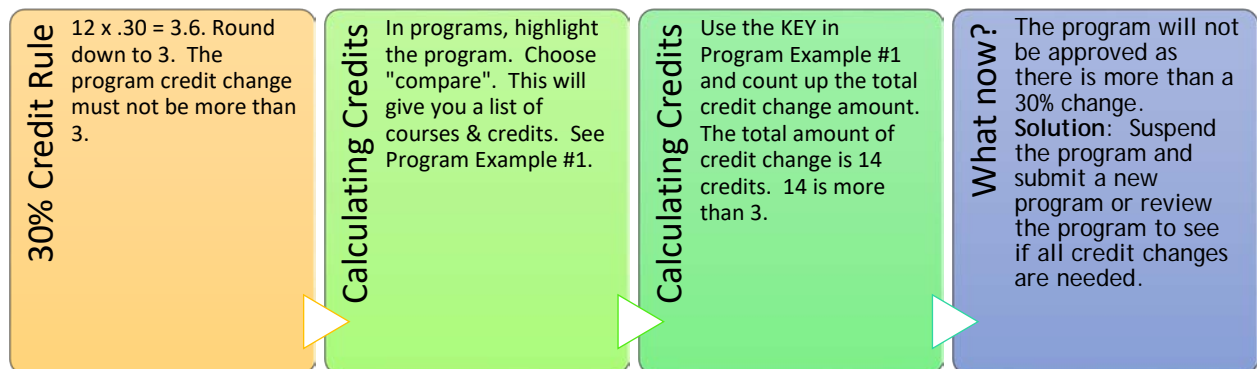


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Calculating the credits

Using Program Example #1, start counting your credit changes. To obtain this graphic on your system highlight the program in Webforms and choose "compare". At the top of the "compare" document is a key that describes if the course was changed due to information edited, term change, course added and course removed. When calculating the change, use the credit number of the program before the changes. In this example, the credit count is 12.





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Program Example #1

Blue Text: Information Edited
Green Background: Term Changed
Blue Background: Course Added
Red Background: Course Removed

8/1/2016 Approved on: 8/1/2016

Business Administration * Leadership Development**

Award: CPCC CIP: 52.0213 CIP7: Z CIP8: A Credits: 12.0

TERM 1			
Course #	Course Title	Clock Hrs.	Credits
LD000	Leadership Electives	0	2
TERM 1 Total:		0	2
TERM 2			
Course #	Course Title	Clock Hrs.	Credits
BA101	Introduction to Business	44	4
LD000	Leadership Electives	0	2
TERM 2 Total:		44	6
TERM 3			
Course #	Course Title	Clock Hrs.	Credits
BA277	Business Ethics	33	3
LD000	Leadership Electives	0	1
TERM 3 Total:		33	4
Business Administration *** Leadership Development Total: 12			

Leadership Electives

Course #	Course Title	Clock Hrs.	Credits
	Building A Team	11	1
	Cultivating Self-Care	11	1
	Emotional Intelligence	11	1
	Ethics in Action	11	1
	Leading and Motivating a Team	11	1
	Practicing Leadership	11	1
	Preparing for Presentations	11	1
	Public Sector Leadership	33	3
	Serving in the Public Sector	33	3
	Social Intelligence	11	1
	Student Success: Career Choices	33	3
	Team Process	11	1
	Workplace Culture	11	1
	Your Professional Development Plan	11	1
LD110	Your Professional Development Plan	11	1
LD130	Building A Team	11	1
LD131	Leading and Motivating a Team	11	1
LD132	Team Process	11	1
LD133	Workplace Culture	11	1
LD150	Cultivating Self-Care	11	1
LD211	Ethics in Action	11	1
LD212	Preparing for Presentations	11	1
LD215	Emotional Intelligence	11	1
LD225	Social Intelligence	11	1
LD288	Practicing Leadership	11	1

5/16/2018 Edited on: 5/16/2018

Business Administration * Leadership Development**

Award: CPCC CIP: 52.0213 CIP7: Z CIP8: A Credits: 20.0

TERM 1			
Course #	Course Title	Clock Hrs.	Credits
BA206	Principles of Management	44	4
COM111	Public Speaking	44	4
TERM 1 Total:		88	8
TERM 2			
Course #	Course Title	Clock Hrs.	Credits
BA101	Introduction to Business	44	4
HTM131	Customer Service Management I	33	3
LD000	Leadership Electives	0	2
TERM 2 Total:		77	9
TERM 3			
Course #	Course Title	Clock Hrs.	Credits
BA277	Business Ethics	33	3
TERM 3 Total:		33	3
Business Administration *** Leadership Development Total: 20			

Leadership Electives

Course #	Course Title	Clock Hrs.	Credits
LD101	Student Success: Career Choices	33	3
LD110	Your Professional Development Plan	11	1
LD130	Building A Team	11	1
LD131	Leading and Motivating a Team	11	1
LD132	Team Process	11	1
LD133	Workplace Culture	11	1
LD150	Cultivating Self-Care	11	1
LD211	Ethics in Action	11	1
LD212	Preparing for Presentations	11	1
LD215	Emotional Intelligence	11	1
LD225	Social Intelligence	11	1
LD262	Public Sector Leadership	33	3
LD263	Serving in the Public Sector	33	3
LD288	Practicing Leadership	11	1