COCC Award Definition Proposal

(Last updated 10/16/2018)

Contents

<mark>Highlighted text reflects content that needs attention and/or may be new or revised.</mark>

Note: This proposal intentionally does not include the following.

- the Oregon Transfer Module, which is not a transcripted award;
- the option for an individual AS degree;
- the option for a "less than one year certificate" that is not related to a larger program (an award defined by the state);
- the option to relate a career pathway certificate of completion from a CTE award other than an AAS degree (which is allowed by the state.)

COCC Award Definition Description

The COCC award definition proposal would realign our awards with the approved state award titles and comprehensively define requirements for each award.

Background

COCC's credit awards—our credentials that are recognized on a transcript, consisting of degrees and certificates—need to be formally defined and approved by COCC governance (Academic Affairs Committee) and ultimately the Board of Directors. In addition, individual programs need to be approved by the COCC Board of Directors according to state OARs as well as the regional accreditation agency NWCCU's policy on substantive changes (see references.)

Award definition and approval

The requirements and standards for our awards are indirectly defined in the catalog. However, comprehensive requirements at the institutional level have not been clear. In addition, COCC has developed a cadre of CTE awards that varies from the state's list of awards that we have the authority to grant. This is the focus of this project.

Individual program approval

In 2015, Academic Affairs approved a comprehensive procedure for new, CTE program approvals which identified six stages of development. However, the topic of individual program approval needs attention since the approved procedure for new CTE programs omits Board and NWCCU approval and no process was identified for transfer focus area approvals. This work is not within the scope of this project.

Impacted Stakeholders/Departments

- Students and Faculty (new types of awards)
- Admissions & Records (Banner program set up, transcripts, diplomas, data submission, maintaining student records)
- Board of Directors (review and approval)
- CAP Center (communication and support to students, maintaining student records)
- Curriculum & Assessment (transition facilitation, Academic Affairs and Curriculum Committee integration)
- Institutional Effectiveness (data submission)

Timeline

Spring 2018-Fall 2018	Academic Affairs review and approval
December, 2018	COCC Board reviews, approves awards
Winter 2019	Awards included in 2019-20 Catalog
Spring 2018-Summer 2019	Admissions and Records determines transition strategy
Fall 2019	Defined awards available for students to declare and earn

The timeline is subject to change.

Summary of award characteristics

Award	Credits[12]	Min. Res.[3]	Performance Standard[4] (**minimum** standard for CTE programs)	FA Elig.	Requirements and Notes
TRANSFER					
AAOT	90-108	24	All courses must be completed with a C grade[5] or higher.	Yes	Statewide degree (must meet standard). Foundational and DS must be 3 cr minimum (except Health); Courses may only count in one requirement (except CL in DS); Foundational excludes special type courses; DS courses from the list; Limit of 12 CTE credits; Awarded as AAOT without focus area
ASOT	90-108	24	All courses must be completed with a C grade or higher.	Yes	Statewide degree (must meet standard). Courses may only count in one requirement (except CL in DS); DS courses must be min. 3 credits. ASOT-Business and ASOT-Computer Science are state-approved variations.
AS	90-108	24	No evidence of approval: Foundational Requirements must be completed with a C grade or higher.	Yes	Either Catalog or Individual; Courses may only count in one requirement; Limit of 12 CTE credits; Must include minimum 30 credits GE; Awarded as AS without focus area; Must follow naming convention REMOVE Limit of 15 credits CWE/HHP/Performance
AGS	90-108	24	No evidence of approval: Foundational Requirements must be completed with a C grade or higher.	Yes	Elective credits must be numbered 100 and higher. Remove: Elective credits cannot include reading, writing, or math courses below the 100-level.
CAREER AND TECHNCIAL EDUCATION					
AAS	90-108	24	No evidence of approval: Foundational Requirements must be completed with a C grade or higher. Proposed: Communication and Computation course must be completed with a C grade or higher.	Yes	Must include Related Instruction. Some programs may be statewide degrees (must meet standard).
AASO	90-108	24	No evidence of approval: Foundational Requirements must be completed with a C grade or higher. Proposed: Communication and Computation course must be completed with a C grade or higher.	Yes	Must include Related Instruction; Some programs may be statewide degrees (must meet standard); Should be Titled "option"; Must share minimum 70% with base program.
2CC	72-108	18	Proposed: Communication and Computation course must be completed with a C grade or higher.	Yes	Must include Related Instruction; Some programs may be statewide degrees (must meet standard); Related programs must be 100% contained in parent program.
1CC	36-71	9	Proposed: Communication and Computation course must be completed with a C grade or higher.	Yes	Must include Related Instruction; Some programs may be statewide degrees (must meet standard); Related programs must be 100% contained in parent program.
CPCC	12-35	3	Performance standard must follow that of related parent program.	No	Must include Related Instruction; Some programs may be statewide degrees (must meet standard); Related programs must be 100% contained in parent program.

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[1] Awards frequently provide options that result in a range of credits. The minimum award credit will use the lowest possible credits in the range and the maximum will use the highest possible credits.

[2] In order to avoid indirect course requirements, programs (except CPCC) should include all required courses that a reasonably-prepared entering student needs to take. CPCCs can be a segment of the related program.

[3] Generally, a minimum of 25% of the total award credits is required in residency (earned from COCC as an admitted student).

[4] Students must have a minimum cumulative GPA of 2.0 or higher to graduate with any award at COCC.

[5] COCC does not offer a C- minus grade; transfer courses with a grade of C- will be treated as a C grade.

Associate of Arts Oregon Transfer, AAOT

Purpose: Intended to prepare students to transfer into upper division courses for a baccalaureate degree; in Oregon public universities, students will have met lower division general education requirements.

Credits: 90-108
Performance Standard: All courses must be completed with a C grade or higher.
Required courses:

- **General Education: Foundational Skills (excludes x80, x88, x99, 298, courses must be minimum 3 credits except health, create list as DS?)**
  - Writing: 8 cr minimum from WR 121 and (122 or 227)
  - Oral Communication: 1 course from the list designated by COCC as meeting criteria (currently SP 111, SP 114, SP 115, SP 218 or SP 219)
  - Mathematics: 1 course MTH 105 or higher from the list designated by COCC as meeting criteria
  - Health: 3 credits with HHP or HHPA prefix, identical HHPA courses can only be counted once, from the list designated by COCC as meeting criteria
- **General Education: Discipline Studies (courses must be minimum 3 credits and be approved as meeting criteria)**
  - Cultural Literacy: 1 course from the list designated by COCC as meeting criteria
    - Can also meet one of three categories below
  - Arts and Letters: 3 courses from at least two subject/prefixes from the list designated by COCC as meeting criteria
  - Social Science: 4 courses from at least two subject/prefixes from the list designated by COCC as meeting criteria
  - Science/Math/Computer Science: 4 courses from at least two subject/prefixes including at least 3 lab courses from the list designated by COCC as meeting criteria
- **Electives**
  - Any college-level course that brings the total to 90 credits including up to 12 credits of CTE courses

Focus Area requirements:
- A focus area must be a defined major at another Oregon public institution, and preferably be a major available at 4 of the seven OUS institutions.
- Courses identified as "recommended" in the focus area should be lower division courses that are required courses in the baccalaureate major; courses not required in the major may be highlighted as "other courses to consider".
- Student transcript does not identify a focus area.

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. Title convention: Title of focus area should resemble title of targeted major
5. Statewide degree; not intended to be modified.
6. Awarded without reference to a focus area.
7. Oregon colleges are pre-approved to offer this degree; focus areas do not require state approval.

Associate of Science Oregon Transfer, ASOT

Purpose: The Associate of Science Oregon Transfer degree is designed to prepare students to transfer to a specific major. This program combines the structure and agreements of an AAOT (all credits transfer, allowing junior standing for registration purposes, and completion of lower division general education requirements of all Oregon public universities) with recommended lower division coursework in the major. However, there is no guarantee related to admission to or progress in the major. The ASOT is a statewide degree, with currently two approved programs: Business and Computer Science.

Credits: 90-108
Performance Standard: All courses must be completed with a C grade or higher.
Required courses:
These degrees are variations of the AAOT and the standards are determined and approved by HECC. The COCC degree must meet HECC-approved requirements as well as COCC AAOT requirements.

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. Title convention: Title determined by state.
5. Statewide degree; not intended to be modified.
6. Awarded with reference to the focus area.
7. Oregon colleges are pre-approved to offer this degree; focus areas do not require state approval.

Associate of Science, AS

Purpose: The Associate of Science degree is designed to prepare students to transfer into the upper division in a specific four-year college or university, to a specific major, or both.

Credits: 90-108
Performance Standard: <mark>All courses must be completed with a C grade or higher.</mark>
Required courses:

- **General Education:** Use the standard below or, in the case of an AS degree designed towards a specific institution, replace this section with minimum 30 credits of general education requirements from that institution.
- **General Education: Foundational Skills (excludes x80, x88, x99, 298, courses must be minimum 3 credits except health)**
  o Writing: 8 cr minimum from WR 121 and (122 or 227)
  o Oral Communication (if required by the destination college)
  o Mathematics: 1 course MTH 105 or higher from the list designated by COCC as meeting criteria
  o Health (if required by the destination college)
  o Digital Literacy (if required by the destination college)
- **General Education: Discipline Studies (courses must be minimum 3 credits and be approved as meeting criteria)**
  o Arts and Letters: 2 courses from the list designated by COCC as meeting criteria
  o Social Science: 2 courses from the list designated by COCC as meeting criteria
  o Science/Math/Computer Science: 2 courses from the list designated by COCC as meeting criteria
- **Program Requirements:**
  o Include any lower division collegiate courses required for the targeted major.
- **Electives**
  o Any lower division collegiate courses that brings the total to 90 credits including up to 12 credits of CTE courses

Focus Area requirements:

- An AS focus area must be a defined major at another higher education institution and/or the general education requirement of a specific higher education institution.
- Courses identified as Program Requirements should be required courses in the major and should reflect what freshman and sophomore students would take.
- Student transcript does not identify a focus area.

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. COCC recognizes three types of AS degrees:
   1. those designed towards a specific major (in which case the lower division major requirements are included in the degree),
   2. those designed towards a specific institution (in which case the general education requirement is customized towards that institution), and
   3. those designed towards both a specific major at a specific institution (in which case both the lower division major requirements and the general education requirement is customized) .

5. Title convention:
     For 1. above: AS [focus area] emphasis (e.g. AS Engineering emphasis)
     For 2. above: AS [institution name] emphasis (e.g. AS Montana State University emphasis)
     For 3. above: AS [focus area and institution name] emphasis (e.g. Exercise and Sport Science at Oregon State University emphasis).
6. Awarded without reference to a focus area.
7. Oregon colleges are pre-approved to offer this degree; focus areas do not require state approval.

Associate of General Studies, AGS

Purpose: Intended to meet individual student needs using a variety of collegiate-level courses.

Credits: 90-108

Performance Standard: ==No evidence of approval: currently says foundational courses must be completed with a C grade or higher.== Proposed: ==All general education (foundational and discipline studies) courses must be completed with a C grade or higher.==

Required courses:

- **General Education: Foundational Skills (excludes x80, x88, x99, 298, courses must be minimum 3 credits except health)**
  - Writing: 8 cr minimum from WR 121 and (122 or 227)
  - Oral Communication: 1 course from the list designated by COCC as meeting criteria (currently SP 111, SP 114, SP 115, SP 218 or SP 219)
  - Mathematics: 1 ==course MTH 020== or higher from the list designated by COCC as meeting criteria
  - Health: 4 credits with HHP or HHPA prefix, with a maximum of 1 HHPA course
- **General Education: Discipline Studies (courses must be minimum 3 credits and be approved as meeting criteria)**
  - Cultural Literacy: 1 course from the list designated by COCC as meeting criteria
    - ==Can also meet one of three categories below (include or exclude this statement? Not clear in current catalog)==
  - Arts and Letters: 1 course from the list designated by COCC as meeting criteria
  - Social Science: 1 course from the list designated by COCC as meeting criteria
  - Science/Math/Computer Science: 1 course from the list designated by COCC as meeting criteria
- **Electives**
  - ==Must be college-level course numbered 100 or higher that brings the total to 90 credits==

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. Title convention: Associate of General Studies (no variations are available)
5. Oregon colleges are pre-approved to offer this degree.

Associate of Applied Science, AAS

Purpose: Intended to prepare graduates for direct entry into the workforce. Includes courses that build technical career skills and proficiencies.

Credits: 90-108
Performance Standard: Communication and Computation course must be completed with a C grade or higher (individual programs may set additional performance standards.)

Required courses:
- Core courses identified to build technical career skills and proficiencies;
- Preparatory courses to develop related skills and knowledge, and which allow a reasonably-prepared entering student to be successful in the program;
- Must include Related Instruction (excludes x80, x88, x99, 298, courses must be minimum 3 credits)
    - Communication: Minimum 3 credits in a specified writing course WR 065 or higher
    - Computation: Minimum 3 credits in a specified math course
    - Human Relations: 1 course from the Human Relations list (specific course or choice)

AAS required courses are usually grouped into the following categories:
- Prerequisite (this category is optional but can reflect courses that must come prior to the core)
- Support (this category is optional and can reflect courses that should come prior to the core but are not enforced prerequisites)
- Core (includes courses that build technical career skills and proficiencies)
- Other Required Courses (this category is optional)

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. Title convention: No standard; title should reflect industry or career area for which it prepares students. Brevity is helpful if the program may serve as a base program to options.
5. Some CTE awards are approved at the state level as part of a statewide consortium in which case consortium rules determine if individual colleges can customize the program.

Associate of Applied Science Option, AASO

Purpose: Intended to prepare graduates for direct entry into the workforce with the option reflecting a specialization in the field (at least 70% of the credits are shared with the base AAS degree). Includes courses that build technical career skills and proficiencies.

Credits: 90-108
Performance Standard: See AAS
Required courses (May be grouped in Prerequisite, Support, Core, or Other Required Courses):
- **Related Instruction (excludes x80, x88, x99, 298, courses must be minimum 3 credits)**
  - Communication: Minimum 3 credits in a specified writing course WR 065 or higher
  - Computation: Minimum 3 credits in a specified math course
  - Human Relations: 1 course from the Human Relations list (specific course or choice)
- **Core Courses**
  - Identified list of required courses to bring total to a minimum of 90 credits

Notes:
1. Minimum credits (cannot be modified): 90 credits
2. Residency: 24 cr
3. FA Eligibility: yes
4. Title convention: The award title would include the base AAS degree program title with the Option title (i.e., AAS in Business Management: Finance). The Option title may be identified on a student's transcript and degree, but only as an addition to the base AAS degree program title (i.e., Business Management: Finance or Automotive Technology: Engine Machinist) to the extent possible given character limits of student information systems.
5. Base program must be identified and a minimum of 70% of the Option credits must exist in the base AAS degree.

Two Year Certificate of Completion, 2CC

Purpose: Intended to prepare graduates for direct entry into the workforce. Includes courses that build technical career skills and proficiencies with academic content; remaining credits include related instruction requirements. Can be independent or related (contained within) associate of applied science degree.

Credits: 72-108
Performance Standard: Communication and Computation course must be completed with a C grade or higher (individual programs may set additional performance standards.)

Required courses:
- **Related Instruction** **(excludes x80, x88, x99, 298, courses must be minimum 3 credits)**
  - Communication: Minimum 3 credits in a specified writing course WR 065 or higher
  - Computation:
  - Human Relations: 1 course from the list (specific course or choice)
- **Core Courses**

Notes:
1. Minimum credits (cannot be modified): 72 credits
2. Residency: 18
3. FA Eligibility: yes
4. Title Convention: no standard
5. Can be either independent or related (100% contained within) a parent AAS degree.

One Year Certificate of Completion, 1CC

Purpose: Intended to prepare graduates for direct entry into the workforce. Includes courses that build technical career skills and proficiencies with academic content; remaining credits include related instruction requirements. Can be independent or related (contained within) associate of applied science degree.

Credits: 36-71
Performance Standard: Communication and Computation course must be completed with a C grade or higher (individual programs may set additional performance standards.)
Residency:
FA Eligibility: yes
Required courses:

- **Related Instruction (excludes x80, x88, x99, 298, courses must be minimum 3 credits)**
  - Communication: Minimum 3 credits in a specified writing course WR 065 or higher
  - Computation:
  - Human Relations: 1 course from the list (specific course or choice)
- **Core Courses**

Notes:
1. Minimum credits (cannot be modified): 36 credits
2. Residency: 9
3. FA Eligibility: yes
4. Title convention: No standard
5. Can be either independent or related (100% contained within) a parent AAS degree or Two-year Certificate of Completion.

Career Pathway Certificate of Completion, CPCC

Purpose: Acknowledges a specific technical skill proficiency that meet an employment need. Prepares students for middle-skill occupations—jobs that require more than a high school diploma but less than a bachelor's degree.

Credits: 12-35
Performance Standard: Must reflect performance standard in related parent program.
Required courses:

- **Core Courses**

Notes:
1. Minimum credits (cannot be modified): 12 credits
2. Residency: 3
3. FA Eligibility: No
4. Title convention: The following format is recommended for CPCCs: Name of parent program: [occupation/job title] Career Pathway of Completion. Example: Facilities Management: HVAC Installer Career Pathway Certificate of Completion
5. Must be related (100% contained within) a parent AAS degree.

References

NWCCU Substantive Change Policy
a. Authorization:
1. evidence of the date of formal approval by the governing board and by the appropriate governmental agency to offer the proposed existing and/or new program(s) at the proposed site(s). If the institution is located in, or operates in, a state that has only minimal requirements for chartering, but also a higher level of authorization to grant degrees, date and evidence of approval at the higher level is required.

Oregon Administrative Rules
(OAR) Chapter 589 - Higher Education Coordinating Commission, Office of Community Colleges and Workforce Development, Division 6: Community College Course Approval, Section 589-006-0150 Local Community College Responsibilities for Program Approval
(2) Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements. These requirements must be included in the institution catalog.

Oregon Community Colleges Handbook and Planning Guide
Program approval
Local Approval Processes
Oregon community colleges conduct campus specific program approval processes for all AAS degree, AAS degree option, and certificate of completion programs. These local reviews are guided by accreditation requirements, local board policies, and state standards and procedures; the reviews must be completed before submitting applications to the state for new program approval.

COCC Program Development Resources
New CTE Program Approval Process