

Appendix A: Statement of Assurances

HECC Office of Community Colleges and Workforce Development FY2020 Adult High School Diploma Program (AHSD) Statement of Assurances

College Name: _____

Submitted for Plan Year: 2020-2021

The college hereby assures the Office of Community Colleges and Workforce Development (CCWD) that the college will administer the AHSD program covered in Oregon Administrative Rule (OAR) 589-007-0600 in accordance with the provisions and conditions of all applicable state statutes, regulations, and program plan.

The college assures CCWD that:

1. A person eligible for an AHSD shall earn a minimum of one adult high school diploma academic credit while enrolled in the program.
2. The program maintains current transcript information.
3. Course syllabi are available to interested individuals.
4. The program provides instruction, including courses, curriculum, and proficiency assessments, based on academic content standards adopted by the State Board of Education.
5. Each student shall demonstrate proficiency in Essential Skills adopted by the State Board of Education as provided in OAR 581-022-2115.
6. Each student shall develop an education plan and profile that meet the requirements provided in OAR 581-022-2000.
7. Each student shall build a collection of evidence, or include evidence in existing collections, to demonstrate extended application as defined in OAR 581-022-0102.
8. Each student shall participate in career-related learning experiences outlined in the education plan as defined in OAR 581-022-0102.
9. Program data collection and reporting practices shall comply with local and state reporting requirements.
10. The program shall participate in ongoing program monitoring as required by CCWD. To the best of our knowledge and belief, the program plan made herein is in accordance with the terms of the HECC Office of Community Colleges and Workforce Development's AHSD plan requirements. We agree to comply with all of the preceding assurances and statements.

We hereby certify all of the above:

Typed Name: _____

Signature of
College President: _____ Date: _____

Typed Name: _____

Signature of
Chairman of College Board of Directors: _____ Date: _____

Appendix B: Essential Skills Requirements

College Name: _____

Submitted for program year 2020-2021

The Essential Skills are process skills that cross academic disciplines and are embedded in the content standards. The skills are not content specific and can be applied in a variety of courses, subjects, and settings. Specific Essential Skills graduation requirements are based on the year the student first enrolled in grade 9.

- Students enrolled in grade 9 in 2007–08 and earlier: NA
- Students enrolled in grade 9 in 2008–09: Reading
- Students enrolled in grade 9 in 2009–10: Reading and Writing
- Students enrolled in grade 9 in 2010–11 and beyond: Reading, Writing, and Applied Mathematics

Directions:

1. *Attach any program policies related to essential skills.*
2. *Please complete the table below and submit with Appendix F.* Resources related to Essential Skills are available at:
<http://www.oregon.gov/ode/educator-resources/essentialskills/Pages/default.aspx>

Essential Skills	List the state-approved assessment(s) utilized to meet this requirement.	List staff positions/partners responsible for testing.	If work samples are used, describe your process to ensure testing options meet requirements outlined by the Oregon Department of Education.	How is meeting the requirement clearly transcribed for the diploma?
1. Read and comprehend a variety of text				
2. Write clearly and accurately				
3. Apply mathematics in a variety of settings				

Appendix C: A Comparison of College and AHSD Courses to Oregon Graduation Requirements

College Name: _____

Submitted for Program Year 2020-21

Directions:

Please complete the table below and submit with Appendix F. Resources related to Oregon Diploma Requirements are available at: <https://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/default.aspx>.

A Comparison of College Courses (offered for AHSD credit) to Oregon Graduation Requirements							
State Graduation Requirements	Community College Credit Courses					AHSD-Level Courses	
24 Units (OAR 581-022-2000)	Subject/Course Areas	College Courses (number)	College Credit Value	Course Title	AHSD Credit Value	AHSD-Level Courses (name, number, hours)	AHSD Credit Value
English Language Arts (4 units)	Written Composition						
	Reading						
	Literature						
	Communication						
Mathematics (3 units at Algebra I and above)	Algebra						
	Geometry						
	Statistics						
Science (3 units, including 2 w/lab experience) *All courses based in scientific inquiry							
Social Science (3 units)							

A Comparison of College Courses (offered for AHSD credit) to Oregon Graduation Requirements

State Graduation Requirements	Community College Credit Courses					AHSD-Level Courses	
24 Units (OAR 581-022-2000)	Subject/Course Areas	College Courses (number)	College Credit Value	Course Title	AHSD Credit Value	AHSD-Level Courses (name, number, hours)	AHSD Credit Value
Health Education (1 unit)							
Physical Education (1 unit)							
Career & Technical Education, The Arts, or World Languages (3 units)							
Electives (6 units)							

A Comparison of College and AHSD Courses to Oregon Content Standards

Content Area: English Language Arts

Subject Area: Language 11-12.L

Standard Subsection (if applicable)	Conventions of Standard English		Knowledge of Language	Vocabulary Acquisition and Use		
	L1	L2	L3	L4	L5	L6

A Comparison of College and AHSD Courses to Oregon Content Standards

Content Area: English Language Arts

Subject Area: Speaking and Listening 11-12.SL

Standard Subsection (if applicable)	Comprehension and Collaboration			Presentation of Knowledge and Ideas		
Grade, Strand, Standard Number	SL1	SL2	SL3	SL4	SL5	SL6

A Comparison of College and AHSD Courses to Oregon Content Standards

Content Area: English Language Arts

Subject Area: Writing Literacy in History/Social Studies/Science/Technical Subjects: Writing 11-12.WHST

Standard Subsection (if applicable)	Text Types and Purposes			Production and Distribution of Writing			Research to Build and Present Knowledge			Range of Writing
Grade, Strand, Standard Number	WHST1	WHST2	WHST3	WHST4	WHST5	WHST6	WHST7	WHST8	WHST9	WHST10

A Comparison of College and AHSD Courses to Oregon Content Standards

Content Area: English Language Arts

Subject Area: Reading Literacy in Science and Technical Subjects: Reading Informational Text 11-12.RST

Standard Subsection (if applicable)	Key Ideas and Details			Craft and Structure			Integration of Knowledge and Ideas			Range of Reading & Level of Text Complexity
Grade, Strand, Standard Number	RST1	RST2	RST3	RST4	RST5	RST6	RST7	RST8	RST9	RST10

Appendix E: Personalized Learning Requirements

College Name: _____

Submitted for Plan Year: 2020-21

Please complete the table below and submit with Appendix F. Resources related to Personalized Learning Requirements are available at

<http://www.oregon.gov/ode/students-and-family/OregonDiploma/PLR/Pages/default.aspx>.

Diploma requirement area	List courses (name and number if available) or activities utilized to meet this requirement	Describe the evaluation method and frequency	How is meeting the requirement clearly transcribed for the diploma?
<p>Education Plan and Profile: Students will develop a plan and profile to guide their learning and document progress toward their personal, career, and post-high school goals.</p>			
<p>Career- Related Learning Experiences: Students will participate in experiences that connect classroom learning with real-life experiences in the workplace, community, and/or school relevant to their education plan.</p>			
<p>Extended Application: Students will apply and extend their knowledge in new and complex situations related to the student's personal and/or career interests and post-high school goals through critical thinking, problem solving, or inquiry in real-world contexts.</p>			

Appendix F: Annual AHSD Plan Update Cover Letter

College Name: _____

Program Contact: _____

Date Submitted: _____

Submitted for Plan Year: 2020-21

Directions:

Please submit any updates and changes made to the college's Adult High School Diploma (AHSD) program plan (indicate if none) by revising and resubmitting the plan.

Submit this form and the remainder of your Annual Plan Update electronically (as an email attachment) to Eric Juenemann (eric.juenemann@state.or.us) no later than May 31, 2020.

Revised sections of the AHSD Plan, submitted here, are (list titles of revised sections):

1. _____

2. _____

3. _____

4. _____

5. _____

Appendix F1: Adult High School Diploma Program Annual Statistical Report Form

In order to participate in ongoing Adult High School Diploma (AHSD) program monitoring, community colleges must submit an Annual Statistical Report as outlined in the AHSD Program manual Accountability Requirements. The Annual Statistical Report is due each year by July 31st for the *previous* plan year.

College Name: _____

Program Contact: _____

Date Submitted: _____

Submitted for Program Year: 2019-20

Provide the following data by July 31, 2020

1. Number of AHSD students enrolled during the program year.

2. Number of students who graduated/received an AHSD during the program year (as reported to D4A).

Appendix G: 2013–14 AHSD Program Approval Timeline

NOTE: This Appendix is included in AHSD Program Manuals after 2013-14 for historical/informational purposes only; application for establishment of AHSD Programs is no longer open. Contact CCWD for further information.

Amended Oregon Administrative Rule (OAR) 589-007-0600, Adult High School Diploma (AHSD) Program:

- Approved by State Board of Education (SBE) April 12, 2013
- Effective July 1, 2013

The Department of Community Colleges and Workforce Development (CCWD) releases the *Oregon AHSD 2013–14 Program Manual*:

- Colleges prepare AHSD program plans May 1, 2013

Colleges submit draft AHSD program plans to CCWD for initial review:

- CCWD reviews the plans and provides comment June 28, 2013
August 30, 2013

Colleges finalize the AHSD program plans and obtain approval from the local community college board of education.

Colleges submit the AHSD program plans to CCWD for final review and recommendation for SBE approval:

- CCWD reviews the plans and makes a recommendation to the SBE regarding program approval November 29, 2013
March 2014
- SBE approves AHSD plans April 2014

Upon approval by the SBE, CCWD issues letters of authorization to approved colleges.

May 1, 2014

Colleges with a letter of authorization are now authorized to award the ASHD to eligible students.

Appendix H: Annual AHSD Program Accountability Timeline

Colleges prepare annual Adult High School Diploma (AHSD) program accountability requirements and submit to the Office of Community Colleges and Workforce Development (CCWD) for review and approval:

- | | |
|--|---------------|
| 1. Annual Plan Update for 2020-21 | May 31, 2020 |
| 2. Annual Statistical Report for 2019-20 | July 31, 2020 |

CCWD reviews the accountability materials and approves or provides comments for revision. If revisions are needed, a deadline will be assigned:

1. Annual Plan Update for 2020-21
2. Annual Statistical Report

Upon approval, CCWD issues letters of continuing authorization to colleges.

Colleges with a letter of continuing authorization are authorized to award the AHSD to eligible students.

Appendix I: OAR 589-007-0600 AHSD Program

Note: The following amended Oregon Administrative Rule (OAR) for the Adult High School Diploma Program was approved by the State Board of Education on April 12, 2013, and will go into effect on July 1, 2013. The public can access the official amended OAR after July 1, 2013, on the Secretary of State's website, http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_tofc.html. The language of the official version of the OAR will remain the same. The only modification will be to the historical data that appear below the rule.

OAR 589-007-0600 Adult High School Diploma Program

The purpose of the Adult High School Diploma program is to provide an opportunity for persons with an exemption from compulsory attendance to earn an Oregon diploma.

(1) Definitions. As used in this rule:

(a) "Adult High School Diploma" or "AHSD" means a diploma that fulfills all state requirements as provided in OAR 581-022-1130 and the community college program requirements as defined in the approved program plan, and is issued by a community college with an approved program plan on file at the Department of Community College and Workforce Development (CCWD).

(b) "Adult high school diploma credit" means credit earned by the student prior to enrolling in or earned outside of the AHSD program for academic coursework, as well as credit awarded by the community college for proficiency and life experience, but does not include credit awarded for challenge tests.

(c) "Adult high school diploma academic credit" means credit earned by the student at the community college for academic coursework, from either secondary level or community college courses.

(2) The State Board of Education (SBE) shall oversee the AHSD as provided in ORS 326.051 and ORS 339.505(1) and approve AHSD programs of the community colleges. The SBE delegates administrative responsibilities to the Commissioner to review and make a recommendation to the SBE regarding program approval.

(3) CCWD shall administer the statewide AHSD program as provided in ORS 341.425 and establish policies and procedures for the approval and monitoring of AHSD programs.

(4) Community colleges are authorized to award the AHSD subject to SBE approval of the community college AHSD plan, consistent with these rules, and consistent with administrative policies and procedures of CCWD.

(5) To be eligible to receive an AHSD, a student shall—

(a) Have an exemption from compulsory attendance as provided in OAR 581-021-0076 and ORS 339.030(2), or otherwise not be required to attend as provided in ORS 339.010;

(b) Fulfill all state requirements as provided in OAR 581-022-1130 or other rules establishing minimum requirements for an Oregon diploma;

(c) Earn at least one adult high school diploma academic credit from a community college with an approved program; and

(d) Fulfill all program requirements as described in the approved community college AHSD program plan.

(6) A community college shall adopt policies and procedures for the approval of the AHSD program plan. These policies and procedures shall provide that:

(a) Before the community college may award an AHSD, the college shall have an approved program plan on file at CCWD. The plan shall be approved by the local community college board of education prior to being filed for review with CCWD and recommendation for approval by the Commissioner. The community college shall submit the plan to CCWD on a date and in a format described in guidance documents provided by CCWD.

(b) The filing process shall be complete when the SBE has approved the plan and the community college has received a letter of authorization from CCWD.

(c) The plan must include but is not limited to:

(A) The statement of assurances described in guidance documents provided by CCWD; and

(B) A description of the following:

(i) Program mission and goals;

(ii) Admission requirements;

(iii) Student orientation and advising;

(iv) Maintenance of student records;

(v) Services for students with disabilities;

(vi) Student assessment and completion criteria;

(vii) Course offerings;

- (viii) Personalized learning;
- (ix) Awarding adult high school diploma credit;
- (x) Minimum credit requirement;
- (xi) Other community college or program requirements; and
- (xii) Recognition of student achievement.

(7) Once a plan is approved by the SBE, monitoring and evaluation of the approved plan is by CCWD through the Commissioner, pursuant to standards and rules of the SBE. Monitoring and evaluation shall include annual reporting by the community college with such information as CCWD may require.

(8) A community college shall adopt policies and procedures for the annual update of the AHSD program plan. These policies and procedures shall provide that:

- (a) The program shall submit annually the signed statement of assurances as required by CCWD.
- (b) The program shall submit annually a plan update and statistical reports as required by CCWD.
- (c) The program shall participate in ongoing program monitoring and evaluation as required by CCWD.

(9) All community colleges are presumed to maintain an approved AHSD program unless the college has been found to be deficient by the Commissioner, pursuant to the AHSD plan requirements.

(10) If any deficiency is not corrected before the beginning of the program year following the date of the finding of deficiency and if an extension has not been granted under section (11), the Commissioner may recommend to the SBE that AHSD program approval be rescinded until any such deficiency is corrected unless the recommendation would create an undue hardship, as determined pursuant to rules of the SBE.

(11) The Commissioner must submit notification to a community college regarding a deficiency that will require the community college to submit a corrective action plan and a staff member of CCWD staff shall contact the community college and offer technical assistance.

(a) Within 90 days of the finding of deficiency, a community college shall submit a corrective action plan acceptable to the Commissioner for meeting AHSD plan requirements.

(b) When an acceptable plan for meeting AHSD plan requirements has been submitted, the Commissioner may allow an extension of time before recommending program approval be rescinded, not to exceed 12 months, if the Commissioner determines that any such deficiency cannot be corrected or removed before the beginning of the next program year.

(12) Pursuant to rules adopted by the SBE, the Commissioner may extend the time specified for submitting a corrective action plan if the Commissioner determines that a human-created disaster or a natural disaster affects the ability of the community college to comply with the date requirement.

(13) The SBE may suspend, revoke, or refuse to renew its approval of an AHSD program if:

(a) The community college fails to maintain the requirements in OAR 581-022-1130;

(b) The community college fails to maintain the requirements in OAR 589-007-0600; or

(c) The community college refuses to implement corrective actions before the beginning of the next program year or by the end of the granted extension period.

(14) A community college may request to terminate its AHSD program by submitting a letter of termination from the community college board of education.

(15) Program suspension or termination begins on the date that:

(a) The SBE suspends, revokes, or refuses to renew its approval of an AHSD program; or

(b) The college designates as the final operating date in its letter of termination.

(16) Suspended or terminated programs requesting re-approval are required to utilize the *AHSD Program Approval Procedure* identified by CCWD.

Stat. Auth.: ORS 326.051

Stats. Implemented: ORS 341.425

Hist.: 1EB 132, f. 5-19-72, ef. 6-1-72; 1EB 166, f. 2-20-74, ef. 3-11-74; 1EB 263, f. & ef. 7-5-77; 1EB 9-1983, f. & ef. 10-13-83; EB 14-1991, f. & cert. ef. 7-19-91; Renumbered from 581-042-0005(5)(a) - (d); ODE 2-2001, f. 1-25-01, cert. ef. 1-26-01; DCCWD 1-2001, f. & cert. ef. 3-21-01, Renumbered from 581-043-0650

Appendix J: Links

HECC Office of Community Colleges and Workforce Development

CCWD Oregon's Adult Basic Skills,

<http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/adult-basic-skills.aspx>

Adult High School Diploma, including reporting forms

- Indicators of Program Quality

Oregon Department of Education

The Oregon Diploma, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/default.aspx>

Credit Requirements, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/Credit-Req.aspx>

Diploma At-a-Glance, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/At-a-Glance.aspx>

Personalized Learning Requirements, Education Plan and Profile, Career-Related Learning Experiences, Extended Application, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/PLR/Pages/default.aspx>

Essential Skills, <https://www.oregon.gov/ode/educator-resources/essentialskills/Pages/default.aspx>

Credit for Proficiency, <http://www.oregon.gov/ode/students-and-family/OregonDiploma/Pages/Credit-for-Proficiency.aspx>

Content Standards, <http://www.oregon.gov/ode/educator-resources/standards/Pages/default.aspx>

Oregon Secretary of State

Archives Division—Administrative Rules,

<http://sos.oregon.gov/archives/Pages/records.aspx>

Office of Community Colleges and Workforce Development Administrative Rules,

http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_tofc.html