



MEMORANDUM: Work Process Request

TO: Transfer Council
FROM: Systems and Operations Subcommittee
DATE: 2/6/2024
SUBJECT: Approval Request for Addition to the CCN Course Framework

Dear Transfer Council,

This memorandum serves as an official request between the Systems and Operations Subcommittee and the Transfer Council for the purpose of requesting approval for following addition to the CCN course framework. This addition was approved unanimously by the 15 members of the subcommittee who were present at the 2/1/2024 subcommittee meeting.

Course Credit

Course credit must match.

Faculty subcommittees shall decide upon a credit amount as part of their recommendation to the Transfer Council.

If a faculty subcommittee cannot come to agreement on course credit, the faculty subcommittee shall consult with the Systems and Operations Subcommittee before requesting an exception from the Transfer Council.

Prior to consulting with the Systems and Operations Subcommittee, faculty subcommittees must consider these options:

- Align the credit at the lower credit amount, by reducing the credit at one or more institutions;
- Align the credit at the lower credit amount, by reducing the credit at one or more institution and recommending that institutions create a co-requisite course to provide the additional credit

In any rare case when a faculty subcommittee cannot reach an agreement on course credit, after considering all options, then the faculty subcommittee must present the pedagogical and student success imperatives justifying the credit variance and any negative impacts as part of the consultation with the Systems and Operations Subcommittee. Credit variance may not exceed one credit.

CCN courses must be offered with the approved credit amount. CCN courses may not be offered for any credit amount outside the approved amount, including being offered in a manner split across terms.

The Systems and Operations Subcommittee would like to thank the Transfer Council for their support and guidance with transfer-related concerns, especially issues related to Common Course Numbering, Major Transfer Maps, and the legislatively required reporting for such initiatives.

The Systems and Operations Subcommittee would like to request the following from the Transfer Council: approval of the addition to the CCN course framework.

The response requested is a memo with the following:

- Approval of the revision to the CCN course framework
- Confirmation of how the revised framework will be distributed to other subcommittees
- Confirmation of how the revised framework will be made available [data, written report, list of options, draft process etc.; please make this request as specific as possible]

Please provide the above information in a memo by 2/22/2024 to:

- Jane Denison-Furness (jane.Denison-furness@hecc.oregon.gov)
- Jennifer Markey (transfercouncil@hecc.oregon.gov) and
- Systems and Operations Subcommittee Co-chairs: Chris Sweet (chris.sweet@clackamas.edu) and Julia Pomerenk (jpom@uoregon.edu)

Additionally, one or both of the Systems and Operations Subcommittee co-chairs will share this memo addressed to the Transfer Council at the Transfer Council meeting on 2/15/2024 at the time indicated on the agenda for the purpose of summarizing the work process memo and responding to questions from Co-chairs of the subcommittee.

Additional Background:

The Systems and Operations Subcommittee, at the request of the Transfer Council, discussed the credit difference for CCN courses. The addition to the framework reflects our best recommendation.

At our next meeting on 2/16/2024, the subcommittee will continue its discussion of additional revisions to the CCN course framework, with the expectation to send more revisions following the meeting. The subcommittee will also continue its discussion prompted by the revised Work Product Memo initially dated 12/12/2023.

Thank you again for your continued service.

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