

**HIGHER EDUCATION COORDINATING COMMISSION
ADMINISTRATIVE RULE ADOPTION**

CHAPTER 715 – HIGHER EDUCATION COORDINATING COMMISSION
DIVISION 25 – COMMON COURSE NUMBERING AND CREDIT TRANSFER

NEW 715-025-0005: DEFINITIONS

- (1) Core Transfer Map (CTM) – A “Foundational Curriculum,” as such term is used in ORS 350.400, that allows a student to transfer full academic credit from a community college to any public university listed in ORS 352.002 and which will be counted toward the student’s degree requirements at any public university.
- (2) Major Transfer Map Curriculum Articulation Policy (CAP) – A “Unified Statewide Transfer Agreement,” as such term is used in ORS 350.404, and policy document establishing the content of a Major Transfer Map, serving as the binding document upon institutions and students governing the treatment of students who transfer pursuant to the document.

University recommendation:

Major Transfer Map ~~Statewide Agreement (MTM SA)~~ – A “Unified Statewide Transfer Agreement,” as such term is used in ORS 350.404, and document establishing the content of a Major Transfer Map, serving as the binding document across institutions and for students governing the treatment of students who transfer pursuant to the document.

Commented [AAN1]: Choice of words is important. The tone should reflect collaboration and shared goals. Statewide agreement implies faculty/institutional agreement and shared leadership with the HECC as envisioned by Chair Cross.

- (3) Institution – A community college or public university listed in ORS 352.002.

NEW 715-025-0010: SELECTION OF MAJORS FOR MAJOR TRANSFER MAP CURRICULUM ARTICULATION POLICY DEVELOPMENT

University recommendation:

NEW 715-025-0010: SELECTION OF MAJORS FOR MAJOR TRANSFER MAP **STATEWIDE AGREEMENT** DEVELOPMENT

- (1) Not later than September 30 of each calendar year, the Commission, in consultation with the Transfer Council, shall determine the major courses of study for development as a CAP.

University recommendation:

Not later than **August 31** of each calendar year, the Commission, in consultation with the Transfer Council **and chief academic officers of community colleges and public universities**, shall determine the major courses of study for development as a **MTM SA**.

- (2) The Commission may designate a greater number of majors for development in each calendar year than is required to be approved and implemented under ORS 350.404(4).

University recommendation:

~~The Commission may designate a greater number of majors for development in each calendar year than is required to be approved and implemented under ORS 350.404(4).~~

- (3) The Commission shall publicly identify the criteria used to make such determinations, which shall include, but need not be limited to, a consideration of:
- (a) The major courses of study with the most workforce demand; and
 - (b) The most common major courses of study among students who transfer from a community college to a public university.

NEW 715-025-0015: INSTITUTIONAL PARTICIPATION IN MAJOR TRANSFER MAP CURRICULUM ARTICULATION POLICY DEVELOPMENT

University recommendation:

NEW 715-025-0015: INSTITUTIONAL PARTICIPATION IN MAJOR TRANSFER MAP **STATEWIDE AGREEMENT** DEVELOPMENT

- (1) Prior to the development of a CAP, the Commission shall, in consultation with institutions, determine which institutions offer programs that may be subject to the requirements of the CAP. The Commission shall provide a list of such institutions to the Transfer Council.

University recommendation:

- (1) Prior to the development of a **MTM**, the **Transfer Council** shall, in consultation with institutions **and HECC staff**, determine which institutions offer programs that may be subject to the requirements of the **MTM SA**. **The HECC staff shall provide a list of possible institutions to the Transfer Council.**
- (2) The Council shall appoint, from such pool of institutions, a subcommittee to facilitate the development of the **MTM SA**.

NEW 715-025-0020: MAJOR TRANSFER MAP **STATEWIDE AGREEMENT** DEVELOPMENT AND CONTENT

- (1) Not later than December 31 of the year the Commission determines a **MTM SA** shall be developed for a major course of study, the Transfer Council shall appoint

Commented [AAN2]: HECC exceeds the authority granted to it by the Transfer Statutes by giving itself the flexibility to require more than the Transfer Statutes require of the institutions.

Commented [AAN3]: There is no basis for the Commission to have such authority as described in ORS 350.495-350.432 (Transfer Statutes), and such a grant would conflict with universities' rights under ORS 352.146.

Commented [AAN4]: By statute, the institutions, through the Transfer Council, have the authority and responsibility to develop the MTMs:

The institutions, through the Transfer Council are required to "develop a unified statewide transfer agreement, based on the foundational curricula established under ORS 350.400 [also the responsibility of the institutions] for each major course of study." ORS 350.404(1);

The Transfer Council is directed to "Serve as the primary venue for community colleges and public universities to collaborate to develop...unified statewide transfer agreements described in ORS 350.404." ORS 350.429(1)(b).

By statute, HECC has the responsibility to facilitate the development of the MTM, and ensure the continued alignment of them, but no right to exercise approval or veto authority over the contents of the MTMs:

HECC is directed to "regularly use the Transfer Council established in ORS 350.426 to work with representatives from community colleges and public universities listed in ORS 352.022 in order to:...Facilitate to development, and ensure the continued alignment, of the unified statewide transfer agreements described in ORS 350.404." ORS 350.412(1)(b);

Per proposed OARs 715-025-0020(4), 715-025-0025 and 715-025-0035, CAPs may include variances when such variances benefit students, but HECC has the final approval authority over any variances. This authority conflicts with the right of the faculty to an institution's course of study and curriculum pursuant to ORS 352.146, and affects the institutions' ability to meet the requirement to "seek to maintain the standards of intellectual and academic rigor at community colleges and public universities" when designing the CAPs, as set forth in ORS 350.404(2)(d).

and charge a subcommittee for such purpose.

University recommendation:

- (1) **MTM faculty subcommittees shall develop a MTM SA within 12 months from the date the subcommittee is charged by the Council with its development.**
- (2) The Subcommittee appointed by the Council shall develop the **MTM SA**, which must:
 - (a) Identify an approved Core Transfer Map that makes up a portion of CAP coursework requirements
 - (b) Enable a student to transfer from a community college to a public university listed in ORS 352.002 without the loss of academic credit or the requirement to retake a course at a public university that the student has successfully completed at a community college, provided that the grade in each course that is transferred meets the degree requirements established by the **MTM SA**;
 - (c) Contain provisions that identify the optimal number of academic credits, including credits in the major course of study, that the student should have when the student transfers from a community college to a public university listed in ORS 352.002 in order for the student to efficiently **earn** a bachelor's degree;
 - (d) Define the **courses** and completion standards for the optimal number of academic credits identified in subsection (c) of this section that may be taken at a community college;
 - (e) Except as provided in subsection (f) of this section, ensure that if a student at a community college has completed 90 academic credits of coursework in conformity with the completion standards identified in subsection (d) of this section and transfers to a public university listed in ORS 352.002, the student will:
 - (A) Receive junior status in the major course of study at the public university; and
 - (B) Be able to receive a bachelor's degree in the major course of study by completing the additional academic credits identified in the **MTM SA** after transferring, based on the total number of academic credits and standards approved by the accrediting body for the public university;

University recommendation:

Be able to receive a bachelor's degree in the major course of study by completing the additional academic credits identified in the **MTM SA** after transferring, based on the total number of academic credits and standards **approved by the governing body of the university, which works to stay in alignment with its accrediting body.**

- (f) For **MTM SAs** that in subsection (c) of this section identify an optimal number of academic credits to transfer other than 90, ensure that if a student at a community college has completed the identified number of academic credits of coursework in conformity with the completion standards identified in subsection (d) of this section and transfers to a public university listed in ORS 352.002, the student will:
 - (A) Receive status at the public university, based on the number of academic credits referenced in the **MTM SA**, that is comparable to the status of students with the same

- number of academic credits in the major course of study who began their post-secondary studies at the public university; and
- (B) Be able to receive a bachelor's degree in the major course of study by completing the additional academic credits identified in the **MTM SA** after transferring, based on the total number of academic credits and standards approved by the accrediting body for the public university; and
 - (g) Explore **the potential to adopt identical lower-division requirements in the major course of study, to the greatest extent possible.**
 - (3) The subcommittee shall, by a vote of a majority of voting members, submit a **MTM SA** recommendation to the Council. Two or more members of a subcommittee who disagree with recommendations that are submitted to the Council may jointly submit a minority report to the Council that contains alternate recommendations.
 - (4) **If any element of the MTM SA requires a student to complete an MTM course sequence that is different for two or more public universities, the subcommittee shall submit a statement of justification to the Council accompanying its recommendation that:**
 - (a) **Describes efforts taken by the subcommittee and institutions to establish identical curricula to the greatest extent possible, and specifically the pros and cons of adopting identical learning outcomes, credit loads, lower-division requirements, and prerequisite requirements for upper-division coursework to be taken at the universities;**
 - (b) **Provides information pertaining to how the differences in required curricula across two or more universities is consistent with the different missions of the universities and benefits students;** and
 - (c) **Contains any further information the subcommittee determines is informative.**

NEW 715-025-0025: TRANSFER COUNCIL ACTION

- (1) The Transfer Council shall vote to recommend to the Commission the adoption or modification of a **MTM SA**. A recommendation of the Council consists of a majority of voting members. Two or more members of the Council disagreeing with a recommendation may submit a minority report to the Commission that contains alternate recommendations.

University recommendation:

- (1) **The Transfer Council shall vote to approve the new or a modified MTM SA for adoption by the Commission. Approval by the Council consists of a majority of voting members. Two or more members of the Council disagreeing with a recommendation may submit a minority report to the Transfer Council that contains alternate recommendations.**

- (2) The Transfer Council shall consider any statement of justification received from a subcommittee prior to a vote. The statement of justification shall be submitted to the Commission with the **MTM SA for its adoption.**

Commented [AAN5]: This exceeds the authority granted to HECC in the Transfer Statutes and is at odds with the provisions of the Transfer Statutes that grant the right to develop the CAPs to the institutions by means of the Transfer Council.

- (3) If, as provided in OAR 715-025-0030 or OAR 715-025-0035, the Commission returns a **MTM SA** or portion of a **MTM SA** to the Council, the Council shall have the amount of time specified by the Commission to, by a majority vote of the Council, submit a recommendation to the Commission.

University recommendation:

- (3) If, as provided in OAR 715-025-0030 or OAR 715-025-0035, the Commission does not adopt the **MTM SA**, it will be returned to the Council with the Commission's recommendations for adjustments. The Council shall consider the recommendations from the Commission and, by a majority vote and within 90 days, approve changes, if deemed appropriate, for adoption by the Commission.

NEW 715-025-0030: DECLARATION OF IMPASSE

NEW 715-025-0030: DECLARATION OF LACK OF TIMELY PROGRESS

- (1) The Commission may declare an impasse if the Council fails to make a recommendation to the Council within 12 months from the date the subcommittee is charged by the Council with the development or modification of the **MTM SA**, or should have been charged by the Council pursuant to OAR 715-025-0020, whichever is earlier.

University recommendation:

- (1) The Commission may declare a lack of timely progress if the Council fails to approve a **MTM SA** within 12 months from the date the subcommittee is charged by the Council with the development or modification of the **MTM SA**, or should have been charged by the Council pursuant to OAR 715-025-0020, whichever is earlier.

- (2) Upon Declaration of Impasse, the Commission will take the Council's existing **MTM SA** working draft and develop the **MTM SA**. The Commission may adjust the Council's **MTM SA** working draft as the Commission deems appropriate. The Commission may hire consultants and may consult institutions to assist the Commission in developing the final draft of the **MTM SA**. Upon completion of the final draft of the **MTM SA**, the Commission will return all or portions of the **MTM SA** to the Council for the Council's recommendation as provided in OAR 715-025-0025. The Commission will establish a date by which the Council must provide its recommendation, which may not be less than 180 days following the return of the **MTM SA** to the council.

University recommendation:

- (2) Upon Declaration of Lack of Timely Progress, the Commission will inform the Statewide Provosts Council and Council of Instructional Administrators. These administrators will work with their faculties, faculty governing bodies, and governing boards as appropriate

Commented [AAN6]: This exceeds the authority granted to HECC in the Transfer Statutes and is at odds with the provisions of the Transfer Statutes that grant the right to develop the CAPS to the institutions by means of the Transfer Council.

to develop a final draft recommendation for the Transfer Council within 90 days of the declaration. The Transfer Council will vote on the recommendation and, and if approved, the Commission will adopt.

NEW 715-025-0035: COMMISSION CONSIDERATION AND APPROVAL OF MAJOR TRANSFER MAP STATEWIDE AGREEMENT POLICIES

(1) The Commission shall consider the adoption or modification of a MTM SA based on the work and approval of the Transfer Council.

(2) If the Commission declares an impasse as provided in OAR 715-025-0030(1), the Commission may approve a MTM SA without a formal recommendation from the Council, provided a recommendation is not received by the date established by the Commission as provided by OAR 715-025-0030(2).

University recommendation:

(2) If the Commission declares lack of timely progress of an MTM SA as provided in OAR 715-025-0030(1), the Commission may adopt a MTM SA recommended by the Statewide Provosts Council and Council of Instructional Administrators without a formal approval from the Council, provided a recommendation is not received within 90 days as provided by OAR 715-025-0030(2).

(3) The Commission may return a MTM SA recommendation to the Council for further consideration, and if so, shall establish a date by which the council must provide an alternative recommendation to the Commission. Should the Council not produce such recommendation, the Commission may declare an impasse and utilize the procedure provided in OAR 715-025-0030(2).

University recommendation:

~~(3) The Commission may return a MTM SA recommendation to the Council for further consideration, and if so, shall establish a date by which the council must provide an alternative recommendation to the Commission. Should the Council not produce such recommendation, the Commission may declare an impasse and utilize the procedure provided in OAR 715-025-0030(2).~~

(4) The Commission shall notify participating institutions in writing to provosts and chief academic officers within 60 days of adoption of a MTM SA, and shall specify the academic year no later than which the MTM SA must first be available for students.

NEW 715-025-0040: EFFECT OF MAJOR TRANSFER MAP STATEWIDE AGREEMENT ADOPTION ON INSTITUTIONS

(1) All institutions offering a program leading to a two-year certificate, associate degree or

Commented [AAN7]: The proposed rules grant HECC authorities that are granted to the institutions and the Transfer Council in the Transfer Statutes, namely the authority to develop and approve the content of the MTMs, and such grant also conflicts with universities' rights under ORS 352.146.

- bachelor's degree, and an applied baccalaureate degree, that is the subject of a **MTM** shall be bound by the terms of the **MTM SA**, except as provided in OAR 715-025-0060.
- (2) Community colleges shall, not later than the start of the third academic year following notification by the Commission, grant students who are enrolled in the program subject to the notification the credential or designation specified in the **MTM SA**, provided such student has completed the requirements of the **MTM SA**.
 - (3) Any institution that enrolls a student with the specified **MTM SA** credential or designation must afford the student the privileges of **MTM SAs** as specified in ORS 350.404 and the **MTM SA**, and shall not require a student to retake a course covered by the credential or designation earned.

NEW 715-025-0045: PROGRAM TERMINATION

An institution may terminate a program subject to a **MTM SA**. It shall notify the Council at the time the termination decision is made and shall ensure students enrolled in the affected program pursuant to the **MTM SA** at the time of termination are provided a completion pathway that satisfies the conditions of the **MTM SA**.

NEW 715-025-0050: ANNUAL REVIEW OF ADOPTED MAJOR TRANSFER MAP CURRICULUM ARTICULATION POLICIES

The Transfer Council shall annually review adopted **MTM SAs** for to ensure institutions are adhering to agreed course sequences and related requirements.

NEW 715-025-0055: MODIFICATION OF MAJOR TRANSFER MAP **STATEWIDE AGREEMENT**

- (1) An institution considering a course or curriculum change, including the creation of a new academic program, that impacts or may be impacted by an adopted **MTM SA**, shall notify the Transfer Council and Commission of the proposed course or curriculum change prior to the implementation of such change.
- (2) If the change proposed as provided in section (1) of this rule is the creation of a new program, the **Council** shall determine whether the program is subject to the requirements of an existing **MTM SA**.
- (3) Pursuant to the annual review as provided in OAR 715-025-0050, or upon notification from an institution as provided in section (1) of this rule, the Council shall determine if modification to the **MTM SA** is required.
- (4) The Council shall appoint a subcommittee for the purpose of considering any modifications and making recommendations for modifying the **MTM SA** to the **Council**.
- (5) Any modifications to a **MTM SA** shall be made in accordance to the processes and requirements established in OAR 715-025-0020(2) to (4) and OAR 715-025-0030(2).
- (6) An institution shall not implement any modification to a course or curriculum that would have the effect of causing the institution to be out of compliance with obligations under a **MTM SA** unless a modification is approved through the process established in this rule, or the institution receives an exemption as provided in OAR 715-025-0060.

NEW 715-025-0060: EXEMPTION FROM PARTICIPATION IN A MAJOR TRANSFER MAP **STATEWIDE AGREEMENT**

- (1) An institution may submit a request that a program offered by the institution be exempt from **MTM SA** requirements, if the institution offers a program similar in title, but where the areas of foci in upper division coursework diverge significantly from other public institutions such that the program is reasonably considered distinct from the other **MTM SA** programs.

University recommendation:

- (1) An institution may submit a request that a program offered by the institution be exempt from **MTM SA** requirements, if:
 - (a) the institution offers a program similar in title, but where the areas of foci in upper division coursework diverge significantly from other public institutions such that the program is reasonably considered distinct from the other **MTM SA** programs; or
 - (b) participation would cause a significant financial hardship or other strain on the institution's resources, most commonly because it lacks the personnel with the requisite expertise to deliver the full scope of instruction specified in the **MTM**, and such financial hardship cannot be reasonably mitigated by meaningful curricular variations.

- (2) An institution requesting an exemption must submit an exemption request to the Transfer Council, at any time following the determination made by the **Council** as provided in OAR 715-025-0015, with a statement of reasons the program is distinct and should not be included in the **MTM SA**.

- (3) The Council shall consider the exemption request and other relevant information in determining the exemption request.

- (4) Within 90 days, the Council shall vote to recommend either acceptance or denial of the exemption recommendation and forward its recommendation along with the reasons supporting its recommendation to the Commission. The Commission shall make the final decision on the exemption request by majority vote of the Commission.

University recommendation:

- (4) Within 90 days, the Council shall vote to approve either acceptance or denial of the exemption and forward the approval along with the reasons for support to the Commission. The Commission shall adopt the acceptance or denial of the exemption.
- (5) If an exemption is granted prior to the adoption of the **MTM SA** by the Commission, the requesting institution shall not be represented on the subcommittee established by the Council as provided in OAR 715-025-0020.
- (6) If an exemption is granted after the adoption of the **MTM SA** by the Commission, the institution shall ensure students enrolled in the affected program pursuant to the **MTM SA** at the time of the exemption is granted are provided a completion pathway that satisfies the

Commented [AAN8]: There is no basis for such authority in the Transfer Statutes, and such authority conflicts with universities' rights under ORS 352.146.

Per proposed OAR 715-025-0060, even though an institution could seek exemption from participation in a CAP if the institution offers a program similar in title but where the areas of foci diverge significantly from other public institutions, HECC would have final decision-making authority on whether an exemption will be granted. This usurps the institutions' authority.

Per proposed OAR 715-025-0060, there is only one reason in the proposed rules that an exemption may be granted. Exemptions must also be considered for institutions where participation (or continued participation) would cause a significant financial hardship or other strain on the institution's resources, most commonly because it lacks the personnel with the requisite expertise to deliver the full scope of instruction specified under the terms of the CAP.

conditions of the MTM CAP

- (7) Unless an exemption is granted as provided in this rule, the institution shall be bound by the terms of the **MTM SA**.

CHAPTER 589 – OFFICE OF COMMUNITY COLLEGES AND WORKFORCE DEVELOPMENT
DIVISION 6 – COMMUNITY COLLEGE COURSE APPROVAL

589-006-0050: DEFINITIONS

For the purposes of division 6 of chapter 589, the following definitions apply:

- (1) "Academic standard of achievement" means demonstrated achievement, proficiency, or measured learning acknowledged as meeting a predetermined academic standard, which is normally noted through an academic transcript record maintained by the college.
- (2) "Applied baccalaureate degree" refers broadly to an applied bachelor's degree designed to incorporate Associate of Applied Science or Associate of Science courses or degrees with an appropriate complement of additional upper-division academic and technical coursework. Upon satisfactory completion, students are awarded a Bachelor of Applied Science which indicates completion of a course of study approved by the community college board and the Commission or its designee.
- (3) "Associate degree" is a state-approved lower division undergraduate award issued by a community college that indicates satisfactory completion of a course of study approved by the community college board.
- (4) "Associate of Applied Science (AAS)" is a state-approved associate degree that prepares graduates for direct entry into the workforce, career advancement, occupational licensure, or further study at the baccalaureate level. New and amended AAS programs are approved by the community college board and the Commission or its designee.
- (5) "Associate of Applied Science degree option" is a transcribed specialization within a state-approved AAS degree that is intended to prepare graduates for direct entry into the workforce. New and amended AAS option programs are approved by the community college board and the Commission or its designee.
- (6) "Associate of Arts Oregon Transfer (AAOT) degree" is a state-authorized associate degree that prepares students to transfer into upper division courses within a baccalaureate degree program.
- (7) "Associate of Arts Transfer degree" is a lower division major specific undergraduate award issued by a community college that indicates satisfactory completion of a course of study that is intended to prepare students for transfer to a public university in Oregon and have junior standing in a specific Bachelor of Arts degree program. The classes, outcomes and completion standards for the major specific Associate Transfer degrees are defined by a [statewide memorandum of understanding between participating community colleges and public universities a Major Transfer Map Curriculum Articulation Policy as defined in OAR 715-025-0005](#). In majors where junior standing within 90 credits is not possible, students who complete an Associate of Arts Transfer degree will have equivalent status to students who started at a public university in the same major. Memoranda of understanding are approved by the Commission and will be published on the HECC website.

(8) "Associate of General Studies" is an associate degree that meets individual students' needs using a variety of lower-division collegiate-level courses to meet degree requirements.

(9) "Associate of Science" is a state-authorized associate degree that is intended to prepare students to transfer into a baccalaureate degree program in areas such as Business, Science, Mathematics or Engineering. The Associate of Science degree is often designed to meet the requirements of a specific receiving institution's program.

(10) "Associate of Science Transfer Degree" is a lower division major specific undergraduate award issued by a community college that indicates satisfactory completion of a course of study that is intended to prepare students for transfer to a public university in Oregon and have junior standing in a specific Bachelor of Science degree program. The classes, outcomes and completion standards for the major specific Associate Transfer degrees are defined by [a statewide memorandum of understanding between participating community colleges and public universities a Major Transfer Map Curriculum Articulation Policy as defined in OAR 715-025-0005](#). In majors where junior standing within 90 credits is not possible, students who complete an Associate of Science Transfer degree will have equivalent status to students who started at a public university in the same major. Memoranda of understanding are approved by the Commission and will be published on the HECC website.

(11) "Bachelor of Applied Science" is a state-approved baccalaureate degree designed to incorporate applied associate courses and degrees with additional upper-division coursework emphasizing higher-order thinking skills and advanced technical knowledge and skills.

(12) "Board" refers to the board of education of a community college district.

(13) "Business and Industry Based program" is an Associate of Applied Science degree or certificate of completion designed for an employer to meet specific occupational and educational needs of their current employees.

(14) "Career Pathways Certificate of Completion" is a certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates are a collection of 12 to 44 credits that are wholly contained in an approved Associate of Applied Science (AAS) degree option, or an Independent Certificate of Completion (with at least 45 credits). A Career Pathways Certificate also has a defined job entry point, represents collegiate-level work, and meets Commission standards and criteria.

(15) "Career Technical Education courses" refers to the collegiate-level courses that are designed to prepare persons for entrance into employment, stability, or advancement in specific occupations or clusters of closely related occupations. Career Technical Education courses may be categorized as occupational preparatory or occupational supplementary courses.

(16) "Career Technical Education program" refers to collegiate-level coursework that is designed to prepare persons for employment, stability, and advancement in specific

occupations or clusters of closely related occupations. Career Technical Education programs result in the achievement of a certificate of completion, associate of applied science degree or option, or a bachelor of applied science which have been approved by the community college board and the Commission or its designee.

(17) "Certificate of Completion" refers to a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of Completion must have a defined job entry point, represent collegiate-level work, be credit bearing, meet Commission standards and criteria and be approved by the community college board and the Commission or its designee.

(18) "Clock or contact hours" means one clock (or contact) hour that is 60 minutes long. No more than 10 minutes of each hour can be used for a regularly-scheduled break or passing period.

(19) "Collegiate-level work" means course and program content that provides skills and knowledge beyond that which is normally gained before or during the secondary level. It is characterized by analysis, synthesis and application by which students demonstrate an integration of skills and critical thinking. It is a term that denotes more than college or university transfer courses. It also includes Career Technical Education and other courses that exceed fundamental basic skills and workplace readiness. Courses must be collegiate-level if used to fulfill a requirement in a bachelor of applied science degree associate degree or option, or certificate of completion program.

(20) "Commission" means the Higher Education Coordinating Commission

(21) "Complementary courses in general education" are courses that are designed to serve as supportive parts of Career Technical Education. They are designed to aid students in attaining a higher degree of self-development and to assist the student to make a maximum contribution as a citizen in a democratic society.

(22) "Continuing education units (CEUs)" refers to a form of recognition given for completion of a unit of training for selected occupational supplementary courses. CEUs are based on time attended and not on the assessment of learning.

(23) "Credit" is the means by which a school indicates or certifies that a student has completed a unit of study, demonstrated achievement or proficiency, or manifested measured learning outside of school, so as to have satisfied a portion of the requirements for a degree or for any other academic recognition offered for credit by the school.

(24) "Credit course" means courses offered by the college for which successful completion applies toward requirements of transfer degrees, associate degrees, bachelor degrees or other Career and Technical Education programs.

(25) "Degree" means any academic or honorary title, rank or status that may be used for any purpose whatsoever, which is designated by a symbol or series of letters or words such as, but not limited to associate, bachelor, master, or doctorate and forms or abbreviations thereof that may generally be taken to signify:

- (a) Completion of a program of instruction at the college or university level; or
 - (b) Demonstration of achievement or proficiency comparable to such completion; or
 - (c) Recognition for nonacademic learning, public service or any other reason of distinction comparable to such completion.
- (26) "Deleted program" refers to the permanent elimination of a program previously approved by a community college board and the Commission or its designee.
- (27) "Detrimental duplication" means a situation that occurs when recruitment of students for a new program or location could redirect prospects from a fixed pool concomitant with the application of publicly funded educational cost subsidies, thereby significantly reducing enrollment in existing similar programs for which student financial aid is available but the number of prospective enrollees is limited by non-financial factors such as interest, qualifications needed for admission, internship openings for students, and job openings for graduates.
- (28) "Direct control" means the community college maintains direct and sole responsibility for the academic quality of all aspects of all programs and courses through management and supervision by faculty and institutional administrators.
- (29) "General education" refers to an essential collegiate-level component of associate and baccalaureate degree programs which is designed to foster independent lifelong learning by introducing students to the content and methodology of the major domains of knowledge.
- (30) "Hobby course" means any directed activity engaged in by individuals as an avocation resulting in a collection of objects or in the production of works.
- (31) "Intersegmental" means across segments of education. See "Segment of education."
- (32) "Laboratory or lab" means an instructional setting in which students work independently with the instructor available in the instructional area for assistance and supervision.
- (33) "Lecture" means an instructional setting in which the instructor presents academic subject information.
- (34) "Lecture and laboratory" is an instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated, and lecture and lab are dependent upon each other for the student's educational success.
- (35) "Local community college program approval" means the approval by the local community college board of education or its designee, indicating that a program has met or exceeded local community college program standards and processes prior to being submitted to the Commission or its designee for review.

(36) "Lower Division Collegiate (LDC)" means collegiate-level work in areas of instruction that parallel the offerings of the first two years of Oregon's four-year institutions, and are generally accepted for transfer by Oregon's public higher education institutions.

(37) "New location of an approved program" means a facility where students collectively may receive instruction in the program face-to-face or through technology, in a community not previously so served, including a non-Oregon location within 50 miles of where a comparable program is located in Oregon.

(38) "New program" means any program not previously approved by the Commission or by their predecessor review authorities, regardless of whether it comprises new instructional components or the reassembled components of existing programs.

(39) "Non-credit course" means a course that does not offer college credit for completion and generally cannot be used as part of a credit-based degree or certificate program.

(40) "Non-credit Training Certificate" (NCTC) is a certificate that is made up of either a single noncredit course or a group of noncredit courses. The NCTC must be between 18 and 210 hours in length and requires at least one assessment of measurable outcomes or mastery of learning or knowledge. The NCTC must also be transcribed.

(41) "Occupational preparatory program" means a state-approved Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations. The program is approved by the community college board and the Commission or its designee. In contrast, "stand-alone occupational preparatory courses" refers to courses not included in one or more of a community college's existing approved programs.

(42) "Occupational supplementary program" refers to a Career Technical Education program designed for individuals who have already entered an occupation, to improve their occupational skills and knowledge occupational skills and knowledge in order to achieve employment stability or advancement. The program is approved by the community college board and the Commission or its designee.

(43) "Office" means the Office of Community Colleges and Workforce Development;

(44) "Other education courses" refers to general self-improvement courses intended primarily for adults. These courses include but are not limited to adult basic education (ABE), general educational development (GED), adult high school completion (AHS), English as a second language (ESL), and self-improvement courses not fitting into previously listed categories. These course are independent of Career Technical Education or lower division curricula and are not intended for programs that may lead toward a baccalaureate degree. However, these courses may be used as prerequisite and elective courses in Career Technical Education degree and certificate programs.

(45) "Program" means any organized teaching and learning activity in which successful completion qualifies a student for a degree, a certificate of substantial academic or vocational learning short of a degree, a certificate of preparation related to new or modified occupational licensure, or another academic or vocational certificate that represents a

shorter period of activity but has value as a public credential.

(46) "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 or titles.

(47) "Program approval" means the process by which the local community college Board of Education and the Commission determine that a program has met the applicable program standards and requirements of the board and Commission or its designee.

(48) "Publicly funded" means controlled by an agency of government or by a public corporation as occurs in Oregon community colleges, institutions of higher education, and the Oregon Health & Science University, regardless of specific sources and applications of funds, or controlled by a private entity but subsidized with appropriated public funds received directly for program operation rather than indirectly in the form of student financial aid.

(49) "Recognition award" means an award given to a student by a community college for completion of a state-approved course or courses or for attendance and participation in workshops or seminars. Recognition awards may not be called "certificates of completion" or "certificates" and may not be included on the official student transcript.

(50) "Recreational course" means any directed activity in which individuals participate with the purpose of engaging in physical activity, except those activities which focus on physical fitness or which directly relate to the initial skill development of physical activities in which individuals could reasonably be expected to participate during most of their adult lives.

(51) "Related instruction" is relevant to programs of study for which applied or specialized associate degrees are granted, or programs of an academic year or more in length for which certificates are granted. Related instruction refers to a recognizable body of instruction in program-related areas of communication, computation and human relations. Additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Related instruction areas are either embedded within the program curriculum or taught in blocks of specialized instruction.

(52) "Segment of education" refers to any one of the following:

(a) Oregon community colleges, community college districts, or service districts, together with every other postsecondary program or location ultimately sponsored by the Commission;

(b) Oregon institutions of higher education and related organizational units, together with every other postsecondary program or location ultimately sponsored by the Commission;

(c) The Oregon Health & Science University, any hereafter created public corporations for higher education, and any organizational units of such public corporations, together with every postsecondary program or location under their ultimate sponsorship;

(d) Private Oregon degree-granting institutions and organizations and all non-Oregon

entities offering residential instruction in Oregon for credit toward full degrees approved by the Office of Degree Authorization, together with every postsecondary program or location they sponsor; and

(e) Private non-degree career schools offering instruction in Oregon and licensed under ORS 345, together with every postsecondary program or location they sponsor.

(53) "Statewide or regional consortium program" means an associate of applied science or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.

(54) "State-approved program" means a community college certificate of completion, or associate degree program that has met and continues to meet the standards and criteria of the Commission.

(55) "Suspended program" means the temporary removal of a state-approved program from the overall curriculum of a community college by the local community college board of education or their designee.

(56) "Upper Division" courses refer to collegiate-level work usually taken in the third and fourth year of a four-year undergraduate program. These upper division courses build upon the lower division framework to build a deeper level of knowledge and understanding.