



MEMORANDUM: Work Product Request

TO: The Systems and Operations Subcommittee
FROM: Transfer Council
DATE: December 12, 2023
SUBJECT: Feedback request for Systems and Operations Subcommittee

Dear Systems and Operations Subcommittee,

This memorandum serves as an official request between the Transfer Council and the Systems and Operations Subcommittee for the purpose of requesting assistance with providing feedback on the [Faculty Course Alignment Subcommittee Charge](#), specifically the highlighted section under “Purpose/charge,” which states:

I. Purpose/charge

Faculty nominated for Faculty Course Alignment Subcommittees are tasked with the following:

- Aligning designated course learning outcomes. All courses must be 100% aligned to these outcomes, however, a faculty can add outcomes as long as the added outcomes do not change the agreed upon statewide course learning outcomes and associated credits awarded
- **Members of the Faculty Course Alignment Subcommittee must align the number of credits for which a course is offered.**
- Members of the Faculty Course Alignment Subcommittee must make recommendations on a single course number, prefix, and title, to the Transfer Council that are in alignment with the recommendations of the Common Course Number System Subcommittee (see the Common Course Number System Subcommittee charge).

Transfer Council would like to thank the Systems and Operations Subcommittee for their willingness to share their expertise and experience regarding credit alignment, including how courses are articulated from community colleges to universities (vertical transfer) and between community colleges/universities (horizontal transfer). Understanding not only if a course is articulated, but whether articulation results in excess credit accumulation for students is important. Another issue to consider is D-W-F-I rates for courses, specifically MTH 251 and 252, which are currently up for alignment as part of the Common Course Numbering (CCN) system. [insert more background info here]

The TC is requesting that you discuss the issue of credit creep as it relates to Common Course Numbering and report back your recommendation on this topic. For example, you might say something like the following:

- We have discussed the issue of credit creep and recommend, that where possible, credit creep should be avoided.
- We do not believe credit creep should occur and the TC should limit instances of this.
- We do not believe credit creep is a significant issue, and faculty subgroups should err on the side of student learning and field best practices.

The work product requested is a memo with information on if/how changes in credits for commonly numbered courses have had an impact on credits at institutions, overall.

Please provide the above work product by February 8, 2024, to:

- Jane Denison-Furness, Post-secondary Transfer Specialist, HECC
- Jennifer Markey (transfercouncil@hecc.oregon.gov) and
- TC Co-chair(s): Teresa Rivenes (teresa.rivenes@umpqua.edu) and Jose Coll (collj@mail.wou.edu)

Additionally, the Transfer Council requests that a representative of the Systems and Operations subcommittee attend the Transfer Council meeting on February 15, 2024 from 10 am to 12:30 pm for the purpose of summarizing the work product and responding to questions from members of the Transfer Council.

Additional Background: [SB 233](#), [additional data, meeting minutes, history, or context to help guide the subcommittee to creation of an efficient work product].

Thank you again for your continued service,

Transfer Council Co-chairs Teresa Rivenes and Jose Coll

Transfer Council Co-chair Teresa Rivenes

Transfer Council Co-chair [add name of TC Co-chair]

Copies: Donna Lewelling, Director of Community Colleges and Workforce Development, HECC
Veronica Dujon, Director of Academic Policy and Authorization, HECC