



ADMINISTRATIVE RULE

Approval Date: 08/23/19

Effective Date: 08/23/19

Last Revised:

Rule Number/Name:	040.033.000 – Related Instruction
Responsible Department:	Instructional Services
Authority:	Director of Curriculum, Assessment, Strategic Planning & Accreditation

Overview

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, must contain a recognizable body of instruction in program-related areas of 1) communication, 2) computation, and 3) human relations. Additional topics which should be covered as appropriate include safety, industrial safety, and environmental awareness. Instruction in the related instructional areas may be either embedded within the program curriculum or taught in blocks of specialized instruction. Each approach, however, must have clearly identified content that is pertinent to the general program of study. ([CCWD Handbook](#) – Oregon Administrative Rule [589-006-0050](#))

Applicability

Faculty; Curriculum Committee; Instructional Deans; Director of Curriculum, Assessment, Strategic Planning and Accreditation; Vice President of Instructional Services; Academic Assessment Coordinator.

Administrative Rule Statement

Related Instruction in Associate of Applied Science (AAS) degrees.

Related Instruction for AAS degrees is fulfilled through the requirement of a minimum of 16 credits of general education coursework with at least one course (3 credits or more) in each of the three areas of the General Education/Discipline Studies list (Arts and Letters; Social Science; and Science, Mathematics, and Computer Science). To earn a General Education designation, courses must address at least three of the college's five Institutional Core Learning Outcomes (CLOs). CLOs cover the three Related Instruction areas of communication, computation, and human relations.

Related Instruction in certificates of 45 credits or more

Certificates of 45 credits or more are required to include coursework that addresses the three area of Related Instruction. Distribution of Related Instruction is recorded on the Related Instruction Template (see [Curriculum Office Forms](#) webpage for blank template).



ADMINISTRATIVE RULE

For certificates of 45 to 60 credits: 240 hours (the equivalent of 8 credits) of related instruction with representation in three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum of 48 hours (20% of the minimum total) of student learning is required in each area; 96 hours are at the department's discretion.

For certificates of 61 to 108 credits: 480 hours (the equivalent of 16 credits) of related instruction with representation in three program-related instructional areas, 1) communication, 2) computation, and 3) human relations. A minimum of 96 hours (20% of the minimum total) of student learning are required in each area; 192 hours are at the department's discretion.

Related Instruction Course Options:

The related instruction requirement in certificates may be fulfilled using stand-alone courses, courses in the program containing embedded instruction (both described below), or a combination of the two. However, departments are strongly encouraged to use stand-alone courses whenever possible.

Stand-alone course(s) option: Uses existing credit courses (must be 100 level or above) that address 1) communication, 2) computation, or 3) human relations. Sources for this option are a college-level course (CTE or LDC) in any discipline that provides instruction that would be relevant to the discipline in question and clearly addresses one (and only one) of the three areas. (Courses that address more than one area are considered to have embedded related instruction, as described below). Stand-alone courses used for related instruction must be identified and the hours included on the Related Instruction Template (see Curriculum Office Forms page for blank template).

Embedded instruction option: Embedded instruction occurs simultaneously with program content instruction. Embedded instruction content and hours must be reflected in each course's CCOG. More than one of the three areas can be embedded in a single course. Departments may identify embedded instruction hours that apply to their CTE courses only. The related instruction embedded in courses is recommended by the department, seeking approval from the Curriculum Committee and the vice president of Instructional Services.

Credit and Contact Hour Requirements for Related Instruction:

In order to facilitate identification and recording, related instruction is counted in hours of student learning rather than credits. A credit is considered to represent 30 hours of student learning (instruction supported by study and practice). Student learning includes both



ADMINISTRATIVE RULE

direct instruction and class work such as study or practice. For every hour of lecture, it is expected that students will spend 2 hours in study outside of class time; so a 1-credit lecture class meets for 10 hours (minimum) and includes 20 hours additional learning time outside of class. Over the course of a 10-week term that would be equivalent to 30 hours. The distribution of class vs. out-of-class time is different for the lab and lecture-lab configurations. The conventions used at CGCC are as follows:

- 1 cr lecture meets 1 hr /wk, plus 2 hrs/wk of study, for at least 10 weeks = 30hours
- 1 cr lec-lab meets 2 hrs/wk, plus 1 hr/wk of study, for at least 10 weeks = 30 hours
- 1 cr lab meets 3 hrs/wk, with minimal outside study, for at least 10 weeks = 30 hours

The Related Instruction Template identifies the courses and hours of instruction in the three areas used to meet the requirements described above. This is recommended by the department, seeking approval from the Curriculum Committee and the vice president of Instructional Services.

Assessment of Related Instruction

Assessment of Related Instruction outcomes achievement for AAS degrees is completed via [Institutional Core Learning Outcomes Assessment](#). Assessment of Related Instruction outcomes achievement for certificates is completed via [Degree, Certificate and Program Outcomes Assessment](#). Certificates of 45 credits or more are required to include program outcomes that address the three areas of Related Instruction.

Instructor Qualifications for Embedded Related Instruction

The department for the CTE program develops specific requirements that pertain to the related instruction embedded in their courses, and recommends these for administrative approval. These requirements are published as part of the Instructor Qualifications. The Instructor Approval Form will note that an instructor is qualified to deliver embedded related instruction either for all courses or for specific courses. Supporting documentation of the relevant qualifications will be attached to the approval form.

Definitions

1. *CCWD – Community Colleges and Workforce Development*: State agency which monitors and approves instructional programming at community colleges.
2. *Curriculum*: All courses offered and their content; a prescribed set of courses leading to a specific outcome, which may include the completion of a degree, certificate, or program.



ADMINISTRATIVE RULE

3. *Program*: A coherent body of classes preparing students for college level work, a credential, certificate, or degree.

Interpretation of Administrative Rule

Director of Curriculum, Assessment, Strategic Planning & Accreditation

Cross Reference to Related Administrative Rules

1. 040.027.000 – Credit Guidelines
2. 040.009.000 – Curriculum Development and Approval
3. 040.003.000 – Instructional Program Review
4. 040.038.000 – Core Learning Outcomes Assessment
5. 040.039.000 – Degree, Certificate and Program Outcomes Assessment

Further Information

Director of Curriculum, Assessment, Strategic Planning and Accreditation

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Strategic Direction

Core Theme B: Education

Appendix

1. CGCC Operating Procedure 040.033.001 – Related Instruction
2. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
3. Community College and Workforce Development Community College Handbook – [Related Instruction definition](#)