

# Curriculum Committee Meeting Agenda

## Voting Committee Members

Chair – vacant

Vice Chair – vacant

Tyson Aldrich (Tech/Trade)

Jessamyn Duckwall (Art/Cult)

Todd Meislahn (Business)

Kristen Booth (Pre-College)

John Evans (Math)

Mimi Pentz (Nurs/Hlth Occ)

Andrea Chrisman (Science)

Anne Kelly (Inst Dean/Dir)

Stephen Shwiff (Soc Sci & Ed)

## Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Cat Graham (Student Services)

Susan Lewis (Curriculum)

## Support Staff

Sara Wade (Instructional Services)

## Guests

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## **September 18, 2025 10:00 am – 12:00 pm (CC Orientation)**

The Dalles Campus, room 1.162 (Board Room next to café) – in-person attendance only

Welcome new and returning members!

## Old Business

1. none

## New Business (10:05 – 11:35 am)

1. Election of Chair & Vice-Chair for 2025-26 <sup>1</sup> (Susan)
2. Review of Committee Procedural Rules <sup>2</sup> (Susan & Chair)
  - Committee Members' Right and Responsibilities
  - Motions & Voting
3. Review of Submission Requirements <sup>3</sup> (Susan & Chair)
  - General Education designations
  - General Education program requirements
4. NWCCU PRFR and the Review and approval of Administrative Rules (ARs) and Operating Procedures (OPs) <sup>4</sup> (Susan)
  - 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

## Discussion Items (11:35 – 11:55 am)

1. Update on new program development and approval: Integrated Agricultural Science & Technology; Bachelor of Applied Science in Elementary Education (Susan & Jarett)

## 2. Mandatory FYE in AAS degrees (Susan)

Next Meeting: October 9, 2025

Attachments: <sup>1</sup> Curriculum Committee Charter; <sup>2</sup> Curriculum Committee Procedural Rules; <sup>3</sup> CCOG Development Template with CC Notations; <sup>4</sup> 7 ARs and 4 OPs

# Curriculum Committee Procedural Rules

## Overview of Submission Review

The peer-elected chair will open and run the meeting using the following order: Approval of Previous Minutes, Old Business, and New Business.

For discussion and approval of curricular submissions (generally within New Business), the chair will announce the specific form to be decided upon and ask if there are any questions/discussion. Guests representing new courses, certificates or degrees are asked to give a brief description of the item and how it fits within current curriculum. Guests representing requests for certificate/degree suspensions are asked to provide a brief explanation of the reasoning behind the suspension. Otherwise, curricular revisions proceed directly to committee questions/discussion without presentation by submitter.

If committee members are satisfied with the submission as written and an amendment is not required, it will go directly to a simple majority vote for approval.

If an amendment (modification, addition or subtraction) is offered during discussion, the one proposing the change will discuss first, followed by the chair asking for any further discussion on that proposed change. If/when there is no further discussion, the chair will ask if anyone disagrees with the proposed change. If there is no disagreement, the amendment will be considered unanimously approved, and discussion on the overall form will proceed. If/when there is no further discussion, the entire form with any amendments will go to a simple majority vote for approval.

## Membership

1. Representation:
  - A. Voting Members:
    - 1) One faculty member from each academic department  
Faculty representation must include:
      - a. Adjunct faculty
      - b. Full-time faculty
    - 2) An Instructional Dean/Director
  - B. Non-Voting Members
    - 1) Vice President of Instructional Services
    - 2) Curriculum Office representative
    - 3) Student Services representative
  - C. Adjunct faculty are reimbursed at special projects wages up to 5.5 hours per scheduled CC meeting: 1.5 hours of meeting time and up to 4 hours of preparation or side committee work.
2. Eligibility and Elections
  - A. Committee Members
    - 1) Department Chairs are responsible for recruiting faculty committee members, who are then elected by their department in the spring.
    - 2) Committee members are elected for three-year terms that commence with the first meeting of the fall term.

- 3) A Committee member may be re-elected for additional three-year terms.
- 4) If practical, terms shall be staggered so that no more than one-half of the Committee members are chosen yearly.

B. Officers

- 1) The officers of the Committee are Chair and Vice-Chair.
- 2) Officers are elected from among the voting faculty.
- 3) Officers serve for a two-year term, the first year as Vice-Chair and the second year as Chair.
- 4) The election of the Vice-Chair occurs at the first meeting of the fall term by secret ballot
- 5) The Vice-Chair becomes the Chair starting with the first meeting of the following fall term.
- 6) In the absence of the Chair, the Vice-Chair assumes responsibility for conducting meetings.

## **Committee Members' Rights and Responsibilities**

1. Follow and support the Curriculum Committee Charter
2. Attend scheduled Committee meetings. Notify the CC chair and the Curriculum Office at the earliest possibility in the event that a meeting cannot be attended.
3. To read through submissions and other documents prior to the meeting in order to be prepared to discuss and vote
4. Listen respectfully and with an open mind to other Committee members and guests; Find a balance for when to apply pressure and when to compromise
5. Communicate respectfully and constructively
6. Provide curriculum expertise regarding submissions from the department the member represents
7. Vote on submissions and action items
  - A. Committee members should feel free to ask questions in order to form a decision to approve or not approve
  - B. Committee members may amend submissions in the course of the meeting even if the submitter is not present, as long as the amendment doesn't change the general or specific intent

## **Meeting Schedule, Logistics, & Processes**

1. The Committee shall meet eleven times per year and additionally as needed (September through June). The schedule is front loaded with two meetings in October, November and March and one meeting in December, February and April. Meetings are held on Thursday, 3:30 to 5:00 pm.
  - A. A two-hour orientation meeting is scheduled in the week prior to the start of the fall term. Orientation is to include: planning, member training, and outlining

the scope of work for the year. Submissions will not be encouraged for this meeting; however, submissions may be accepted due to emergency need.

- B. A three-hour committee retreat will be held between the last meeting in April and the end of spring term. Purpose is to address curricular issues that aren't represented by submissions, resolve unfinished business, review previous year's activities, make recommendations for next year's agenda, and provide input regarding CC experience, commitment level, and responsibility. Submissions will not be encouraged for this meeting; however, submissions may be accepted due to emergency need.
- 2. All Committee meetings will be open to the college community
  - 3. Definition of a quorum: A quorum is defined as 50% plus "1" of seated voting members. Seated voting members do not include members that have been granted a leave of absence for a term. A leave of absence may be granted when an instructor's teaching load changes, resulting in having a teaching assignment at the time of the Curriculum Committee meeting. Leaves of absence have also been granted to faculty who are out of the area for a term. Members who anticipate more than a one term absence should consult with their department chair to determine whether a substitute can be arranged or a new representative should be elected.
  - 4. Agendas & Minutes
    - A. The Curriculum Office is responsible for developing the agenda, determining meeting times and locations, and seeing that all materials are prepared and distributed prior to the meetings. The agenda with attachments is posted to the Curriculum Committee website.
      - 1) The Curriculum Office will not accept submissions for entry on the agenda if there is disagreement between the department chair and dean regarding whether to "recommend/not recommend" the submission.
      - 2) The Curriculum Office will not accept submissions for entry on the agenda when resolution of intra/inter-departmental impacts is not evident. Submissions will not be placed on the CC agenda until resolution has been made and can be explained and documented.
      - 3) The Curriculum Office will not have the authority to make revisions to areas of the CCOG that require committee approval, no matter how minor: title, transcript title, credits, contact hours, requisites, description, outcomes.
    - B. The Curriculum Office is responsible for taking minutes at each meeting.
      - 1) Approval of minutes will take place at the following meeting when it is held within three weeks
      - 2) Approval of minutes will take place via email when the following meeting is held more than three weeks later. The email procedure is:
        - a. When minutes are first sent out to members, it is a request for any needed revisions or updates. After five business days, the revisions will be documented and the minutes sent out for approval.

- b. Committee members have three business days to respond, recording their approval. Members that do not respond will be recorded as an abstention.
    - 3) Approved minutes are posted to the Curriculum Committee website
  - 5. Motions & Voting
    - A. Voting members of the Committee will vote to approve or not approve each curriculum request/submission/action.
      - 1) Time for discussion will be provided
      - 2) Amendments may be proposed and included in the motion
      - 3) A motion supported by a second will be required prior to voting
        - a. Motions and seconds may not be made by the department representative from which the submission has been presented
      - 4) Approval requires a simple majority with a quorum present
        - a. Approved submissions will be routed to the VPIS for approval
        - b. Submissions not approved may be:
          - a) Postponed for further development, resubmission, and review (minor changes that can be accommodated in committee will be done at the time of submission. For example, a minor rewording of an outcome could be completed during the CC meeting rather than sending the submission back for revision and resubmission);
          - b) Withdrawn; or
          - c) 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 Special Session to find a consensus. 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.

## **Miscellaneous Procedures / Rules**

- 1. Consent Agenda Usage
  - A. The consent agenda approval
    - 1) The consent agenda is voted on as a package without discussion
    - 2) If a member has questions for a specific item on the consent agenda and would like to discuss that item, the item may be pulled off the consent agenda for discussion and separate voting
- 2. Information Items
  - A. Information items do not require Committee approval
  - B. Information items include:
    - 1) Adoption of experimental courses
    - 2) Inactivation of courses
- 3. Special Sessions
  - A. Special sessions will be open to the public as are regular CC meetings

- B. Visitors will be asked to refrain from speaking unless invited to do so by a committee member, the VPIS, or the submission representative
- C. It will be the responsibility of the committee members to keep the discussion on target

# CGCC Course Content and Outcome Guide Development Template

## With Notes for Curriculum Committee Members

*All template sections will ultimately require a response on the New Course submission form unless noted as “optional.” Approach each of the responses from a departmental perspective rather than an individual instructor’s perspective. A CCOG is meant to be a guide for all faculty teaching the course, and as such, should reflect the minimum expectations/requirements the department and institution have regarding the instruction of the course. This template is a development tool, not a submission form. New Course submission forms may be found at <http://www.cgcc.edu/curriculum/forms>. If you need assistance with any part of this template or the completion of a New Course submission form, please contact Susan Lewis at [slewis@cgcc.edu](mailto:slewis@cgcc.edu).*

**COURSE NUMBER:** Not college level under 100; 1<sup>st</sup> year generally 100-198; 2<sup>nd</sup> year generally 200-298; 199 and 299 experimental courses. Does the number align with similar courses at other colleges and universities?

**COURSE TITLE** (maximum 75 characters, including spaces): Is the title descriptive? Does it align with similar courses at other colleges and universities?

**TOTAL CREDITS:** Do credits align with hours listed below? Do they appear appropriate based on the breadth of the course outcomes and content? Do they align with similar courses at other colleges and universities?

**LECTURE HOURS:** (per 10-week term; 1 credit of lecture = 1 hour in the classroom and 2 hours of study outside the classroom)

**LECTURE/LAB HOURS:** (per 10-week term; 1 credit of Lec/Lab = 2 hours in the classroom and 1 hour of study outside the classroom)

**LAB HOURS:** (per 10-week term; 1 credit of lab = 3 hours in the classroom and minimal to no study outside the classroom)

Does choice of credit hours align with content and described teaching mode? If there is a mix of Lec/Lab hours and either Lecture hours or Lab hours, does it make sense to have the mix or should the hours just be Lec/Lab?

**GENERAL EDUCATION DESIGNATION:** (yes/no – if yes, additional prep work required regarding alignment with Institutional Core Learning Outcomes and AAOT discipline area outcomes and criteria)

### General Education Request Form

- Do course outcomes address Institutional Learning Outcomes (ILO #1 and 2 require a major designation and at least 1 additional ILO must have at least a minor designation)?
- Do course outcomes address AAOT discipline area outcomes and criteria? There are not separate response boxes for criteria. Criteria should be addressed within one or more of the responses to AAOT outcomes. This means you might have to look more diligently for the criteria but it is still important.
- Responses to ILOs and AAOT outcomes and criteria should speak to content of the course that every instructor of that course is responsible for rather than lesson plans/assignments that may be specific to an individual instructor. An assignment may be provided to help illustrate how content may be addressed; however, it should be clear that the lesson/assignment is addressing a specific area of the course content that can be found on the course submission form.



- The responses in the Gen Ed Request form are not printed/published anywhere; therefore, it is not necessary to correct the responses for grammar, punctuation, or poor organization. If you understand what is being expressed and are satisfied that the ILO or AAOT outcomes and criteria are sufficiently addressed, there is no need to correct or revise text. If the written response is unclear to you, you have the opportunity to question the submitter during the meeting and rely on their verbal response. If the submitter is not in attendance, you may vote to postpone the submission requesting clarification. The submitter should then revise the written submission and attend the next meeting when the submission may be rescheduled and respond verbally.

**CULTURAL LITERACY DESIGNATION:** (yes/no – if yes, additional prep work required regarding alignment with AAOT cultural literacy outcome and criteria)

#### Cultural Literacy Designation Request form

- Similar to the Gen Ed Request form asking submitters to respond to how course outcomes and content address the AAOT outcomes and criteria for Cultural Literacy. Same directions/suggestions apply.

**REQUISITES:** (prerequisites, corequisites, prerequisite/concurrent [pre/co], recommended) Do the prerequisites provide the necessary background so that students will have the best chance for success in the course? Are they reasonable? Do they align with other courses and their prerequisites? Do they result in “hidden requirements” in any degrees or certificates? If so, how is that being addressed? Do they impact courses from other departments/discipline areas? If so, how is that being addressed? Required prerequisites should be considered as necessary and not something that can be waived when they are inconvenient. If they are not necessary and it is expected that an instructor may choose to waive them regularly, then they are probably “recommended” rather than “required.” The standard prerequisites (Placement into MTH 65 or MTH 98 or equivalent placement. Prerequisite/concurrent: WR 121) are required for all Gen Ed courses unless an Opt-out Form has been submitted and approved. In the Opt-out Form, the submitter explains why a lower prerequisite package is sufficient for a particular Gen Ed course. If the submitter is requesting higher prerequisites than the standard prereqs, no extra submission form is required.

**GRADING OPTIONS:** (A-F letter grade, Pass/No pass, Audit in consultation with faculty) Check that a default option has been checked. If an option is not checked, it is not unreasonable to ask why. Generally, most courses allow all three options; however, there are courses where one or the other does not make sense. For example, you wouldn't probably have audit available in a practicum course.

**REPEATABILITY FOR CREDIT:** (Most courses are not eligible to be repeated for credit that counts towards degree or certificate completion. Currently at CGCC, examples of courses eligible for repeat are limited to studio art and PE courses. This does not restrict repeatability options related to grade improvement. There are financial aid restrictions related to repeatability.)

**COURSE DESCRIPTION:** (Course descriptions are meant to: 1) Briefly inform the student of the course content and requisites; and 2) provide sufficient information for registrars to determine transferability. Begin each sentence in the course description with an active verb such as provides, explores, introduces, covers, presents, continues, etc. (See [Suggested Verbs for Outcomes and Descriptions](#).) Avoid using the phrases: “This course will...” and/or “Students will...” Include course requisites in the description. Try to keep descriptions to 100 words or less. Guidelines for writing concise descriptions can be found at [Writing Course Descriptions](#).) Refer to the Writing Course Descriptions guide on the CO website for format. Descriptions include requisites and availability for audit.

**STUDENT LEARNING OUTCOMES:** (Describe what the student will be able to do “out there” (in their life roles as worker, family member, community citizen, global citizen or lifelong learners) upon completion of the course. Begin each outcome with an active verb. (See [Suggested Verbs for Outcomes and Descriptions](#).) The outcome should be written so that it completes the starter, “Upon completion of this course, students will be able to ....” Three to six outcomes are recommended. Guidelines for writing concise and assessable student learning outcomes can be found at [Writing Learning Outcomes](#).) Refer to the Writing Learning Outcomes guide on the CO website for format. Outcomes should reflect significant and essential learning that students can reliably demonstrate at the end of the course. Are the outcomes assessable?

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(Items above this line require approval by CGCC Curriculum Committee. Items below the line are available for revision by faculty as determined by the relevant department.)

These sections from here to “Related Instruction” may be revised by faculty/departments without CC approval. However, these are published responses in the CCOG. If you find grammatical, spelling, etc. errors, feel free to point these out so that we may avoid publishing a document with errors. I do try to clean these up as I see them. These types of changes do not require an “amendment” vote. Just point them out, and I will fix them.

**OUTCOME ASSESSMENT STRATEGIES:** (The determination of strategies used in assessing student achievement of learning outcomes is generally left to the discretion of the instructor. Listed assessment strategies are normally considered to be guidance and not restrictive. If a department **requires** faculty to use a specific assessment, the requirement should be clearly stated. Gen Ed courses must include examples of assessments for which the appropriate ILO Outcome Rubrics can be applied.)

Standard statement entered for all courses:

*“The determination of assessment strategies is generally left to the discretion of the instructor. Here are some strategies that you might consider when designing your course: writings (journals, self-reflections, pre writing exercises, essays), quizzes, tests, midterm and final exams, group projects, presentations (in person, videos, etc.), self-assessments, experimentations, lab reports, peer critiques, responses (to texts, podcasts, videos, films, etc.), student generated questions, Escape Room, interviews, and/or portfolios.”*

Outcomes Assessment Strategies are entered only if there are specific “required” assessments that all instructors are expected to integrate into their course assessment processes. If no required assessment is expected (which would be the norm), nothing is entered in this box. It is an information item only, showing what is included in every CCOG to encourage faculty to think beyond a single assessment method.

**TEXTS & MATERIALS:** (Include suggested texts and materials. Listed texts and materials are normally considered to be guidance and not restrictive. If a department **requires** faculty to use a specific text or material, the requirement should be clearly stated.)

**COURSE ACTIVITIES AND DESIGN:** (The determination of teaching strategies used in the delivery of outcomes is generally left to the discretion of the instructor. On occasion, a department may decide that the inclusion of a particular strategy will be required [specify in “department required course activities” box on submission form.] For example, a department may determine that a course will be required to incorporate a service learning project into its curriculum delivery. However, for the most part, delivery mechanisms fall under academic freedom and, so, the individuality and creativity of each instructor.)

Standard statement entered for all courses:

*“The determination of teaching strategies used in the delivery of outcomes is generally left to the discretion of the instructor. Here are some strategies that you might consider when designing your course: lecture, small group/forum discussion, flipped classroom, dyads, oral presentation, role play, simulation*

*scenarios, group projects, service learning projects, hands-on lab, peer review/workshops, cooperative learning (jigsaw, fishbowl), inquiry-based instruction, differentiated instruction (learning centers), graphic organizers, etc.”*

Course Activities are entered only if there are specific “required” activities that all instructors are expected to include in their delivery of the course. If no required activity is expected (which would be the norm), nothing is entered in this box. The standard statement is an information item only, and included in every CCOG to encourage faculty to think beyond a single delivery method.

**COURSE CONTENT (Themes, Concepts, Issues and Skills):** (Course Content is to be organized by outcomes [list each outcome followed by an outline of the related content.] Describe general themes, concepts, issues and skills that are expected to be taught. The description should contain sufficient detail that a new faculty member would be able to develop the course with confidence based on what is detailed in the CCOG. A CCOG may sometimes be the only information a new faculty member has to guide/support them in the development of the course.) *Is the content sufficient to cover the intended outcomes of the course? Is it informative so that a new faculty member could prepare their course without significant guidance? Does the content section relate what is expected/required of any instructor teaching this course? Is it sufficiently robust?*

**DEPARTMENT NOTES (OPTIONAL):** (Any additional notes or directions that did not seem appropriate to mention in the above sections.)

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**RELATED INSTRUCTION: Applies only to CTE courses used for Related Instruction in certificates of 45 credits or more. Revisions in the activities listed may be made without Curriculum Committee approval; revision in the number of hours of related instruction supplied requires Curriculum Committee approval.**

Stand-alone course for RI Area (check one): communication ☐ computation ☐ human relations ☐

(For Embedded Related Instruction, use the following tables. List course outcomes that specifically address one or more of the areas of related instruction: communication, computation, human relations. List activities, contact hours and type of instruction [lecture, lecture/lab, or lab]. Compute number of related instruction hours represented by listed activities. 1 hour of lecture equals 3 hours of related instruction. 1 hour of lecture/lab equals 1.5 hours of related instruction. 1 hour of lab equals 1 hour of related instruction. Please complete a separate table for each RI Area.) *(When reviewing certificate revisions, be alert to credit changes that may result in a credit total shifting above or below 45 credits.)*



## ADMINISTRATIVE RULE

Approval Date: 12/10/12

Effective Date: 12/10/12

Last Revised: 09/21/25

|                                |   |
|--------------------------------|---|
| <b>Rule Number/Name:</b>       | 040.009.000 – Curriculum Development and Approval |
| <b>Responsible Department:</b> | Instructional Services                            |
| <b>Authority:</b>              | Director of Curriculum & Academic Assessment      |

### 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 040.009.001 – 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.



## ADMINISTRATIVE RULE

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### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment

### Cross Reference to Related Administrative Rules

1. [040.016.000](#) – Requisite Requirements
2. [040.017.000](#) – Transfer and General Degree Requirements
3. [040.027.000](#) – Credit Guidelines
4. [040.033.000](#) – Related Instruction
5. [040.035.000](#) – Occupational Supplementary Courses / Continuing Education Units
6. [040.037.000](#) – Termination of a Program

### Further Information

Director of Curriculum & Academic Assessment

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

541-506-6047

### Strategic Priorities

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### Appendix

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



## OPERATING PROCEDURE

Approval Date: 12/10/12

Effective Date: 12/10/12

Last Revised: 09/21/25

|                                     |   |
|-------------------------------------|---|
| <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 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) 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 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  
[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: 09/21/25

|                                |  |
|--------------------------------|--|
| <b>Rule Number/Name:</b>       | 040.016.000 – Requisite Requirements         |
| <b>Responsible Department:</b> | Instructional Services                       |
| <b>Authority:</b>              | Director of Curriculum & Academic Assessment |

### 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

none



## ADMINISTRATIVE RULE

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### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment

### Cross Reference to Related Administrative Rules

1. 040.009.000 – Curriculum Development and Approval

### Further Information

Director of Curriculum & Academic Assessment

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541-506-6047

### Strategic Priorities

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### Appendix

1. CGCC Operating Procedure 040.009.001 – Curriculum Development and Approval
2. CGCC Operating Procedure 040.033.001 – Related Instruction
3. 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: 09/21/25

|                                |  |
|--------------------------------|--|
| <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           |

### 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. CGCC follows the current degree versions as outlined on the HECC's website establishing degree requirements, advising students and conferring degrees.

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

### Definitions

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

### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment

### 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

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541-506-6047

### Strategic Priorities

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### Appendix

1. [Oregon Administrative Rule 589-006](#) – Community College Course Approval
2. [CCWD Community College Website](#)
4. [Northwest Commission on Colleges and Universities](#)



Approval Date: 04/01/13  
Effective Date: 04/01/13  
Last Revised: 09/21/25

## ADMINISTRATIVE RULE

|                        |  |
|------------------------|--|
| Rule Number/Name       | 040.027.000 – Credit Guidelines              |
| Responsible Department | Instructional Services                       |
| Authority              | Director of Curriculum & Academic Assessment |

### 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

### 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). 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.

#### *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 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

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

1. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval

### **Further Information**

Director of Curriculum & Academic Assessment

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541-506-6047

### **Strategic Priorities**

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### **Appendix**

1. [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: 09.21.25

|                                |  |
|--------------------------------|--|
| <b>Rule Number/Name:</b>       | 040.033.000 – Related Instruction            |
| <b>Responsible Department:</b> | Instructional Services                       |
| <b>Authority:</b>              | Director of Curriculum & Academic Assessment |

### 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; 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 inclusion of at least four courses with Curriculum Committee approved General Education designations. Each course must be a minimum of three credits. The four courses must include at least one course from each of the three discipline areas on 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 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).



## ADMINISTRATIVE RULE

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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 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



## ADMINISTRATIVE RULE

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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 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

### Cross Reference to Related Administrative Rules

1. 040.005.000 – Instructor Minimum Qualifications
2. 040.009.000 – Curriculum Development and Approval
3. 040.027.000 – Credit Guidelines
4. 040.038.000 – Institutional Learning Outcomes Assessment
5. 040.039.000 – Degree, Certificate and Program Outcomes Assessment

### Further Information

Director of Curriculum & Academic Assessment

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541-506-6047

### Strategic Priorities

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### 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: 09/21/25

|                                     |                                   |
|-------------------------------------|-----------------------------------|
| <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, Director of Curriculum & Academic Assessment, Curriculum Office

### Operating Procedure Details

#### *Inclusion of Related Instruction in degrees and certificates*

AAS degrees will include a minimum of **four courses with Curriculum Committee approved General Education designations. Each course must be a minimum of three credits, and between the four courses,** the RI areas of communication, computation, and human relations **must be addressed**. 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.



## OPERATING PROCEDURE

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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\*)



## OPERATING PROCEDURE

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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

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541-506-6047





## OPERATING PROCEDURE

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### References

1. CGCC Administrative Rule 040.005.000 – Instructor Minimum Qualifications
2. CGCC Administrative Rule 040.009.000 – Curriculum Development and Approval
3. Oregon Administrative Rule 589-006 – [Community College Course Approval](#)
4. [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: 09/21/25

|                         |   |
|-------------------------|---|
| Rule Number/Name:       | 040.035.000 – Occupational Supplementary Courses / Continuing Education Units |
| Responsible Department: | Instructional Services  |
| Authority:              | Director of Curriculum & Academic Assessment                                  |

### 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

### 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 awarded for successful completion of contact hours and content

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.

## **ADMINISTRATIVE RULE**

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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.

## **ADMINISTRATIVE RULE**

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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. CCWD: Community Colleges and Workforce Development – Branch of the Higher Education Coordinating Commission that monitors Community College curriculum.
2. 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

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

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

### **Further Information**

Director of Curriculum & Academic Assessment

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### **Strategic Priorities**

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes
3. Fostering economic growth, inclusive prosperity, and a thriving community

### **Appendix**

- [HECC: Department of Community Colleges and Workforce Development](#)
- [CCWD Community College Website](#)
- CGCC Operating Procedure OP040.035.001: Occupational Supplementary Courses –

**ADMINISTRATIVE RULE**

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Continuing Education Units



## OPERATING PROCEDURE

Approval Date: 07/24/19

Effective Date: 07/24/19

Last Revised: 09/21/25

|                              |   |
|------------------------------|---|
| 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                                  |

### 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 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



## OPERATING PROCEDURE

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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.
- 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.





## OPERATING PROCEDURE

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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 050.038.000 - 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.



## OPERATING PROCEDURE

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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

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### References

[AR 050.038.000 - Grading Guidelines](#)

[CGCC Curriculum Forms webpage](#)

[MyCGCC](#)

[HECC: Community Colleges and Workforce Development](#)

[CCWD Community College Website](#)

### Forms



## ADMINISTRATIVE RULE

Approval Date: 07/22/19

Effective Date: 07/22/19

Last Revised: 09/21/25

|                                |  |
|--------------------------------|--|
| <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 |

### 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.



## ADMINISTRATIVE RULE

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### Interpretation of Administrative Rule

Director of Curriculum & Academic Assessment

### Cross Reference to Related Administrative Rules

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

### Further Information

Director of Curriculum & Academic Assessment

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

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### Strategic Priorities

1. Ensuring equitable access to education
2. Advancing equitable student learning and educational outcomes

### 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](#)



## OPERATING PROCEDURE

Approval Date: 07/23/19

Effective Date: 07/23/19

Last Revised: 09/21/25

|                                     |  |
|-------------------------------------|--|
| <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 with all necessary documentation 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 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)  
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### **References**

None

### **Forms**

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