

# Curriculum Committee Meeting Agenda

## Voting Committee Members

Chair – Pam Morse (Math)

Vice Chair – Mimi Pentz (Nurs/Hlth Occ)

Kristen Booth (Pre-Coll/ESOL)

Emilie Miller (Science)

Robert Wells-Clark (Tec/Trad)

Jenn Kamrar (Art/Cult/Comm)

Rebecca Schwartz (Inst Dean)

Andrea LoManaco (Business)

Stephen Shwiff (Soc Sci & Ed)

## Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Mary Martin (Student Services/Registrar)

Susan Lewis (Curriculum)

## Support Staff

Sara Wade (Curriculum)

## Guests

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## **October 20, 2022 3:30 am – 5:00 pm**

The Dalles Campus, room 1.162 (Board Room, Building 1 next to cafe)

Hood River Center, room 1.209 (conference room)

**Requesting that members attend in person if at all possible. But if there are reasons that make it impossible, members may attend via the following zoom link.**

Zoom log-in: <https://cgcc.zoom.us/j/85757648425> Meeting ID: 857 5764 8425;

phone in: 1-253-215-8782

Approval of October 6, 2022 minutes <sup>1</sup>

## Old Business

1. ECE and Elementary Educator Pathway relationship – shifting ECE from CTE to LDC (Rebecca will conduct research on what other colleges classify ECE under) (original date: June 10, 2022)
2. Intent of Library check-off on Submission Form – changing LLC perspective (original date: June 10, 2022)
3. Contact Hour Definitions (original date: June 10, 2022)

## New Business

1. Approval of Administrative Rules and Operating Procedures updates <sup>2</sup> (Susan, 3:50 – 4:30 pm)
  - AR 040.009.000 Curriculum Development and Approval
    - OP 040.009.001 Curriculum Development and Approval
  - AR 040.016.000 Requisite Requirements
    - Prerequisite Override Form
  - AR 040.017.000 Transfer and General Degree Requirements
  - AR 040.027.000 Credit Guidelines
  - AR 040.033.000 Related Instruction
    - OP 040.033.001 Related Instruction
  - AR 040.035.000 Occupational Supplementary Courses / Continuing Education Units
    - OP 040.035.001 Occupational Supplementary Courses / Continuing Education Units

- AR 040.037.000 Termination of a Program
  - OP 040.037.001 Termination of a Program

Next Meeting: November 3, 2022

Attachments: <sup>1</sup> October 6, 2022 CC Minutes; <sup>2</sup> Administrative Rules & Operating Procedures

**Curriculum Committee Minutes**

**October 06, 2022 3:30 to 5pm**

**Location:** TDC 1.162 (Board Room) & HRC 209 (Conference Room)

**Zoom Link:** <https://cgcc.zoom.us/j/81195761793>

**PRESENT:**

**Voting Committee Members**

Chair- Pam Morse (Math)  
 Vice Chair- Mimi Pentz (Nurs/Hlth)  
 Andrea LoManaco (Buiness)  
 Emilie Miller (Science)

Stephen Shwiff (Social Science)  
 Robert Wells-Clark (Ind/Trade)  
 Jenn Kamrar (Art,Cult,Comm)  
 Rebecca Schwartz (Inst Dean)

**Non-Voting Committee Members**

Susan Lewis (Curriculum)

Mary Martin (Student Services)

**Supporting Staff**

Sara Wade (Curriculum)

**Guest**

**ABSENT**

**Voting Committee Members**

Kristen Booth (Pre-College)

**Non-Voting Committee Members**

Jarett Gilbert (VP Instructional Services)

Item	Discussion	Action
<b>Call to Order: 3:35pm</b>	Meeting called to order at 3:35pm by Chair Pam Morse.	
<b>Approval of September 22, 2022</b>	<b>Motion: approve as written.</b>	Motion: Rebecca 2nds: Mimi 6 in favor – 0 opposed – 0 abstains
<b>Old Business:</b>		
<ol style="list-style-type: none"> <li><b>ECE Elementary Educator Pathway relationship – shifting ECE from CTE to LDC (left at Retreat that Rebecca would conduct research on what other colleges classify ECE under)</b></li> <li><b>Intent of Library check-off on Submission Form – changing LLC perspective</b></li> </ol>	<ol style="list-style-type: none"> <li>Rebecca shared that it is going well and work is currently being done and asked to move to October 20, 2022 meeting.</li> <li>To be continued when Tori returns.</li> <li>Susan &amp; others shares what is coming to the curriculum table in 22-23                             <ul style="list-style-type: none"> <li>Revisions to the Construction AAS, as well as the possibility of 2 new, 1 year certificates</li> </ul> </li> </ol>	

<p><b>3. Outlook for 2022-23 Curriculum Activity</b></p>	<ul style="list-style-type: none"> <li>• Credit for Prior Learning New Course Submissions</li> <li>• Common Course Numbering discussions</li> <li>• A complete re-haul of the MA Program</li> </ul>	
<p><b>New Business:</b></p>		
<p>Recording CC meetings</p>	<p><b>Question: Would the curriculum committee members like or feel comfortable recording the meeting?</b></p> <ul style="list-style-type: none"> <li>• Concern if voting will be affected due to the possibility members don't want to be on the record for saying how they voted.</li> <li>• If and where these videos would live, Online? Shared drive?</li> <li>• It was brought up that it would be nice to have these videos available if someone was gone or to look back to reference how something was actually being discussed.</li> </ul> <p>It was agreed on to record the meetings for internal purposes, as a look back or reference. They will not be posted online but will be stored by Sara, and can be requested anytime by a CC member.</p> <p><b><i>**For reference, this meeting was not recorded, recording will start at the next meeting. -sw</i></b></p> <p><b>Motion: approve to record meetings for internal purposes, for a reference to look back on.</b></p>	<p>Motion: Rebecca 2nded: Emilie 7 in favor – 0 opposed – 0 abstained</p>
<p>1. Contact Hour Definitions – carryover from Retreat</p> <ul style="list-style-type: none"> <li>➤ What is Lecture, Lec/Lab, Lab</li> <li>➤ What do the definitions of Contact Hours look like within the F2F, Zoom, Online and Hybrid classroom?</li> </ul>	<p>Susan shares an example of what happened when there is a lack of knowledge or confusion of contact hours with the committee.</p> <p>Discussion on contact hours</p> <ul style="list-style-type: none"> <li>• Contact hours have to be met but was discussed that it seems to be a college wide problem with confusion of contact hours.</li> <li>• The understanding of Contact Hours ranges from department to department because of the courses being taught; Lec, Lec/Lab, Lab</li> </ul> <p>How to share and educate faculty about the information of Contact Hours:</p> <ul style="list-style-type: none"> <li>• Leigh's Professional Development</li> <li>• Videos</li> </ul>	

	<ul style="list-style-type: none"> <li>• A table or chart conversion break down of contact hours</li> </ul> <p>A good question to ask faculty as well; do you know what contact hours are &amp; how do you come up with enough work to cover those hours for an online course.</p> <p><b>*Table discussion to a further date so Tori weigh in from the library end. Pam will also share &amp; ask the department of chairs committee as well for new input.</b></p>	
<p>2. Credit for Prior Learning (CPL)</p>	<p>Rebecca shares what Credit for Prior Learning (CPL) is and what work is being done with it.</p> <p>CPL is to help students that have life experience with some areas of study or work experience. Be able to get credit for the previous work or knowledge they have.</p> <ul style="list-style-type: none"> <li>• CGCC's CPL taskforce has looked over and identified over 60 courses that CGCC offers or past offered that students could get CPL for.</li> <li>• There will be some courses created to help students have more opportunities to get credit for transfers. <ul style="list-style-type: none"> <li>➤ Some of these courses could be actually offered.</li> </ul> </li> </ul> <p>There was concern/question about how the cc would feel about having courses on our books and in the catalog that we don't actually teach but are giving students credit for.</p> <p>Rebecca shares information about the Clep? test to measure students' knowledge in a certain subject. Subjects or areas that a Clep? test can't be used students will take a portfolio course.</p> <p>A Portfolio course will be created to take the place of the test to help measure if students meet the learning outcomes of a course. The course will work with students to build a portfolio to show to a panel that approve or not approve credit.</p> <ul style="list-style-type: none"> <li>➤ Clarification that the needs to be the right people with knowledge of potential skill to approve students work, to reward with credit.</li> </ul>	
<p><b>Meeting Adjourned: 4:57pm</b></p>	<p><b>Andrea motioned to end the meeting Stephen seconded, all in favor. Meeting ended at 4:57pm.</b></p>	<p><b>Next Meeting: October 20, 2022</b></p>



## ADMINISTRATIVE RULE

Approval Date: 12/10/12  
Effective Date: 12/10/12  
Last Revised: 07/12/19

<b>Rule Number/Name:</b>	004.009.000 – Curriculum Development and Approval
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Requests for new courses and changes to existing courses that are offered by Columbia Gorge Community College (CGCC) academic departments are normally initiated at the departmental level, by faculty. They may also originate out of a need identified by the administration and/or community partners, both public and private.

Requests for course curriculum or program changes which will alter a degree or certificate requirement or will create a new degree or certificate program will follow the prescribed procedures as described in Operating Procedure 040.009.001 – Curriculum Development and Approval.

### Applicability

Faculty, Curriculum Committee, and Instructional Services Staff [and Administration](#)

### Administrative Rule Statement

Curriculum development, revision, and approval of courses, degrees, certificates or programs will comply with requirements enumerated in the State of Oregon’s OAR 589-006 – Community College Course Approval. The content of curriculum is the responsibility of the faculty. The Curriculum Committee has oversight of the college’s curriculum, reviews all curricular submissions and forwards its decisions to the vice-president of Instructional Services, college president, and Board of Education regarding the approval of new and revised courses, degrees, certificates and programs as required in Operating Procedure 04.009.001 – Curriculum Development and Approval.

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

### Interpretation of Administrative Rule



## ADMINISTRATIVE RULE

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Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

- ~~1. 040.003.000 – Academic Program Review~~
- ~~2. 040.007.000 – Distance Learning Course Development (Can't be found)~~
3. 040.016.000 – Requisite Requirements
4. 040.017.000 – Transfer and General Degree Requirements
5. 040.027.000 – Credit Guidelines
6. 040.033.000 – Related Instruction
7. 040.035.000 – Occupational Supplementary Courses / Continuing Education Units
8. 040.037.000 – Termination of a Program

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning and Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

- ~~1. CGCC Operating Procedure 040.003.001 – Instructional Program Review~~
2. CGCC Operating Procedure 040.009.001 – Curriculum Development and Approval
3. CGCC Operating Procedure 040.033.001 – Related Instruction
4. CGCC Operating Procedure 040.035.001 – Occupational Supplementary Courses / Continuing Education Units
5. CGCC Operating Procedure 040.037.001 – Termination of a Program
6. [CGCC Curriculum Committee Charter](#)
7. [Oregon Administrative Rule 589-006 – Community College Course Approval](#)
8. [New Program Adoption Process & Guidelines](#)



## OPERATING PROCEDURE

Approval Date: 12/10/12  
Effective Date: 12/10/12  
Last Revised: 07/22/19

<b>Procedure Number/Name:</b>	040.009.001 – Curriculum Development and Approval
<b>Associated Rule Number/Name:</b>	040.009.000 – Curriculum Development and Approval
<b>Responsible Department:</b>	Instructional Services

### Overview

Curriculum requests are submitted, in accordance with established procedures and deadlines, to the Curriculum Office for placement on the next available Curriculum Committee agenda. Committee decisions are forwarded to the vice president of Instructional Services (VPIS), president, and Board of Education for approval as appropriate.

### Areas of Responsibility

The individual(s) proposing the curriculum changes, the Curriculum Committee, and the VPIS are responsible for following the established procedures. The Curriculum Office provides technical, content, and routing assistance. The Curriculum Office is responsible for overseeing application to appropriate state entities and accrediting bodies as required.

### Operating Procedure Details

Proposals for new degrees, certificates and/or programs (not including related certificates or career pathway certificates) are submitted to the Initial Program Adoption Review Board for initial review and recommendations regarding continued investment in program development.

New course, related certificate, and career pathway certificate submissions, as well as all revision submissions proceed directly to the Curriculum Committee.

### ***Initial Program Adoption Review Board***

Submissions proposing a new degree, certificate, or program are to complete Step One of the New Program Adoption Process and request a hearing before the Initial Program Review Board.

Programs approved for next steps in the New Program Adoption Process will proceed to the Curriculum Committee submission process.

### ***Curriculum Committee***

The process for considering a proposal will be as follows:

- A. Curricular submissions are submitted to the Curriculum Office using approved submission forms. Submissions for new degrees, certificates, or programs (other





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- than new related certificates or career pathways) will continue with Step 2 of the New Program Adoption Process.
- B. The Curriculum Office will place submissions on the next available Curriculum Committee agenda and post to the Curriculum Office website prior to each Curriculum Committee meeting.
  - C. Representative(s) for each curriculum request are encouraged to attend the committee meeting in order to represent their department and respond to committee questions. For courses and most revisions, attendance is not mandatory, however, unanswered questions could result in approval being withheld and/or delayed. Attendance is mandatory for submissions of all new **or suspended** degrees or certificates.
  - D. The Committee will vote to approve or not approve each curriculum request/submission. Approval requires a positive vote of 50% + one with a quorum present.
    - a. Approved submissions will be routed to the VPIS.
    - b. Submissions not approved may be:
      - 1) Postponed for further development, resubmission, and review;
      - 2) Withdrawn; or
      - 3) Directed to the VPIS for arbitration. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address and resolve the issue.

### ***Post Curriculum Committee Approval Process***

- A. New and/or revised courses, programs, degrees, and/or certificates require endorsement by the VPIS.
  - a. VPIS questions that cannot be satisfactorily answered by the Curriculum Office or the submitting department will be brought to the Curriculum Committee for further clarification and discussion.
  - b. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address and resolve the issue.
- B. The VPIS or the VPIS's representative will present newly approved programs, degrees or certificates, or changes therein, to the college president and/or the Board of Education, as appropriate.
  - a. New degrees and certificates require presidential and board approval.



## OPERATING PROCEDURE

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- b. Degree or certificate revisions that significantly change the nature of a degree or certificate, in essence making it a new degree or certificate, require presidential and board approval.
- c. Termination of a degree or certificate requires presidential and board approval.
- C. New degrees, certificates and programs proceed with Step 3 of the New Program Adoption Process in order to obtain the required external approvals.
- D. The Curriculum Office will oversee and provide technical and content support to the department regarding the filing of the necessary requests with the Higher Education Coordinating Commission (HECC).
- E. Following HECC approval, the ~~VPI~~ **VPIS accreditation liaison officer (ALO)** will seek approval from the Northwest Commission on Colleges and Universities (NWCCU) for any new degrees or certificates as well as any significant revision of existing degrees or certificates.
- F. Following NWCCU approval, the Financial Aid Office will apply to the Federal Department of Education requesting eligibility to participate in federal student financial aid programs for any new or significantly revised non-degree certificates.
- G. Upon completion of the required external approvals (excluding Financial Aid approval), the appropriate additions/revisions will be made to the course catalog and schedule.

### Definitions

- A. 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.
- B. Quorum: 50% + one of active voting committee members represent a quorum.
- C. Active committee member: Faculty elected to serve by their department, not on leave or temporarily excused because of conflicting class schedule; professional management representatives (instructional director/~~dean and library representative~~) not on leave or temporarily excused because of conflicting assignment.
- D. Significant change: Any revision that changes the intent/nature of the certificate or degree, essentially making a new certificate or degree. Any revision resulting in a ~~30%~~ **25%** change in curriculum would be considered a “significant” change.
- E. Webforms: CCWD/HECC online system for the submission, approval, and housing of college curriculum, including courses (credit and non-credit), certificates, and degrees.

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)



## OPERATING PROCEDURE

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541-506-6047

### References

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval
2. CGCC Administrative Rule 040.016.000 – Requisite Requirements
3. CGCC Administrative Rule 040.017.000 – Transfer and General Degree Requirements
4. CGCC Administrative Rule 040.027.000 – Credit Guidelines
5. CGCC Administrative Rule 040.033.000 – Related Instruction
6. CGCC Administrative Rule 040.035.000 – Occupational Supplementary Courses / Continuing Education Units
7. CGCC Administrative Rule 040.037.000 – Termination of a Program
8. CGCC Operating Procedure 040.009.001 – Curriculum Development and Approval
9. CGCC Operating Procedure 040.033.001 – Related Instruction
10. CGCC Operating Procedure 040.035.001 – Occupational Supplementary Courses / Continuing Education Units
11. CGCC Operating Procedure 040.037.001 – Termination of a Program
12. [CGCC Curriculum Committee Charter](#)
13. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
14. [NWCCU Substantive Change Policy & Application](#)

### Forms

1. Curriculum submission forms – [CGCC Curriculum Office website](#)
2. [New Program Adoption Process & Guidelines](#)



## ADMINISTRATIVE RULE

Approval Date: 07/03/19

Effective Date: 07/03/19

Last Revised:

<b>Rule Number/Name:</b>	040.016.000 – Requisite Requirements
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Describes the fulfillment of prerequisite, corequisite, and prerequisite/concurrent course requirements.

### Applicability

Vice President of Instructional Services, Curriculum Committee, Instructional Administrators, Faculty, Student Services and Instructional Services Staff

### Administrative Rule Statement

Prerequisite requirement – prior to enrollment in a course with a prerequisite, the student must successfully complete all listed prerequisites.

Corequisite requirement – the student must have simultaneous (in the same term) enrollment in courses listed as corequisite.

Prerequisite/concurrent requirement – the student must have successfully completed or be enrolled simultaneously (in the same term) in the listed prerequisite/concurrent course.

Successful completion is defined as earning a “C” or better. “D,” “F,” or “NP” will not satisfy the prerequisite requirement.

Students who have one of the following degrees from a U.S. regionally accredited institution (A.A., A.S., A.G.S., A.A.S., B.A., B.S., and higher) will have the basic competency in writing (WR 121) waived. Other writing requirements specified by a course or program remain in effect.

Instructors may waive prerequisites on a case-by-case basis. The granting of waivers should be limited to instances in which there is sufficient evidence that the student has the required knowledge and skills to enter and perform at the expected level for the course. A waiver is not meant to be used to accommodate students with scheduling, financial aid, or personal crisis situations, or an instructor’s desire to increase class enrollment.

### Definitions



## ADMINISTRATIVE RULE

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none

### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

1. 040.009.000 – Curriculum Development and Approval

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)

541-506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

1. CGCC Operating Procedure 040.009.001 – Curriculum Development and Approval
2. Prerequisite Override Form



# Prerequisite Override Form

Students: fill out Section 1 and bring form to instructor for completion of Section 2; return completed form, signed by instructor(s) to CGCC Student Services

Instructors: fill out Section 2 and sign

## Section 1

CGCC Student ID# \_\_\_\_\_ - \_\_\_\_\_ Student Name \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

## Section 2

### Course Information

Term/YR	CRN	Course Name
Fall 2022	1085555	BI 211: Principles of Biology (example)

Requisite to be waived	Override Reason	Instructor Signature
CH 100: Everyday Chemistry with Lab (example)	Student had two semesters of chemistry in H.S. within the last 3 years (example)	Elias James Corey

## Section 3

This section for Institutional use only.

Approved       Denied      Added by \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial or other notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## ADMINISTRATIVE RULE

Approval Date: 12/10/12  
Effective Date: 12/10/12  
Last Revised: 07/22/19

<b>Rule Number/Name:</b>	040.017.000 – Transfer and General Degree Requirements
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Identifies source of requirements for statewide transfer and general degrees.

### Applicability

Faculty and Academic Departments, Curriculum Committee, Curriculum Office, and Instructional Services Staff and Administration

### Administrative Rule Statement

Requirements for statewide degrees are outlined in the Oregon Administrative Rules and further defined by the Higher Education Coordinating Commission (HECC) through the Department of Community Colleges and Workforce Development (CCWD) [on their website](#) ~~in their Community College Handbook~~. CGCC follows the current [degree](#) versions [as outline on the HECC's website](#) ~~of the handbook in~~ establishing degree requirements, advising students and conferring degrees.

This administrative rule applies to the following statewide transfer and general degrees: AAOT, ASOT-BUS, ~~ASOT-CS~~, AS, ~~and~~ AGS, [AAT](#), and [AST](#).

### Definitions

1. AAOT: Associate of Arts Oregon Transfer
2. ASOT-BUS: Associate of Science Oregon Transfer – Business
- ~~3. ASOT-CS: Associate of Science Oregon Transfer – Computer Science~~
4. AS: Associate of Science
5. AGS: Associate of General Studies
6. AAT: Associate of Arts Transfer
7. AST: Associate of Science Transfer

### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

1. [040.009.000 – Curriculum Development and Approval](#)



## ADMINISTRATIVE RULE

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### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

- ~~1. [CGCC Board Policy 40.A – Academic Programs](#)~~
2. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
3. [CCWD Community College Website](#)
4. [Northwest Commission on Colleges and Universities](#)





Approval Date: 04/01/13  
Effective Date: 04/01/13  
Last Revised: 07/22/19

## ADMINISTRATIVE RULE

<b>Rule Number/Name:</b>	040.027.000 – Credit Guidelines
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

This administrative rule defines how credit hours are determined in accordance with state and federal regulations.

### Applicability

Faculty, Curriculum Committee, Instructional Services Staff, Registrar, and Students

~~Any future changes to this Administrative Rule (or Operating Procedure) must first be reviewed by the Academic Standards and Practices Committee.~~

### Administrative Rule Statement

#### *Critical Elements of Credit Instruction*

- Credit Courses must have defined learning outcomes and have established criteria for successful completion. Assessments will be used to evaluate attainment of outcomes.
- Instruction will be delivered by instructors who have been determined to meet qualifications established through Administrative Rule 040.005.000: Instructor Minimum Qualifications.
- **Career & Technical** credit courses must be applicable to a degree or certificate (unless approved as a Stand-alone Occupational Preparatory course – see [the Higher Education Coordinating Commission website](#) ~~Oregon Community Colleges and Workforce Development Handbook~~). Courses that are below 100-level may not always be applicable to a degree or certificate but may serve as a prerequisite for a course that is applicable to a degree or certificate.

## **ADMINISTRATIVE RULE**

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### *Establishing and Revising Credits in Courses*

New credit courses and any proposed changes in course credit or clock hours follow processes outlined in Administrative Rule 040.009.000: Curriculum Development and Approval [and Operating Procedure 040.009.001: Curriculum Development and Approval](#). Credit is based on in-class or equivalent hours and student out of class work.

CGCC operates on the quarter system, in which one credit is based on, or equivalent to, 30-33 hours of academic engagement. When equating clock or contact hours to credit hours, one credit in the following types of courses is represented by:

- Lecture – 10 to 11 clock hours of instruction with a minimum of 20 hours of out-of-class student work.
- Lecture/lab – 20 to 22 clock hours of instruction with a minimum of 10 hours of out-of-class student work.
- Lab – 30 to 33 clock hours of instruction with minimal outside study.
- Cooperative Education/Clinical – 30 to 33 clock hours of supervised or semi-supervised instruction consisting of work experience in which a college instructor visits the work site periodically but primary supervision is from the employer or other individual contracted to provide the work experience.
- Seminar – 10 to 11 clock hours in class with a minimum of 20 hours of out-of-class student work (Example: Cooperative Education Seminar 280).
- Independent Study – A minimum of 30 hours of student involvement equals one credit hour.

For courses in which instruction is less clearly tied to clock hours, such as courses that might be offered exclusively online, course submissions shall include evidence of equivalency that reasonably approximates the minimum hours of student engagement.

### **Definitions** (from 34 CFR Section 600.2)

1. ***Clock Hour***: 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. (OAR 589-006-0050)
2. ***Credit Hour***: Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that

## **ADMINISTRATIVE RULE**

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reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours

### **Interpretation of Administrative Rule**

Director of Curriculum & Academic Assessment, ~~Strategic Planning and Accreditation~~

### **Cross Reference to Related Administrative Rules**

- ~~1. CGCC Administrative Rule 040.005.000 – Instructor Minimum Qualifications~~
2. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval

### **Further Information**

Director of Curriculum & Academic Assessment, ~~Strategic Planning and Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### **Strategic Direction**

Strategic Priority: Student Success

### **Appendix**

1. ~~Oregon Community Colleges and Workforce Development Handbook~~ [CCWD Community College Website](#)
2. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
3. [34 CFR Section 600.2](#)
4. [34 CFR 668.8\(k\) and \(l\)](#)



## ADMINISTRATIVE RULE

Approval Date: 08/23/19

Effective Date: 08/23/19

Last Revised:

<b>Rule Number/Name:</b>	040.033.000 – Related Instruction
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### 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 Website](#) – Oregon Administrative Rule [589-006-0050](#))

### Applicability

Faculty; Curriculum Committee; Instructional Deans; Director of Curriculum & Academic Assessment, ~~Strategic Planning & 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 (ILOs). ILOs 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).



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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 [Related Instruction](#) 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~~ [may](#) 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



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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

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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 & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

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

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

1. CGCC Operating Procedure 040.033.001 – Related Instruction
2. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
3. [CCWD Community College Website](#)
  - [Related Instruction definition](#)
  - [Instructor Qualifications](#)



## OPERATING PROCEDURE

Approval Date: 08/23/19

Effective Date: 08/23/19

Last Revised:

<b>Procedure Number/Name:</b>	040.033.001 – Related Instruction
<b>Associated Rule Number/Name:</b>	040.033.000 – Related Instruction
<b>Responsible Department:</b>	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 along with definitions and criteria for each of the three RI areas](#).

**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

Director of Curriculum, Assessment, Strategic Planning & Accreditation

[slewis@cgcc.edu](mailto:slewis@cgcc.edu)

541-506-6047



## OPERATING PROCEDURE

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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. [CCWD Community College Website](#)
  - [Related Instruction definition](#)
  - [Instructor Qualifications](#)

### Forms

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



## ADMINISTRATIVE RULE

Approval Date: 10/18/13

Effective Date: 10/18/13

Last Revised: 07/24/19

Rule Number/Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	Instructional Services
Authority:	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Occupational supplementary (Occ Supp) courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. It is for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. Students completing course requirements **may** earn Continuing Education Units (CEUs).

### Applicability

Faculty, Curriculum Office, Instructional Services Staff, Child Care Partners, [Small Business Development Center](#), Community Education, Students and Community Members

~~Nothing in this administrative rule is designed to conflict with any provision in any collective bargaining agreement.~~

~~Any future changes to this administrative rule must first be reviewed by the Academic Standards and Practices Committee.~~

### Administrative Rule Statement

“Occupational supplementary program” is defined as a state-approved program designed for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement.” ([OAR 589-006-0050\(34\)](#))

Occupational supplementary courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. Continuing Education Units (CEUs) **may be** ~~are~~ awarded for successful completion of contact hours and content



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predetermined and approved by the college. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length.

Occ Supp courses are approved by CCWD staff. This approval category cannot be used in place of applying for a new program or avoiding program and/or course approval responsibilities. Occupational supplementary courses may not form a program by separating a long course into several courses or otherwise stringing courses together. Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses. CGCC will not award any credential for completion of an occupational supplementary course that implies the completion of a program, acquisition of particular skills, or has a value in the job market without completing the course approval process. An award that indicates attendance or the completion of the required hours may be provided.

Occupational supplementary courses may be offered prior to final approval by CCWD under conditions that include the following:

- The course has completed CGCC's approval process and has shown that the occupational supplementary standards have been met.
- The submitting department is willing to take the risk that the course may not be approved, and as a result, may be non-reimbursable and students may not be awarded the associated CEUs.

CTE Supplementary (Occ Supp) courses are classified under State Activity (ACTI) Code 220 for OCCURS/D4A reporting purposes. Courses are approved by CCWD staff through the Oregon Community College Program Submission System (also known as WebForms) at <https://webforms.hecc.oregon.gov/>.

CGCC includes Occupational Supplementary courses as part of the college's offerings. Students that successfully complete Occ Supp courses **may** earn Continuing Education Units (CEUs) which are recorded on a CEU Transcript. This transcript provides an employer or prospective employer with information on continuing education and training experiences pertinent to an occupational competence; and to provide documentation to registration boards, certification bodies, or professional and occupational societies, of continuing education undertaken to maintain or increase professional competence. CEUs are only available for occupational upgrading purposes.



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A request for the development of an Occupational Supplementary Course may originate from an individual, an employer, or a professional association. In addition, CGCC staff may identify the need for Occ Supp offerings within business, industry, labor, government, and/or professional organizations.

One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. The [CCWD](#) require that Occ Supp courses are between 1 and 210 contact hours. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9).

### ***Activities that do not qualify for CEU***

- Association Membership and Certification Programs: Non-educational activities of professional, occupational, or other organizations that otherwise may be used to qualify for professional and occupational membership or certification.
- Committee Work: Committee meetings, activities, and assignments are not appropriate for the awarding of CEUs.
- Credit Programs: CEUs and academic credit, for secondary or post-secondary courses and programs, may not be awarded simultaneously. There is no relationship between CEUs and academic credit. Academic credit applies specifically to certificate/degree requirements and CEUs are not awarded to individuals for that purpose.
- Entertainment and Recreation: Attendance at cultural performances, entertainment, recreational meetings, or participation in travel groups.
- High School Equivalency: Programs leading to high-school equivalency certificates or diplomas.
- Individual Scholarship: Independent writing or the presentation of papers outside of a planned, directly supervised continuing education experience that fulfills CEU criteria.
- Mass Media Program: Programs delivered through the media (e.g., television, radio, newspaper) do not qualify for CEUs, unless these activities are an integral part of a planned continuing education experience that qualifies under CEU criteria.
- Conferences and Conventions: Meetings, conferences, and conventions of professional/occupational organizations do not automatically qualify as continuing education experiences. However, specifically organized courses, workshops or seminars held in conjunction with meetings, conferences, or conventions may qualify for CEUs when the CEU criteria are met.



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- Instructing: Instructing or leading a continuing education experience for which CEUs are awarded is not an appropriate activity for the awarding of CEUs.
- Work Experience – On-the-job training and other work experiences do not qualify for CEUs unless the experience is offered according to CEU criteria. CEUs are not awarded for prior life/work experiences.

### Definitions

1. Continuing Education Unit (CEU): A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non- credit continuing education. CEUs must be consistent with the CGCC Mission Statement and characterized by high quality instruction with qualified instructors

### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

1. 004.009.000 Curriculum Development and Approval

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
(541) 506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

- [HECC: Department of Community Colleges and Workforce Development](#)
- ~~CCWD Community College Handbook~~ [CCWD Community College Website](#)



## OPERATING PROCEDURE

Approval Date: 07/24/19

Effective Date: 07/24/19

Last Revised: 07/24/19

Procedure Number/Name:	040.035.001 – Occupational Supplementary Courses / Continuing Education Units
Associated Rule Number/ Name:	040.035.000 – Occupational Supplementary Courses / Continuing Education Units
Responsible Department:	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Occupational Supplementary (Occ Supp) courses are designed to upgrade the skills of workers currently employed in the occupational field related to the course. It is for individuals who have already entered an occupation but seek to improve their occupational skills and knowledge in order to achieve employment stability or advancement. Students completing course requirements ~~may be~~ **are** awarded Continuing Education Units (CEUs). Occ Supp course approval follows internal guidelines administered by the Curriculum Office as well as external guidelines established by the Higher Education Coordinating Commission: Community Colleges and Workforce Development (CCWD).

### Areas of Responsibility

Faculty, Curriculum Office, Registrar, Instructional Services Staff, Child Care Partners, [Small Business Development Center](#), Community Education, Students and Community Members

### Operating Procedure Details

#### *Requirements and Approval*

Applications for Occupational Supplementary courses cannot be used in place of applying for a new program or avoiding program and/or course approval responsibilities. Occupational Supplementary courses may not form a program by separating a long course into several courses or otherwise stringing courses together. Occupational preparatory, hobby, or recreation courses cannot be approved as occupational supplementary courses. CGCC may not award any credential for completion of an occupational supplementary course that implies the completion of a program, acquisition of particular skills, or has a value in the job market without completing the course approval process. An award that indicates attendance or the completion of the required hours may be provided





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One Continuing Education Unit is defined as ten contact hours of participation (with one contact hour defined as 60 minutes), in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction. A single occupational supplementary course must be at least one (1) contact hour, but not more than 210 clock hours in length. Fractional CEUs may be awarded for Occ Supp courses with 1 to 9 hours of instruction (0.1 – 0.9 CEUs).

A request for an Occupational Supplementary course may originate from an individual, an employer, or a professional association. In addition, CGCC staff may identify the need for Occ Supp offerings within business, industry, labor, government, and/or professional organizations. When a need has been identified, a CGCC staff member will validate the need for the CEU instruction with their department administrator.

- CGCC approval process:
  - Complete CEU Request submission form found on the Curriculum Office website.
  - Submit completed form electronically to the Curriculum Office ([curriculum@cgcc.edu](mailto:curriculum@cgcc.edu) or [slewis@cgcc.edu](mailto:slewis@cgcc.edu))
  - CEU Requests are not required to go before the Curriculum Committee. Requests are approved and processed by the Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~.
- CCWD approval:
  - Occ Supp courses are classified under State Activity (ACTI) Code 220 for OCCURS/D4A reporting purposes.
  - Courses are approved by CCWD staff through the Oregon Community College Program Submission System (WebForms).
  - Occ Supp submissions are approved by CCWD staff and do not require HECC review.
  - Submission approval time ranges roughly from a few hours to two weeks.
- Posting:
  - Occ Supp courses approved by CCWD will be entered into the Course Management System and made available for scheduling.
  - The submitting party will be notified by the Curriculum Office when the course is available for offer.
  - Average time frame for submission to availability for offer is two weeks.



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### **Administration**

The requirements for the successful completion of CEU instruction are to be established prior to the offering and provided to the students at the first session. Requirements should include demonstrations of competence based on course objectives, attendance, or a combination of the two. When attendance is the only determinant of successful completion, the criteria for successful completion should be attendance at a minimum of 90% of the class sessions.

CEUs may not be awarded for anything less than what was originally approved for a given CEU number and title.

The grades recorded for CEU instruction will be in accordance with CGCC Administrative **Rule 030.038.000 - Grading Guidelines**.

Grades are available through [MyCGCC](#) at the end of each term in the same manner as presented in credit classes. **CEU Students register for CEU courses using established registration processes.**

A CGCC student record may be established that includes name and student identification number of the student, title of the CEU course, term and year of completion, number of CEUs awarded, and an indication as to whether or not the student has successfully completed the CEU instruction. The permanent CEU transcript will be maintained for each student who has enrolled in a CEU course, and is separate from the transcript for work taken in a credit program. Fees may apply.

Documentation of the instructor's qualifications will be kept on file in the department that offers the CEU course.

Ensuring instructor qualifications, monitoring quality of instruction, and conducting regular evaluation of course content is the responsibility of the department offering the Occ Supp course. Evaluation procedures must include feedback from students, employers and/or professional organizations, and instructors. Evaluations will be kept on file with the department offering the CEU course.



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### Definitions

1. Continuing Education Unit (CEU): A uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in non-credit continuing education.

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
(541) 506-6047

### Forms

- [CGCC Curriculum Forms webpage](#)
- [MyCGCC](#)
- [HECC: Community Colleges and Workforce Development](#)
- ~~CCWD Community College Handbook~~ [CCWD Community College Website](#)



## ADMINISTRATIVE RULE

Approval Date: 07/22/19  
Effective Date: 07/22/19  
Last Revised: 07/22/19

<b>Rule Number/Name:</b>	040.037.000 – Termination of a Program
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Director of Curriculum & Academic Assessment, <del>Strategic Planning &amp; Accreditation</del>

### Overview

Describes how an education program is formally discontinued.

### Applicability

Academic Departments, Vice President of Instructional Services, Vice President of Student Services, Instructional Administrators, Faculty, Advisory Boards, Student Services and Instructional Services Staff, Curriculum Committee, Curriculum Office, College President and CGCC Board of Education.

### Administrative Rule Statement

Degrees, certificates, and/or programs may be terminated due to a variety of factors that include but are not limited to:

- Low student enrollment,
- Lack of financial resources,
- Inability to recruit qualified instructors, and
- Changes in the employment opportunities or workforce needs.

Prior to termination, degrees and certificates must proceed through the suspension process as defined by the Oregon Higher Education Coordinating Commission (HECC) and the Northwest Commission on Colleges and Universities (NWCCU). Degree/certificate suspension means that the degree or certificate is:

- in the process of providing required “*teach out*” activities as needed
- not available for new student enrollment
- not listed in the college catalog,
- identified as “suspended” on the college website

### Definitions

1. *Teach out*: Making appropriate arrangements to ensure that students enrolled in a program identified for discontinuation have an opportunity to complete it in a timely manner with minimum disruption.



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### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

### Cross Reference to Related Administrative Rules

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval

### Further Information

Director of Curriculum & Academic Assessment, ~~Strategic Planning & Accreditation~~

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541-506-6047

### Strategic Direction

Strategic Priority: Student Success

### Appendix

1. CGCC Operating Procedure 040.037.001 - Termination of a Program
  2. [Oregon Administrative Rule 589-006 – Community College Course Approval](#)
  3. [CCWD Community College Website](#)
- ~~1. Oregon Community Colleges Handbook and Planning Guide,  
<http://handbook.ccwdwebforms.net/>~~



## OPERATING PROCEDURE

Approval Date: 07/23/19

Effective Date: 07/23/19

Last Revised: 07/23/19

<b>Procedure Number/Name:</b>	040.037.001 - Termination of a program
<b>Associated Rule Number/Name:</b>	040.037.000 - Termination of a program
<b>Responsible Department:</b>	Instruction

### Overview

Steps to follow when an Instructional Department identifies the need to terminate a degree or certificate.

### Areas of Responsibility

Academic Departments, Vice President of Instructional Services, Vice President of Student Services, Instructional Administrators, Faculty, Advisory Boards, Student Services and Instructional Services Staff, Curriculum Committee, Curriculum Office, College President and CGCC Board of Education.

### Operating Procedure Details

The Academic Department responsible for the degree or certificate will:

- Facilitate and complete the Termination of a Program Checklist.
- Convene a stakeholders meeting that will include: The VPIS, VPSS, registrar, and representation from the Curriculum Office, Advising and Instructional Department. The meeting will provide review of the completed check list, the opportunity to discuss the implications of the termination from each stakeholder and create a "teach out" plan (template available) for the program to be terminated.
- Seek approval from the Curriculum Committee for degree/certificate suspension. Submission to include: Degree or Certificate Suspension form, Termination of Program Checklist, and Teach Out Planning Document.

Facilitated by the Curriculum Office, the request for degree/certificate suspension will be presented for approval to the VPIS, the college president, and then to the Board of Education.

Curriculum Office will update Webforms and submit request for suspension to the Oregon Community Colleges and Workforce Development (CCWD) for approval from Oregon's Higher Education Coordinating Commission (HECC). Upon suspension confirmation from CCWD, the Curriculum Office will make a formal announcement to stakeholders regarding the status of the degree/certificate. This announcement will signify the start of the three-year suspension and the "teach out" phase.

## OPERATING PROCEDURE

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Curriculum Office will submit a Change Notification to the Northwest Commission on Colleges and Universities (NWCCU) and follow through on all requirements stipulated as a result of that notification.

The Curriculum Office will notify the Financial Aid Department of the suspension and provide supporting documentation.

### Reinstatement

Degrees/certificates that are suspended may be reinstated within three years of the suspension date. Suspended degrees/certificates are automatically administratively deleted by CCWD after three years.

To reinstate a program within the three-year period, the college must submit a letter of request to CCWD signed by the VPIS or president.

Following state approval of the reinstatement, a Change Notification will be submitted by the Curriculum Office to the NWCCU. All requirements stipulated as a result of that notification will be monitored and/or completed by the Curriculum Office.

The Curriculum Office will notify the Financial Aid Department of the ~~suspension~~ [reinstatement](#) and provide supporting documentation.

### **Definitions:**

1. *Teach Out*: Making appropriate arrangements to ensure that students enrolled in a program identified for discontinuation have an opportunity to complete it in a timely manner with minimum disruption.
2. *Webforms*: CCWD/HECC online system for the submission, approval, and housing of college curriculum, including courses (credit and non-credit), certificates, and degrees.

### **Further Information**

Curriculum Office  
[slewis@cgcc.edu](mailto:slewis@cgcc.edu)  
541-506-6047

### **References**

None

### **Forms**

1. [Curriculum Forms \(website\)](#)