

STATE BOARD OF EDUCATION – ADMINISTRATIVE RULE SUMMARY

Title/OAR #: Local Community College Responsibilities for Program Approval / Temporary Rule / Chapter 589 Division 6

Date: 6/20/14

Staff/Office: Gerald Hamilton, CCWD
Teresa Alonso Leon, CCWD

New Rule **Amend Existing Rule** **Repeal Rule**
Hearing Date: May 28, 2014 **Hearings Officer Report Attached**
Prompted by: **State law changes** **Federal law changes** **Other**

Action Requested:
 First Reading/Second Reading **Adoption** **Adoption/Consent Agenda**

PROPOSED/AMENDED RULE SUMMARY: HB 3079 and HB 3341 eliminate the adverse impact process for new, publicly funded postsecondary programs and locations.

BACKGROUND:

In current rules, adverse intersegmental impact procedures are set up to prevent unnecessary duplication of programs while assuring that workforce education and training needs are being effectively addressed.

During the 2013 legislative session, HB 3079 and HB 3341 recommended elimination of the adverse impact rule, and the requirement for community colleges to enter into agreement with other institutions of higher education before offering potentially duplicative new post-secondary programs.

The rule amendment allows CCWD to enforce this new rule and helps community colleges to develop new programs with out having to go through a time consuming and rigerous process.

The Board is being asked to approve this amendment as a temporary rule while a permanent rule is in process. Approval of the temporary rule would help stream line the process and decrease the time spent by community colleges in their development of new inovative programs for their students

ISSUES/CONCERNS THAT SURFACED DURING RULE WORK: These policy issues could be from the field, stakeholder groups, statements submitted during the comment period, or discussions among ODE staff. Examples:

- None

CHANGED SINCE LAST BOARD MEETING? (so members can focus on what's different)

- N/A; first read—hasn't been before board
- No; same as last month
- Yes – As follows: Changes all references to State Board of Education to Higher Education Coordinating Commission in anticipation of HB 3120; agency will file certificate of rule adoption COB June 30, 2014.

FISCAL IMPACT:

STAFF RECOMMENDATION:

- Adopt administrative rule as prepared this month
- Adopt administrative rule next month
- No recommendation at this time (rarely used)

589-006-0050

Definitions for Division 006, Chapter 589

For the purposes of division 006 of chapter 589, the following definitions apply:

- (1) "Academic standard of achievement" is defined as means demonstrated achievement, proficiency, or measured learning acknowledged as meeting a predetermined academic standard, which—This is nNormally noted through a record transcribed and maintained by the college. "Adverse intersegmental impact" is defined as the detriment of duplication that would fall on a school or its students in a segment other than that of the school proposing the new program or location, except that a publicly funded program or location proposed by a private school or other organization has adverse intersegmental impact if it is detrimental to a school in any of the five segments.
- (32) "Associate degree" is defined as means 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.
- (43) "Associate of Applied Science" (AAS) is defined as means a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce. AAS degrees may also help to prepare students for career advancement, occupational licensure, or further study at the baccalaureate level.
- (54) "Associate of Applied Science degree option" is defined as means a transcribed specialization within a state-approved associate degree that is intended to prepare graduates for direct entry into the workforce.
- (65) "Associate of Arts—Oregon Transfer (AAOT) degree" is defined as means a state-approved associate degree that is intended to prepare students to transfer into upper division courses for a baccalaureate degree.
- (76) "Associate of General Studies" is defined as means a state-approved associate degree that is intended to meet the individual student needs using a variety of collegiate-level courses to meet degree requirements.
- (87) "Associate of Science" is defined as means a state-approved associate degree that is intended to prepare students to transfer into an upper division baccalaureate degree program in areas such as Business, Science, Mathematics, and Engineering. The Associate of Science degree is often designed to meet the requirements of a specific receiving institution.
- (98) "Business and Industry Based program" is defined as means an Associate of Applied Science degree and/or certificate of completion designed for employers to meet specific occupational and educational needs of their current employees.
- (149) "Career Pathways Certificate of Completion" is defined as means a form of certificate awarded by a community college for meeting specific technical skill proficiency requirements that meet an employment need. Career Pathways Certificates pertain to a grouping of 12 to 44 credits that are wholly contained in an approved Associate of Applied Science (AAS) Degree/ or Option or an Independent Certificate of Completion (with a minimum size of 45 credits), have a defined job entry point, represent collegiate-level work, and meet State Board of Education's Higher Education Coordinating Commission standards and criteria.
- (3710) "Professional technical courses/Career Technical Education courses" means are defined as the collegiate-level occupational preparatory or occupational supplementary courses that are designed to prepare persons for entrance into and employment stability and advancement in specific occupations or clusters of closely related occupations. Professional technical Career Technical Education courses include both occupational preparatory and occupational supplementary courses.
- (3811) "Professional technical program/Career Technical Education program" is defined as means collegiate-level coursework that is designed to prepare persons for entrance into and employment stability and advancement in specific occupations or clusters of closely related occupations. Professional technical programs Career Technical Education programs result in the achievement of a state-approved certificate of completion, associate of applied science degree or associate of applied science degree option.
- (4012) "Certificate of Completion" is defined as means a form of recognition awarded by a community college for meeting minimum occupational course, curriculum or proficiency requirements. Certificates of completion must be

state-approved, have a defined job entry point, represent collegiate-level work, and meet State Board of Education's Higher Education Coordinating Commission standards and criteria.

(4213) "Clock or /contact hours" is defined as 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.

(4314) "Collegiate-level work" is defined as means course and program content that provides skills and information beyond that which is normally gained before or during the secondary level. It is characterized by analysis, synthesis, and application in which students demonstrate an integration of skills and critical thinking. It is a term that denotes more than college for university transfer courses. It also includes professional-technical Career Technical Education education and other courses that exceed basic skills, workplace readiness, and fundamental basic skills. Courses must be collegiate level if used to fulfill a requirement in an associate degree, option or certificate of completion program.

(4415) "Complementary courses in general education" are defined as means courses that are designed to serve as supportive parts of the professional-technical programs Career Technical Education. They are designed to aid the 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.

(4616) "Continuing Education Units (CEUs)" is defined as means 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.

(4617) "Credit" is defined as means an indication or certification by a school 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 by the school.

(4718) "Credit course" is defined as means courses offered by the college as part of a lower-division transfer degree or approved professional-technical Career Technical Education program.

(4819) "Degree" is defined as 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 doctor, and forms or abbreviations thereof thereof that signifies, purports, or may generally be taken to signify:

(a) Completion of a course 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.

(4920) "Deleted program" is defined as means the permanent elimination of a program previously approved by the local community college boards and the State Boards of Education, Higher Education Coordinating Commission.

(2021) "Detrimental Duplication" is defined as means a situation that occurs when recruitment of students for a new program or location will tend to 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.

(2122) "Direct control" is defined as means the community college maintains direct and sole responsibility for the academic quality of all aspects of all programs and courses through the management and supervision by faculty and institutional administrators.

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(2223) "Educational programs" are defined as means state-approved certificates of completion and associate degree programs.

(2324) "General education" is defined as means the introduction to the content and methodology of the major areas of knowledge—including the humanities and fine arts, the natural sciences, mathematics, and the social sciences and helps students to develop the mental skills that will make them more effective learners and citizens in a democratic society.

(25) "Higher Education Coordinating Commission" means the commission established by ORS 351.715.

(2426) "Hobby course" is defined as means any directed activity engaged in by individuals as an avocation resulting in a collection of objects or in the production of works.

(2527) "Intersegmental" is defined as means across segments of education. See "Segments of Education."

(2628) "Laboratory or (Lab) lab" is defined as means an instructional setting in which students work independently with the instructor available and in the instructional area for assistance and supervision.

(2729) "Lecture" is defined as means an instructional setting in which the instructor delivers information.

(2830) "Lecture/laboratory (Lecture/Lab)" is defined as means an instructional setting in which the instructor gives short presentations and supervises student application of content. Instructional methods are integrated; lecture and lab are dependent upon each other for the student's educational success.

(2931) "Local community college program approval" is defined as means the approval by the local community college board of education or their its designee indicating that a program has met or exceeded local community college program standards and processes prior to being submitted to the State Board of Education Higher Education Coordinating Commission or their its designee for review.

(3032) "Lower Division Collegiate" (LDC) is defined as 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.

(3433) "New location of an approved program" is defined as means a facility where students collectively may receive instruction in the program face-to-face or through telecommunications in a community not previously so served, including a non-Oregon location within 50 miles of where a comparable program is located in Oregon."

(3234) "New program" is defined as means any program not previously approved by the State Board of Education Higher Education Coordinating Commission, Office of Degree Authorization of the Oregon Student Access Commission or by their predecessor review authorities, regardless of whether it comprises new instructional components or the reassembled components of existing programs.

(3335) "Non-credit course" is defined as 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. No assessment of learning generally takes place.

(3436) "Occupational preparatory program" is defined as means a state-approved professional-technical-Career Technical Education program which is designed to prepare persons for employment in a specified occupation or cluster of closely related occupations.

(3537) "Occupational supplementary program" is defined as means a state-approved program designed for individuals who have already entered an occupation but and seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement.

(3638) "Other Education-education Courses/courses" are defined as means general self-improvement courses intended primarily for adults and independent of professional-technical-Career Technical Education or lower division curricula. These courses are not intended for programs that may lead toward a baccalaureate degree. These courses may be used as prerequisite and elective courses in professional-technical-Career Technical Education degree and certificate programs. Other Education Courses include areas of instruction not otherwise included in the professional-technical-Career Technical Education and lower-division collegiate categories. Other Education-education course areas 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.

(39) "Program" is defined as 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.

(40) "Program amendment" is defined as means a change in a state-approved program submitted to the State Board of Education Higher Education Coordinating Commission or their its designee by a college to receive approval to revise the program. Revisions include minor changes in curriculum content, courses, program outcomes and titles.

(41) "Program approval" is defined as means the process by which the local community college board and the State Board of Education Higher Education Coordinating Commission - acknowledge that a program has met the applicable program standards and requirements of the local and state boards and the Higher Education Coordinating Commission or their designees. Program approval also includes the authorization of the program by the Office of Degree Authorization of the Oregon Student Assistance Access Commission.

(42) "Publicly funded" is defined as 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 & Sciences 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.

(43) "Recognition award" is defined as 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.

(44) "Recreational course" is defined as 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.

(45) "Related instruction" is defined as means 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. They must contain a recognizable body of instruction in program-related areas of communication, computation and human relations. :

(a) Communication;

(b) Computation; and

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.

(46) "Segment of education" is defined as means 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 State Board of Education Higher Education Coordinating Commission;

(b) Oregon state-owned institutions of higher education and related organizational units, together with every other postsecondary program or location ultimately sponsored by the State Board of Higher Education Higher Education Coordinating Commission;

(c) The Oregon Health & Sciences 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 of the Oregon Student Access Commission, together with every postsecondary program or location they sponsor; and

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

(47) "Stand alone occupational preparatory courses" are means defined as courses designed for individuals seeking to build knowledge and skills for initial employment in an area not included in one or more of a community college's

existing approved Associate of Applied Science degree or certificate of completion programs. Also see Occupational Preparatory Program Course.

(48) "Statewide or regional consortium program" ~~is defined as~~means an associate of applied science and/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.

(49) "State-~~approved~~ program" ~~is defined as~~means a community college certificate of completion or associate degree program that has met and continues to meet the standards and criteria of the State Board of Education Higher Education Coordinating Commission and has received authorization by the Office of Degree Authorization. ~~of the Student Assistance Commission.~~

(50) "Suspended program" ~~is defined as~~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~~ its designee.

Stat. Auth.: ORS ~~351.735~~326-051

Stats. Implemented: ~~341.465 & 351.735~~

Hist.: DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03; DCCWD 1-2007(Temp), f. & cert. ef. 6-15-07 thru 12-11-07; DCCWD 3-2007, f. & cert. ef. 9-6-07

589-006-0100

General Community College Program Approval Requirements

- (1) ~~The State Board of Education~~ Higher Education Coordinating Commission has responsibility for approval of community college educational programs and locations.
- (2) ~~The State Board of Education~~ Higher Education Coordinating Commission shall provide community college district boards of education with the standards, criteria and procedures the Higher Education Coordinating Commission ~~State Board of Education~~ will utilize to approve certificate of completion and associate degree programs and new locations for previously approved programs. Such standards shall be included in the *Certificate of Completion and Associate Degree Approval Procedures* identified by the ~~Department~~ department.
- (3) The Higher Education Coordinating Commission ~~State Board of Education~~ shall assure ~~ensure~~ that new community college educational programs have been authorized by the Office of Degree Authorization of the Oregon Student Assistance ~~Access~~ Commission prior to providing the local community college with final approval of new community college programs and locations.
- (4) Requests for approval of new associate degree, associate degree option and certificate of completion programs must be submitted by the local community college district board of education to the Higher Education Coordinating Commission ~~State Board of Education~~ prior to the commencement of the program.
- (5) Associate degree programs offered by community colleges may include: Associate of Arts – Oregon Transfer degree, Associate of Science, Associate of Applied Science and Associate of General Studies. Each associate degree program shall conform to the specific degree requirements as identified in the *Certificate of Completion and Associate Degree Approval Procedures* identified by the Department.
- (6) Certificate of completion programs offered by community colleges shall include: less than one-year, one-year, greater than one-year and two-year certificates of completion. Each certificate of completion shall conform to the specific certificate of completion requirements as identified in the *Certificate of Completion and Associate Degree Approval Procedures* identified by the ~~Department~~ department.
- (7) To meet the approval standards of the Higher Education Coordinating Commission ~~State Board of Education~~, associate degree and associate degree option programs must include:
- ~~Include A~~ at least 90 total credits; and
 - ~~Be no~~ more than 108 credits; and
 - ~~A~~ Have a recognizable core of general education and/or related instruction courses; and
 - ~~A~~ Have an established standard of academic achievement; and
 - Meet ~~ing~~ or exceeding the local community college board of education program approval standards; and
 - Meeting or exceeding the Higher Education Coordinating Commission ~~State Board of Education~~ program approval standards and criteria.
- (8) ~~To meet~~ Meet the approval standards ~~by of the Higher Education Coordinating Commission~~ ~~State Board of Education~~, certificate of completion programs must include:
- ~~At~~ Include at least 12 credits; and
 - ~~Be no~~ more than 108 credits; and
 - ~~A~~ Have a recognizable core of general education and/or related instruction courses for programs one-year or more in length; and
 - ~~A~~ Have an established standard of academic achievement; and

- (e) ~~Demonstration~~Demonstrate of occupational content leading to employment; and
- (f) Meeting or exceeding the local community college board of education program approval standards; and
- (g) Meeting or exceeding the Higher Education Coordinating Commission State Board of Education program approval standards and criteria.

(9) Certificate of completion and associate of applied science degree programs shall include a designation of the particular occupation, career or career area as a component of the award title.

(10) Associate of Arts –Oregon Transfer and Associate of General Studies degrees shall not include a designation of major or areas of study as a component of the award title. The Associate of Science degree may have this designation only if it conforms to a statewide degree approved by the Higher Education Coordinating Commission State Board of Education.

(11) Options to constitute a variation in the state-approved degree are allowable only for associate of applied science degree programs. Associate of applied science degree options may be added to new or existing associate of applied science degree programs following the procedures in the *Certificate of Completion and Associate Degree Approval Procedures* identified by the Department~~department~~.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 351.735326-054

Stats. Implemented: ORS ~~341-425~~, ORS 341.465 & 351.735

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, 581-042-0010 & 581-042-0015; DCCWD 1-2001, f. & cert. ef. 3-21-01, Renumbered from 581-043-0000; DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03

589-006-0150

Local Community College Responsibilities for Program Approval

- (1) ~~Local community~~Community college district boards will have local processes in place to assure ~~ensure~~ensure that local and state program approval standards and criteria are implemented and maintained.
- (2) ~~Local community~~Community college district boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements. These requirements must be included in the institution catalog.
- (3) The ~~local community~~ college board of education has the responsibility to assure that ~~state approval~~state approval standards are achieved for all programs offered by the local community college.
- (4) ~~New certificate of completion and associate degree programs shall follow the Adverse Intersegmental Impact Detrimental Duplication Procedures as identified by the Department and the Office of Degree Authorization as a component of the State Board of Education program approval process.~~
- (4) Community cColleges must follow the program approval process as outlined in the Oregon Community College Handbook & Planning Guide.
- (5) Community colleges shall use the term "Certificate" or "Certificate of Completion" in college catalogs and college promotional documents and on transcripts only as an indication of an award by the college that has met the local and state program approval standards and criteria and have been approved by the Higher Education Coordinating Commission State Board of Education and authorized by the Office of Degree Authorization of the Oregon Student Access Commission.
- (6) ~~Local community~~Community college district boards of education will submit programs using the *Certificate of Completion and Associate Degree Approval Procedures* identified by the Department~~department~~.

(7) The board of education of a community college district is responsible for obtaining and maintaining the course approval requirements set by the Higher Education Coordinating Commission State Board of Education.

(8) Community colleges may provide recognition awards to students for the completion of a state-approved course or courses. Recognition awards may not be called "certificates of completion" or "certificates" and may not be included on the official student transcript. Recognition awards may not be provided for coursework meeting the definition of "program" without state approval.

(9) Upon approval by the Higher Education Coordinating Commission State Board of Education, the Board Higher Education Coordinating Commission authorizes the community college district boards of education, established under ORS 341.005 to 341.950, to issue certificates of completion and associate degrees as an indication of satisfactory completion of state-approved programs offered by the community colleges.

(10) The type of associate degree, associate degree option or certificate of completion to be awarded for completion of a program shall be clearly stated in the community college's catalog or supplement thereto.

(11) Only educational programs that have received program approval from the local community college district board, the Higher Education Coordinating Commission State Board of Education and the Office of Degree Authorization of the Oregon Student Assistance Access Commission shall be included in a community college catalog or other materials.

(12) Prerequisites for associate degree, associate degree option, and certificate of completion programs and courses within the programs shall be clearly stated in the community college's catalog or supplement thereto.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 659-850351.735

Stats. Implemented: ORS 341.465 & 351.735659-850, ORS-855-860

Hist.: DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03

589-006-0200

Approval of Lower Division Collegiate Programs and Courses

(1) Under the authority of ORS 341-426351.735, the Higher Education Coordinating Commission State Board delegates to the Department department the authority to approve Lower Division Collegiate courses.

(2) A community college that is accredited by the Northwest Association of Schools and of Commission on Colleges and Universities shall follow the Department's department's Lower-lower Division division Collegiate-collegiate Course course Approval-approval procedure to request new courses.

(3) A community college that is not accredited by the Northwest Association of Schools and of Commission on Colleges and Universities shall apply for approval through their contracting college.

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 172, f. 6-17-74, ef. 9-1-74; EB 14-1991, f. & cert. ef. 7-19-91; Renumbered from 581-042-0020, 581-042-0025, 581-042-0030 & 581-042-0035; DCCWD 1-2001, f. & cert. ef. 3-21-01, Renumbered from 581-043-0275; DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03

589-006-0300

Approval of Professional Career Technical Education Courses, Certificate of Completion and Associate of Applied Science Degree Programs

(1) Under the authority of ORS 341-426351.735, the State Board Higher Education Coordinating Commission delegates to the Department department the authority to approve professional-technical-Career Technical Education courses.

(2) Professional-technical-Career Technical Education courses consist of either occupational preparatory courses or occupational supplementary courses.

(3) ~~The Department~~ department will use the Professional-Technical Career Technical Education Course Approval Procedure and Certificate of Completion and Associate Degree Approval Procedure to approve professional-technical ~~courses-Career Technical Education courses and programs.~~

(4) ~~Professional-technical-Career Technical Education~~ courses are approved by the Higher Education Coordinating Commission State Board of Education or their its designee, either as a component of the curriculum for a state- approved certificate of completion, associate of applied science degree, or associate of applied science degree option program, or through an individual course approval process as identified in the Professional-Technical Career Technical Education Course Approval Procedure.

(5) ~~The State Board of Education-The Higher Education Coordinating Commission~~ standards for approval of occupational preparatory courses ~~will be included~~ are in the Professional-Technical Career Technical Education Course Approval Procedures and ~~will include~~ are but not be limited to:

(a) Courses are delivered under the direct control of the college and are either:

(A) Approved as part of a community college certificate of completion, associate of applied science degree program, or associate of applied science degree option; or

(B) Approved as a stand-alone occupational preparatory course.

(b) Courses are collegiate-level and provide education and training directed to the development of abilities, skills, understanding, and attitudes needed to enter into an occupation.

(c) Courses are designed for occupational employment and are not necessarily directed toward completion of baccalaureate degree requirements.

(d) Courses are developed and operated with the advice and counsel of employers, employees and other persons knowledgeable about the requirements of the occupations involved.

(e) Courses will not adversely impact or detrimentally duplicate similar intersegmental courses offered locally.

(6) ~~The State Board of Education-The Higher Education Coordinating Commission~~ standards for approval of occupational supplementary courses ~~will be~~ are included in the Professional-Technical Career Technical Education Course Approval Procedures and ~~will include~~ but are not be limited to:

(a) Courses are delivered under the direct control of the college and may or may not be components of a community college certificate of completion or associate of applied science degree program.

(b) Courses are not necessarily directed toward the completion of requirements for a baccalaureate degree.

(c) Courses are collegiate-level and provide education and training designed to develop or enhance abilities, skills, understandings, and attitudes needed to improve the occupational skills in order to achieve employment stability or advancement.

(d) Courses are developed and operated with the advice and counsel of employers, employees, and other persons knowledgeable of the requirements of the occupation involved.

(e) Courses will not adversely impact or detrimentally duplicate similar intersegmental courses offered locally.

(7) Occupational preparatory courses may not be offered by the local community college prior to the approval of the Higher Education Coordinating Commission State Board of Education or their its designated designee.

(8) Occupational supplementary courses may be offered by the local community college prior to final approval by the ~~Department~~ department as identified within the Professional-Technical Career Technical Education Course Approval Procedure under conditions that include the following:

(a) The local community college has a local course approval process in place and assures that the occupational supplementary standards have been met.

(b) The community college is willing to take the risk that the course may not be approved and may be non-reimbursable.

(9) Professional-technical-Career Technical Education courses will be numbered using course numbering conventions as approved by the Departmentdepartment.

(10) Professional-technical-Career Technical Education programs will be approved by the Higher Education Coordinating Commission State Board of Education based on meeting the General-general Community-community College-college Program-program Requirements-requirements for Certificates-certificates of Completioncompletion, Associate-associate of Applied-applied Science-science degrees or Associate-associate of Applied-applied Science science Options as identified in 589-006-0100.

(11) The State Board of Education-The Higher Education Coordinating Commission standards and criteria for approval of professional-technical-programs-Career Technical Education will be included in the Certificate of Completion and Associate Degree Approval Procedures and will include but are not be limited to:

(a) The program is developed and will be implemented, operated and evaluated as a joint venture with business, industry and labor; and

(b) The college demonstrates capacity to offer the program and will provide the necessary resources and services to assure that students can attain the skills and knowledge necessary to fulfill the stated objectives of the program, and

(c) The curriculum for the program demonstrates a cohesive instructional system that will lead to the attainment of the academic and professional-technical-Career Technical Education exit proficiencies needed for success in the occupational field; and

(d) The instructional design for the program provides the appropriate access, flexibility and evaluation components to provide appropriate instruction for students within the program; and

(e) The program provides access to all students and provides the necessary additional and supplemental services for special populations and protected classes; and

(f) Program need is based on local, regional, state, and national statistics and forecasts documenting that an employment demand for family wage occupations is not or cannot be met through existing programs; and

(g) The program provides direct connections to appropriate certificates of advanced mastery as well as other programs in the college, other institutions of postsecondary education, and future training opportunities; and

(h) The program has continuous improvement systems in place that provide for program input through evaluation based on instructor, employer and student satisfaction follow-up data.

(12) Professional-technical-programs-Career Technical Education programs will include the sequence of courses for the program including general education and related instruction, professional-technical-Career Technical Education required, elective and specialization courses. Program approval materials will also include course numbers, credit/non-credit and clock/contact hours for the course.

(13) Provisions will be made within the Certificate of Completion and Associate Degree Approval Procedures to allow for the development, approval, implementation and evaluation of certificate of completion, associate of applied science degree and associate of applied science degree options for statewide or regional consortium of community colleges. Statewide and Regional-regional Consortium consortium certificates and degrees will address a specific program need through a cohesive and transferable curriculum among and between participating colleges.

(14) Provisions will be made within the Certificate of Completion and Associate Degree Approval Procedures to allow for the development, approval, implementation and evaluation of Business & Industry Based programs that are designed for employers to meet specific occupational and educational needs of their current employees.

(15) New Professional-technical-Career and-Technical Education programs will be submitted for approval following the processes outlined in the Oregon Community Colleges Handbook and Planning Guide and Planning Guide, within the Certificate of Completion and Associate Degree Approval Procedures identified by the Department. The procedures will include but not be limited to the following components:

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~~(a) Local community college submission of a Notice of Application Intent to Apply for a New Program/Location to the Department at least three months prior to the planned implementation date of the proposed new program; and~~

~~(b) Department dissemination of the Notice of Intent to Apply for a New Program/Location to public and private institutions to identify potential adverse intersegmental impact or detrimental duplication; and~~

~~(c) Local community college completion of adverse intersegmental impact or detrimental duplication procedures as identified in the Adverse Intersegmental Impact and Detrimental Duplication Procedure by the Department; and through the administrative rules of the Office of Degree Authorization; and~~

~~(d) Local community college submission of the Planning Guide and Application for the new professional technical education program at least 60 days prior to the date approval is to be requested from the State Board of Education.~~

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 326-064351.735

Stats. Implemented: ORS 344-425351.735

Hist.: 1EB 132, f. 5-19-72, ef. 6-1-72; 1EB 166, f. 2-20-74, ef. 3-11-74; EB 14-1991, f. & cert. ef. 7-19-91; Renumbered from 581-042-0040, 581-042-0045, 581-042-0050, 581-042-0055 & 581-042-0060; DCCWD 1-2001, f. & cert. ef. 3-21-01, Renumbered from 581-043-0290; DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03

589-006-0350

Maintaining Approval of Certificate of Completion and Associate of Applied Science Degree Programs

(1) The approval of community college professional technical Career Technical Education programs by the Higher Education Coordinating Commission State Board of Education will continue to be in effect until the program is amended, suspended or deleted from the college's program offerings. The Higher Education Coordinating Commission State Board of Education or their its designee may disqualify an approved professional technical Career Technical Education program if it no longer meets Higher Education Coordinating Commission State Board of Education program approval standards and criteria.

(2) Once a program has been approved by the Higher Education Coordinating Commission State Board of Education, course additions, deletions, or changes within these programs must be approved by the Higher Education Coordinating Commission State Board of Education or their its designee prior to implementation of the revised program.

(3) Associate of Applied Science degree, Associate of Applied Science degree options and Certificate of Completion programs offered by community colleges, shall be considered to be active as long as the Annual Program Review Procedure has been followed for the program and the college has not provided notification to the Department department of program suspension or program deletion.

(4) Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Department department of its intent to suspend a program. The Department department will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the Certificate of Completion and Associate Degree Approval Procedure identified by the Department department.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ORS 659-850351.735

Stats. Implemented: ORS 659-850, ORS 855-860341.465 & 351.735

Hist.: DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03

589-006-0400

Approval of Other Education Courses

(1) Under the authority of ORS 344-425351.735, the Higher Education Coordinating Commission State Board delegates authority to the Department department to approve other education courses. Such approval authorizes the community college to receive state funding to support those courses.

(2) The Department department uses the following standards for approval of other education courses:

(a) The course is primarily intended for adults;

(b) The course may be developmental in nature and offered for:

(A) Adults with less than an eighth grade education through adult basic education classes;

(B) Adults with less than a high school diploma through adult high school completion programs;

(C) Persons who lack sufficient background in subject-matter areas to make satisfactory progress in the lower-division collegiate or professional technical programs of the institution; or

(D) Persons who lack English language skills needed to make satisfactory progress in the lower-division collegiate or professional technical programs of the institution or to enter the workforce.

(c) The course must include at least six contact hours of instruction focused on a single topic.

(3) Approval of other education courses must follow the Department's department's other reimbursable course approval procedure.

(4) State reimbursement shall not be available for hobby or recreation courses.; However, such courses may be provided on a self-sustaining basis.

[Publications: Publications referenced are available from the agency.]

Stat. Auth.: ~~ORS 326.051~~ & ~~ORS 341.626 & 351.735~~

Stats. Implemented: ~~ORS 341.425 & ORS 341.626~~ ORS 341.626 & 351.735

Hist.: 1EB 132, f. 5-19-72, ef. 6-1-72; 1EB 166, f. 2-20-74, ef. 3-11-74; EB 14-1991, f. & cert. ef. 7-19-91;

Renumbered from 581-042-0065, 581-042-0070, 581-042-0075 & 581-042-0085; DCCWD 1-2001, f. & cert. ef. 3-21-01, Renumbered from 581-043-0300; DCCWD 1-2003, f. & cert. ef. 1-9-03; DCCWD 5-2003, f. & cert. ef. 10-20-03



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MEMO

DATE: May 29, 2014

TO: Department of Community Colleges and Workforce Development

FROM: Linda Hutchins, Hearing Officer

RE: Presiding Officer's Report to Agency on Rulemaking Hearing

Hearing Date: May 28, 2014
Hearing Location: Public Service Building, CCWD Conference Room #2
Rule Title: 589, Division 6

The rulemaking hearing on the proposed rule was convened at 9:00 a.m.

Before receiving comments, I briefly summarized the proposed rule amendment.

No one attended the hearing, which was adjourned at noon on May 28, 2014.

No comments were received during the comment period for this proposed rule amendment.

C: Teresa Alonso Leon, Administrative Rule Lead
File

