Systems and Operations Subcommittee Charge

Updated May 15, 2023

I. Purpose/charge

The Systems and Operations Subcommittee is charged with development and implementation of systems related to common course numbering system CCNS. The framework for the CCNS shall include course numbers, titles, prefixes, and accommodate descriptions and core common outcomes as identified for the course by the Faculty Subcommittee.

Additional information added May 15, 2023: The Subcommittee will provide feedback on the draft survey the HECC plans to conduct.

II. Background/Context

Additional information added May 15, 2023: 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 CCNS Subcommittee oversees the development and Implementation of the CCNS. The group 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 the Faculty Subcommittee. This recommendation for the framework shall be recommended to the Transfer Council prior to the start of implementation.

IV. Guiding Principles

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

- The full participation of institutional and other key stakeholders in the review process is vital to achieving sound, equitable, student-focused policy.
- Recommendations are informed by clearly defined research, and data.
- The CCNS applies to all institutions with an emphasis on underrepresented populations.
- The CCNS focuses on improving the needs of underserved populations.

IV. Governance and Policies
Under SB233:
- Additional information added May 15, 2023: For a subcommittee that will not make recommendations to the council on a subject that will be submitted by the council to the commission under ORS 350.429 (1)(d)(A) to (D), the council may appoint any individual employed by a public university listed in ORS 352.002 or a community college operated under ORS chapter 341, including faculty, registrars, academic advisors and academic administrators.
- If members vote on an issue 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 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 along with the majority recommendations.*

V. Terms of service
- Members of the Common Course Numbering System Subcommittee serve for two years

VI. If CCNS Workgroup cannot reach 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.

V. Timeline
<u>Winter/Spring 2022</u>: CCN Subcommittees meet to make recommendations on number, prefix, and name where possible.

<u>July 2022</u>: Committees finalize first year courses, submit to Transfer Council for approval

<u>October 2022</u>: HECC Meeting-HECC staff presentation to Commission on CCN progress

<u>November 2022</u>: HECC Meeting and Approval

<u>December1, 2022</u>: Early Catalog deadline

<u>Academic Year 2023</u>: Courses designated for 2023-2024 are now available for student enrollment

Additional information added May 15, 2023: TIMELINE on the charge

Month	
May 20 2023	Transfer Council discuss and approve additional charge for this group's work.
Late May Early June 2023	Upon approval from the subcommittee, provides recommendations to the Transfer Council on HECC qualitative survey for 2023.
June 15 2023	Subcommittee presents recommendations to the Transfer Council and Transfer Council approves
Late June 2023	Survey administered by HECC staff and data collected from institutions
August 1 2023	Survey due back from all institutions
August 2023	HECC staff presents report for Transfer Council approval
Sept 1, 2023	Transfer Council approves submits annual report to the Higher Education Coordinating Commission.
Dec 15, 2023	Higher Education Coordinating Commission submits annual report to Legislative Assembly.

VI. Maintenance
- The Subcommittee shall identify a schedule and factors of consideration for a review cycle.
- The subcommittee shall identify stakeholder groups to remain actively engaged in future CCNS work.