



OPERATING PROCEDURE

Approval Date: 08/23/19

Effective Date: 08/23/19

Last Revised:

Procedure Number/Name:	040.033.001 – Related Instruction
Associated Rule Number/Name:	040.033.000 – Related Instruction
Responsible Department:	Instructional Services

Overview

The required inclusion of Related Instruction (RI) in Associate of Applied Science (AAS) degrees and certificates of 45 credits or more is verified and approved in accordance with established procedures set forth by the Curriculum Committee and the vice president of Instructional Services. The process is facilitated by the Curriculum Office.

Areas of Responsibility

Faculty, Instructional Deans, Department Chairs, Curriculum Committee, Vice President of Instructional Services, Curriculum Office

Operating Procedure Details

Inclusion of Related Instruction in degrees and certificates

AAS degrees will include a minimum of 16 credits of General Education including courses that address the RI areas of communication, computation, and human relations. Approval process for new or revised AAS degrees will follow the procedures laid out in OP 040.009.000 Curriculum Development and Approval.

Certificates of 45 credits or more will include in their new or revised certificate requests documentation on how the required hours of RI are addressed. Certificate submissions will be accompanied by a Related Instruction Template (see [Curriculum Office Forms](#) webpage for blank template) that includes the number of hours of student learning for each area of RI and a confirmation that instructor qualifications have been developed and approved for the teaching of any embedded RI. Certificate submissions without the required accompanying RI documentation will not be placed on the Curriculum Committee agenda nor proceed in the certificate approval process.

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.



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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.

Identifying Related Instruction in courses

The RI 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 RI areas. (Courses that address more than one area are considered to have embedded RI, as described below). Stand-alone courses used for RI must be identified and the hours included on the Related Instruction Template (see [Curriculum Office Forms](#) page for blank template).

The Curriculum Committee identifies courses that fulfill stand-alone requirements for each of the three areas of Related Instruction. The list of courses can be found on the Curriculum Office website.

Embedded instruction option: Embedded instruction occurs simultaneously with program content instruction. Embedded instruction content and hours must be reflected in each course's Course Content and Outcome Guide. 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. An Embedded Related Instruction form must be completed for each course being proposed for embedded RI and submitted to the Curriculum Office for review and approval by the Curriculum Committee and the vice president of Instructional Services. Documentation of the following is required:

- A course outcome that is associated with the RI area
- Course content (activities, skills, concepts, etc.) showing how the RI area is addressed in the course: providing details and including specific number RI hours for each activity (See Credit and Contact Hour Requirements below*)



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- Qualifications instructors must have to teach each RI area identified for the course. (Departments develop the specific requirements that pertain to teaching embedded RI in their courses and recommend these for administrative approval by the department dean and 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 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 = 30 hours
- 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

Once Related Instruction is approved by the Curriculum Committee and the vice president of instruction, degrees and certificates will proceed according to internal and external curriculum development and approval procedures.

Definitions

1. *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.

Further Information

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References

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval
2. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
3. Community College and Workforce Development Community College Handbook – [Related Instruction definition](#)

Forms

1. Curriculum submission forms – [CGCC Curriculum Office Forms website](#)