Curriculum Committee Meeting Agenda

<u>Voting Committee Members</u>
Chair – Kristen Booth (Pre-College)
Vice Chair – Todd Meislahn (Business)

Tyson Aldrich (Tech/Trade)	John Evans (Math)	Stephen Shwiff (Soc Sci/Ed)
Andrea Chrisman (Science)	Anne Kelly (Inst Dean/Dir)	
Jessamyn Duckwall (Art/Com)	Mimi Pentz (Nurs/Hlth Occ)	

<u>Non-Voting Committee Members</u>
Jarett Gilbert (VP Instructional Services)   Cat Graham (Student Services)
Susan Lewis (Curriculum)

<u>Support Staff</u>   <u>Guests</u>
Sara Wade (Instructional Services)

October 9, 2025 3:30 – 5:00 pm
Join Zoom Meeting: https://cgcc.zoom.us/j/89675227929 (members are requested to turn their cameras on)

<u>Approval of Minutes from September 18, 2025</u> [1]

<u>Old Business</u>:

1. AR and OP review (moved to New Business)

<u>Submissions</u> [2]

1. Todd Meislahn (3:40 – 3:45 pm)
   - BA 226Z Introduction to Business Law (Course Revision: out, cont)

<u>New Business</u>

1. Review and update existing Administrative Rules (ARs) and Operating Procedures (OPs) [3] (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

   <u>Discussion Items</u>

   1. none

Next Meeting: October 23, 2025
Attachments: [1] September 18, 2025 Minutes; [2] Submissions: 1 Course Revision; [3] 7 ARs and 4 OPs

<div align="center">

Curriculum Committee Minutes
Thursday, September 18, 2025
Location: TDC Boardroom 1.162

</div>

PRESENT:
Voting Committee Members

Chair- Vacant

jessaymn duckwall (Art,Cult,Comm)

Vice Chair- vacant

Anne Kelly (Inst Dean)

John Evans (Math)

Tyson Aldrich (Tech/Trade)

Mimi Pentz (Nursing/Health)

Stephen Shwiff (Social Science)

Todd Meislahn (Bus/CWT)

Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Cat Graham (Student Services)

Susan Lewis (Curriclum)

Support Staff

Guests

Sara Wade (Instructional Services)

Absent
Voting Members:

Non-Voting Members:

Kristen Booth (Pre-Coll/ESOL)

Andrea Chrisman (Science

September 18, 2025 10:00am to 12:00pm (CC Orientation)

Welcome new and returning members!!

Old Business:
None

New Business:

1. Election of Chair & Vice Chair for 2025-26

Discussion:

Susan explained the duties of both the Curriculum Committee Chair and Vice Chair.

Kristen Booth was nominated for chair. Vote was called for Kristen to be Curriculum Committee Chair for 2025-26 Academic Year. **All in favor, motion approved.**

Todd Meislahn was nominated for Curriculum Committee Vice Chair. Vote was called for Todd to be the Curriculum Committee Vice Chair for 2025-26 Academic Year. **All in favor, motion approved.**

2. Review of Committee Procedural Rules

Committee Members Rights and Responsibilities

Discussion:
Susan and the group went over the Curriculum Committee Member Rights and Responsibilities.

- It is important that all members attend all scheduled committee meetings

- o Things happen and if a member is unable to attend a scheduled meeting, members need to email the Curriculum Committee Chair, copying Susan Lewis and Sara Wade.
- o If your class interferes with the scheduled meeting please work with your Department Chair, Curriculum Committee Chair and Susan Lewis to find a fill in for the duration of the term effected.
- Adjuncts make sure to log your 5 hours of Curriculum Committee work in your monthly timesheet.
- Members are reminded you are the representative for your department, and will be expected to provide expertise in that department. You may be asked questions that you have the answers to, or be asked to discuss with your department to find answers to questions from the committee members.
  - o However, just because you're a representative of your department you do not have to automatically approve submissions that come from your department. With your department expertise, you may see issues of concern that members outside of your department don't see.
  - o As a CC member, in the words of the charter, "… [you] shall have the responsibility to review the appropriateness and integrity of courses, program offerings, certificates and degrees. … The Committee will analyze congruence between content and credits, rigor, and overall effect of courses, programs, certificates and degrees."
- Always feel free to ask questions.

Motions & Voting
Discussion:
Susan and the group went over the committee voting procedures.
- Members are asked when making a motion that they are clear and specific regarding what the motion is.
- Every voting member is one vote and all voting members are required to vote.
  - o Non-voting members include: Susan Lewis, Jarett Gilbert & Cat Graham. These three can make recommendations, speak, and share information they know about the given topic.
  - o There is no abstaining based on indecision or uncertainty. Abstentions are reserved for when you were not present during the discussion and don't have enough information to make an informed vote. Members that are present for the whole discussion will have to come to a decision on the item being voted on.
  - o CC Members are reminded to be active and present. When you are at the meeting, please be present and not multitasking on other work or projects. Cameras are to be on throughout the meeting. It is your responsibility to be the representative for your department, to gather information to share with your department, and to make the best decision for the college and the students we serve.

3. Review of Submission Requirements

General Education Designations
Discussion:
Susan explains the Gen Ed Designations and the differences between Lower- Division Courses, General Electives, Gen Ed Electives, and Tech & Trade/CTE courses and their designations.
- Discussed importance for fulfillment of related AAOT outcomes, evidenced by aligned course outcomes and related course content. This is a statewide agreement between community colleges and universities that courses that we designate as general education electives

appropriately fulfill, at a minimum, the AAOT outcomes for one of the three discipline areas: Arts & Letters; Social Sciences; and Math, Science and Computer Science.

General Education Program Requirements
Discussion:
Susan & the group discussed Gen Ed Requirements, what they are, how they are submitted.
- Susan shared that it is possible that the college may need to revisit its requirements regarding the transferability of a course, particularly those being given a Gen Ed designation. With the growing emphasis on transfer at the state, we may need to rethink our acceptance of Gen Ed designations without verification of university acceptance as Gen Ed.
- Brief discussion about Cultural Literacy Designations. Approvals are very similar to General Education designation approvals. Both are based on being able to fulfill related AAOT outcomes.

4. NWCCU PRFR and the Review and approval of Administrative Rules (ARs) and Operating Procedures (OPs) - postponed
Discussion:
It was explained that last AY 2024-25 there was a push to start reviewing all the college's Board of Education Policies with a goal to have these updated in time for the college's Policies, Requirements, Financial Report (PRFR) for NWCCU. The PRFR is due March 1, 2026. At the same time, it would be beneficial to update the college's ARs and OPs so that they may be referenced in the PRFR as well. Jarett shared the Equitable Lens Tool that was developed by Lisa AbuAssaly George to help guide the review of Board Policies, which can be used to make it sure the ARs and OPs are aligning with our college priorities. The Curriculum Committee has been tasked to review the ARs and OPs that fall under them. The committee briefly reviewed the ARs and OPs that have been tasked to them. Due to the lack time the review of the ARs and OPs will be postponed to a future meeting.

Meeting was called to an end by newly elected Vice-Chair Todd Meislahn at 11:58am.

From the Curriculum Office, "We are looking forward to working with you all this academic year! See you on October 9th!!"

Columbia Gorge Community College

Course Revision
(Double click on check boxes to activate dialog box)

What are you seeking to revise? Check all that apply

☐ Course number	☐ Requisites	☐ Related Instruction
☐ Title	☒ Outcomes	☒ Content
☐ Description	☐ Repeatability	☐ Text / Materials

SECTION #1 GENERAL INFORMATION & REVISIONS

Department	Business	Submitter name Phone Email	Todd Meislahn 541-506-6124 tmeislahn@cgcc.edu
Reason for Revision		Last revision omitted CCN-required outcome #5 and adding outcome #6 due to anticipated inactivation of BA 225-Introduction to Entrepreneurship Law
Current prefix and number	BA 226Z	Proposed prefix and number	No change
Current Course Title	Introduction to Business Law	Proposed Course Title (75 characters max)	No change
Current Repeatability	0	Proposed Repeatability	No change

COURSE DESCRIPTION: To be used in the catalog and schedule of classes. Begin each sentence of the course description with an active verb. Avoid using the phrases: "This course will …" and/or "Students will …" Include course requisites in the description. Guidelines for writing concise descriptions can be found at Writing Course Descriptions.

Current Description (required whether being revised or not)	Proposed Description
Provides a comprehensive overview of U.S. business law, including the legal system, contracts, torts, intellectual property, agency, employment, and business organization forms. Emphasizes practical legal knowledge and explores how laws impact business operations, with a focus on risk management, contract disputes, business formation, and compliance with government regulation. Introduces legal challenges in business through real cases and legal terminology. Prerequisites: IRW 115 or WR 115 or equivalent placement; placement into MTH 65 or MTH 98. Audit available.	No change

REQUISITES: Note: If this course has been approved for the Gen Ed list, it will have, as a default the following requisites: "Prerequisite: placement into MTH 65 or MTH 98. Prerequisite/concurrent: WR 121." If the department wants to set the WR and/or MTH prerequisites at a lower level, you will need to submit the Opt-out of Standard Prerequisites Request form.

Current prerequisites, corequisites and concurrent (if no change, leave blank)			
☐ Standard requisites -			
☐ Placement into:			
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con
prefix & number:	☐ Prerequisite	☐ Corequisite	☐ pre/con

Proposed prerequisites, corequisites and concurrent						
☐ Standard requisites - Prerequisite: placement into MTH 65 or MTH 98. Prerequisite/concurrent: WR 121.						
☐ Placement into:						
prefix & number:		☐ Prerequisite		☐ Corequisite		☐ pre/con
prefix & number:		☐ Prerequisite		☐ Corequisite		☐ pre/con

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). Outcomes must be measurable through the application of direct and/or indirect assessment strategies. Three to six outcomes are recommended. Start each outcome with an active verb, completing the sentence starter provided. (See Writing Learning Outcomes on the curriculum website.)

NOTE: Gen Ed Courses revising outcomes are required to submit a new Gen Ed Request form. A new Cultural Literacy Request form will also be required of any course with a Cultural Literacy designation.

Current learning outcomes (required whether being revised or not)	New learning outcomes
Upon successful completion of this course, students will be able to: 1. Describe the U.S. legal system as applied to business including sources of law, the judicial system, and alternative forms of dispute resolution. 2. Explain the applicability of tort, criminal, and intellectual property law to business. 3. Identify business organization forms and the responsibilities and liabilities of principals and agents. 4. Describe the legal requirements for contract formation, enforcement, and defenses, as well as application of the Uniform Commercial Code.	Upon successful completion of this course, students will be able to: 1. Describe the U.S. legal system as applied to business including sources of law, the judicial system, and alternative forms of dispute resolution. 2. Explain the applicability of tort, criminal, and intellectual property law to business. 3. Identify business organization forms and the responsibilities and liabilities of principals and agents. 4. Describe the legal requirements for contract formation, enforcement, and defenses, as well as application of the Uniform Commercial Code. 5. Explain the basic tenets of employment, labor and wage laws related to business. 6. Identify legal considerations specific to entrepreneurship, including startup financing, risk management, and compliance strategies for new ventures.

Course Content – organized by outcomes (list each outcome followed by an outline of the related content):	(required if revising outcomes)
	 Outcome #1: Describe the U.S. legal system as applied to business including sources of law, the judicial system, and alternative forms of dispute resolution.
	 • Overview of the U.S. Legal System
	      o Purpose and Functions of Law
	      o Structure of the Legal System
	 • Sources of Law
	      o Constitutional Law
	      o Statutory Law
	      o Administrative Law
	      o Case Law (Common Law)
	      o Other Sources

- The Judicial System
  - Structure of the Courts
  - Jurisdiction and Venue
  - The Litigation Process
  - Business Implications
- Alternative Dispute Resolution (ADR)
  - Introduction to ADR
  - Types of ADR
    - Negotiation
    - Mediation
    - Arbitration
    - Other Forms
  - Application in Business
- Real-World Applications
  - Case Studies
  - Practical Considerations for Businesses

Outcome #2: Explain the applicability of tort, criminal, and intellectual property law to business.
- Overview of Tort Law and Its Applicability to Business
  - Definition of Torts
  - Types of Torts
    - Intentional Torts
    - Negligence
    - Strict Liability
  - Key Legal Principles:
- Criminal Law and Its Applicability to Business
  - Definition of Criminal Law
  - Types of Business Crimes (White-Collar Crimes)
    - Fraud
    - Embezzlement
    - Bribery and Corruption
    - Cybercrimes
    - Environmental Crimes
  - Business Consequences of Criminal Acts
- Intellectual Property (IP) Law and Its Applicability to Business
  - Overview of IP Law
  - Types of Intellectual Property
    - Trademark
    - Copyrights
    - Patents
    - Trade Secrets
  - Infringement and Enforcement
  - IP Challenges in the Digital Age
- Key Differences Between Tort, Criminal, and IP Law
- Real-World Applications
  - Tort Law in Business
  - Criminal Law in Business

- IP Law in Business

Outcome #3: Identify business organization forms and the responsibilities and liabilities of principals and agents.
- Overview of Business Organization Forms
  - Definition and Importance
  - Types of Business Organizations:
    - Sole Proprietorship
    - Partnerships
    - Corporations
    - Limited Liability Companies (LLCs)
    - Other Forms
- Responsibilities and Liabilities of Principals and Agents
  - Agency Relationship Basics
  - Duties of Principals
  - Duties of Agents
- Types of Authority in Agency
  - Actual Authority
  - Apparent Authority
  - Ratification
- Liabilities in Principal-Agent Relationships
  - Contractual Liabilities
  - Tort Liabilities
  - Criminal Liabilities
- Real-World Applications
  - Business Formation Decisions
  - Agency in Business Operations
  - Case Studies

Outcome #4: Describe the legal requirements for contract formation, enforcement, and defenses, as well as application of the Uniform Commercial Code.
- Introduction to Contract Law
  - Definition of a Contract
  - Types of Contracts
- Legal Requirements for Contract Formation
  - Essential Elements of a Contract
    - Offer
    - Acceptance
    - Consideration
    - Capacity
    - Legality
- Contract Enforcement
  - Performance and Breach
  - Remedies for Breach of Contract
    - Monetary Damages
    - Equitable Remedies
    - Duty to Mitigate Damages
  - Statute of Frauds
  - Parol Evidence Rule

- Defenses to Contract Formation and Enforcement
    - Lack of Genuine Assent
    - Illegality
    - Capacity Issues
    - Unconscionability
    - Impossibility and Impracticability
    - Frustration of Purpose
- Application of the Uniform Commercial Code (UCC)
    - Introduction to the UCC
    - Article 2: Sales of Goods
    - Differences Between Common Law and UCC
- Real-World Applications
    - Drafting Contracts
    - Case Studies
    - Business Implications

Outcome #5: Explain the basic tenets of employment, labor and wage laws related to business.

- Overview of Employment, Labor, and Wage Laws
    - Definition and Importance
- Employment Laws
    - At-Will Employment
    - Anti-Discrimination Laws
        - Title VII of the Civil Rights Act of 1964
        - Americans with Disabilities Act (ADA)
        - Age Discrimination in Employment Act (ADEA)
        - Equal Pay Act
    - Harassment and Hostile Work Environment
    - Family and Medical Leave Act (FMLA)
    - Wrongful Termination
- Labor Laws
    - National Labor Relations Act (NLRA)
    - Labor-Management Relations
    - Labor Unions
- Wage and Hour Laws
    - Fair Labor Standards Act (FLSA)
    - State Wage Laws
    - Pay Transparency
    - Wage Theft
- Workplace Safety and Health Regulations
    - Occupational Safety and Health Act (OSHA)
- Real-World Applications
    - Case Studies
    - Practical Considerations for Businesses
    - Best Practices for Employers
    - Employee Rights and Remedies

	Outcome #6: Identify legal considerations specific to entrepreneurship, including startup financing, risk management, and compliance strategies for new ventures.
	• Introduction to Legal Issues for Entrepreneurs
	    o Importance of proactive legal planning in startups
	    o Common legal pitfalls for new ventures
	• Startup Financing and Legal Implications
	    o Equity vs. debt financing considerations
	    o Angel investors, venture capital, and crowdfunding regulations (SEC rules, JOBS Act)
	    o Securities law compliance for fundraising activities
	• Risk Management for New Ventures
	    o Identifying and mitigating early-stage legal risks
	    o Using liability waivers and insurance to protect the business
	    o Protecting founders through agreements (founders' agreements, buy-sell agreements)
	• Compliance Strategies for New Ventures
	    o Business registration and licensing requirements
	    o Local zoning and permitting issues
	    o Tax obligations for startups (federal, state, and local)
	    o Data privacy and cybersecurity compliance for small businesses
	• Exit and Growth Considerations
	    o Legal aspects of scaling a business (franchising, expansion, multi-state operations)
	    o Preparing for mergers, acquisitions, or public offerings
	• Real-World Applications
	    o Case studies of startups facing legal challenges
	    o Practical tips for entrepreneurs to balance innovation with compliance

Suggested Texts & Materials updates (specify if any texts or materials are required):	(update as needed) *No change - Business Law: Text and Cases*, 16th Edition; Clarkson/Miller; Cengage Learning
Department Required Course Activities (optional)	(update as needed) No change
Department Notes (optional)	(update as needed) No change

Is this course used for related instruction?	☐ Yes ☒ No
If yes, then check to see if the hours of student learning should be amended in the related instruction template to reflect the revision. This may require a related instruction curriculum revision.	

SECTION #2 IMPACT ON OTHER DEPARTMENTS

Are there changes being requested that may impact other departments, such as academic programs that require this course as a prerequisite for courses, degrees, or certificates?	☐ Yes ☒ No

Please provide details, who was contacted and the resolution.

Implementation term	☐ Start of next academic year (summer term) ☒ Specify term (if BEFORE start of next academic year) Winter 2026

Allow 2-3 months to complete the approval process before scheduling the course.

SECTION #3 DEPARTMENT REVIEW

"I vouch that this submission has been reviewed by the affiliated department chair and department dean/director and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean/director."

Submitter	Email	Date
Todd Meislahn	tmeislahn@cgcc.edu	10-3-2025

Department Chair (enter name of department chair): Todd Meislahn

Department Dean/Director (enter name of department dean/director): Jarett Gilbert

NEXT STEPS:
1. Save this document as the course prefix and number (e.g. MTH 65 or HST 104). Send completed form electronically to curriculum@cgcc.edu or slewis@cgcc.edu.
2. Refer to the curriculum office website for the Curriculum Committee meeting schedule and submission deadlines. You are encouraged to send submissions prior to the deadline so that the Curriculum Office may review and provide feedback.
3. Submissions will be placed on the next agenda with available time slots, and you will be notified of your submission's estimated time for review. The Curriculum Office will send a signature page to your department chair and department dean/director that may be completed electronically. Signature pages must be received by the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

ADMINISTRATIVE RULE

Rule Number/Name:	040.009.000 – Curriculum Development and Approval
Responsible Department:	Instructional Services
Authority:	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.

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ADMINISTRATIVE RULE

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
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

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OPERATING PROCEDURE

Procedure Number/Name:	040.009.001 – Curriculum Development and Approval
Associated Rule Number/ Name:	040.009.000 – Curriculum Development and Approval
Responsible Department:	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.

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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

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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

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ADMINISTRATIVE RULE

Rule Number/Name:	040.016.000 – Requisite Requirements
Responsible Department:	Instructional Services
Authority:	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

Columbia Gorge Community College is an equal opportunity educator and employer.

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

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

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: _____

_____

_____

Rule Number/Name:	040.017.000 – Transfer and General Degree Requirements
Responsible Department:	Instructional Services
Authority:	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

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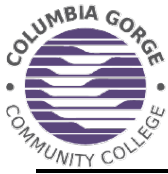
ADMINISTRATIVE RULE

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

Appendix

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

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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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

Rule Number/Name:	040.033.000 – Related Instruction
Responsible Department:	Instructional Services
Authority:	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).

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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

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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.

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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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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

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

Overview

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

Areas of Responsibility

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

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*)

- 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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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

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.

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 c o u r s e s 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.

- 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 –

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

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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 or 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.

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.

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
slewis@cgcc.edu
(541) 506-6047

References

AR 050.038.000 - Grading Guidelines
CGCC Curriculum Forms webpage
MyCGCC
HECC: Community Colleges and Workforce Development
CCWD Community College Website

Forms

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ADMINISTRATIVE RULE

Rule Number/Name:	040.037.000 – Termination of a Program
Responsible Department:	Instructional Services
Authority:	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.

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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
541-506-6047

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

Appendix

1. CGCC Operating Procedure 040.037.001 - Termination of a Program
2. Oregon Administrative Rule 589-006 – Community College Course Approval
3. CCWD Community College Website

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OPERATING PROCEDURE

Procedure Number/Name:	040.037.001 - Termination of a program
Associated Rule Number/ Name:	040.037.000 - Termination of a program
Responsible Department:	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.

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
541-506-6047

References
None

Forms
1. Curriculum Forms (website)