



STARTING POINTS
Questions for Pre-Approval Planning

INITIAL QUESTIONS

- Who are the students?
- How will students use and apply the learning experience?
- How will students use the knowledge and skills?

PURPOSE OF CURRICULUM

- What are the learning outcomes?
- How will the outcomes be assessed?

"STUDENT" INVOLVEMENT

- How long will it take?
 - terms
 - contact hours
- How much time will students "spend" on class?
 - In-class
 - Out-of-class

STUDENTS' GOALS

Will students be seeking a credential?

- Transfer Degree
- Direct Transfer of courses
- Occupational Preparatory credential
 - Associate of Applied Science degree (AAS)
 - Certificate of Completion
 - Career Pathways Certificate of completion
- Occupational Supplementary credential (an advanced industry certification)

PRE-PLANNING RESEARCH

- Is anyone else in Oregon offering this learning experience, and if so, how? (class, program, certificates)
 - Other Community Colleges
 - Oregon University System
 - Private Career Schools
 - Private Universities
- Is there a statewide articulation agreement in this area?
- Is there any articulation agreement that can be built upon?
- How does this learning connect to other courses, certificates or degrees?
- For CTE degrees and certificates:
 - Does labor market information support the development of a credential?
 - Is there overlap/connection to other offerings within the college, either from credit to credit or credit to non-credit?
 - If other community colleges offer a similar credential, has there been communication about the plan?

CREDIT

- Designed for:
 - degrees
 - certificates
 - direct transfer
- 30 hours of "student involvement" per credit (NWCCU Standard 2.G.7)
- Student outcomes are explicit and assessed
- 1 lecture credit = 10-12 clock hours in class (FTE reimbursement) + 20-24 hours (estimated) outside of class
- 1 lecture-lab credit = 20-24 clock hours in class (FTE reimbursement) + 10-12 hours (estimated) outside of class
- 1 lab credit = 30-36 clock hours in class (FTE reimbursement), very little student involvement outside of class

NON-CREDIT

- Designed for Workforce, Literacy, or Health and Safety training
- May or may not assess learning
- FTE reimbursed for clock hours
 - Minimum for continuing ed reimbursement = 6 clock hours
 - Minimum for occupational supplementary reimbursement = 1 clock hour
 - 10 clock hours = 1 Continuing Education Unit (CEU)

NON-REIMBURSABLE NON-CREDIT

- Designed for a variety of course content not meeting state reimbursement standards; includes but is not limited to:
 - hobby and recreation
 - non-credit science/humanities/ social science
 - designed for age 15 or younger
- Courses should be submitted for determination of reimbursability

DESIGN ELEMENTS
Purposes, Requirements and Credentials

PRE-COLLEGIATE

- Designed to prepare student for college level work
 - Numbered below 100
 - May count for financial aid
 - Locally approved

LOWER DIVISION COLLEGIATE TRANSFER COURSES

- Designed for students seeking transfer degrees or direct transfer to 4-yr institutions
- Approval requires one of the following:
 - Articulation agreements with at least two OUS institutions
 - Listed on ORACRAQ site
 - Listed in the LDC catalog published by CCWD

CREDIT CAREER TECHNICAL COURSES - OCCUPATIONAL SUPPLEMENTARY

- Designed for employees of target business or industry
- Provides training to keep job or advance in job
- Approval required (.doc)
- Maximum 210 contact hours
- Post-approval okay, at own risk

CREDIT CAREER TECHNICAL COURSES - OCCUPATIONAL PREPARATORY

- Designed to prepare students for employment
- Courses that are part of a program are developed with advisory committee input

CONTRACT TRAINING, BUSINESS AND INDUSTRY

- Designed for employees of target business or industry
- May be credit or non-credit
- May lead to AAS or Certificate of Completion
- Due diligence for adverse impact required if training for licensing exam or industry credential
- Contract training may use "post approval" process, but all courses need state approval eventually
- Occupational supplementary (.doc)

NON-CREDIT CAREER TECHNICAL - OCCUPATIONAL PREPARATORY

- Designed to prepare students for employment

NON-CREDIT CAREER TECHNICAL - OCCUPATIONAL SUPPLEMENTARY

- Designed for employees of target business or industry
- Provides training to keep job or advance in job
- Approval required (.doc)
- Maximum 210 contact hours
- Post-approval okay, at own risk

ADULT CONTINUING EDUCATION AND PRE-COLLEGIATE SKILLS

- Designed to be related to
 - Workforce Development
 - Literacy
 - High School equivalent (ABSE, GED prep)
 - ESL or IESL
 - Health and Safety
 - May not be hobby-related or for other personal enrichment

TRANSFER CREDENTIALS

Oregon Transfer Module (OTM)

- JBAC: must be adopted *in toto*
- Existing course lists for degree requirements from originating colleges honored as degree requirements in transfer
- New courses approved by CCWD for degree requirements

Associate of Arts Oregon Transfer (AAOT) 2002 agreement

- JBAC-developed AAOT learning outcomes
- New courses approved by CCWD for degree requirements

Associate of Science Oregon Transfer-Business (ASOT-Bus) agreement

- JBAC: must be adopted *in toto*
- Statewide advisory group of Business chairs must approve any variances

Associate of Science

- Original degree approved by State Board of Education
- Revisions developed and approved locally

Associate of General Studies

- Original degree approved by State Board of Education
- Revisions developed and approved locally

ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE OF COMPLETION PROGRAMS

- Course approval
 - within initial program approval
 - within annual amendment processes

STANDALONE OCCUPATIONAL PREPARATORY COURSES

- Must meet adverse impact guidelines
- Course approval required (.doc)
- Maximum 210 contact hours
- Multiple courses in same subject: maximum contact hours 210 total

ADULT CONTINUING EDUCATION (ACE) CATALOG

- CCWD uses ACE Catalog (.pdf) course titles for course approval
- Designed for adults age 16 or older
- Course content pre-approved
- Pre-approval recommended; may be post-approved at own risk
- If the title and description are not in the ACE catalog, complete form

OVERSIGHT AND DOCUMENTATION
Approval Bodies / Required Forms

TRANSFER ARTICULATION ISSUES

- Joint Boards Articulation Commission
- Representatives of:
 - Oregon University System
 - Oregon Community Colleges
 - Oregon Independent 4-Year Institutions

COUNCIL OF INSTRUCTIONAL ADMINISTRATORS

Chief Academic Officers of 17 Community Colleges

PRESIDENTS

Chief Academic Officers of 7 Oregon University System institutions

APPROVAL BODIES

- Oregon Writing and English Advisory Committee
- Oregon Mathematics Education Council
- Oregon Council of Computer Chairs
- Oregon Business Chairs

CAREER TECHNICAL APPROVAL PROCESSES

Program Approval At a Glance (.pdf)

- Statewide Consortium
 - Associate of Applied Science Degree
 - Certificate
- Associate of Applied Science (AAS)
 - AAS Option
- Related Certificate of Completion
 - 45-108 credits
 - Independent Certificate of Completion
 - 12-30 credits
 - 31-108 credits
- Career Pathways Certificate of Completion
 - Wholly contained, 12-44 credits
- Business and Industry
 - Associate of Applied Science
 - Certificate of Completion

CAREER TECHNICAL PROGRAM DOCUMENTATION

Instructions, Applications, Forms

Program documents must be submitted through online Oregon Community Colleges Program Submission System. Instructions and forms in the submission system may vary somewhat from the downloadable forms below:

- Notice of Intent (.doc)
- Notice of Intent Guidelines (.pdf)
- Labor Market Information Worksheet (.rtf)
- Program Planning Guide Application (.doc)
- Program Highlights and Worksheet (.doc)
- Program Amendment Instructions (.pdf)
- Program Amendment form (.rtf)
- Statewide Consortium
 - Request to Participate in a Consortium (.doc)
 - Consortium By-laws Essential Components (.pdf)
 - Consortium By-laws Template (.doc)
 - Goals and Requirements (.pdf)
 - Request to Offer with Assurances (.doc)