

Academic Affairs Information Item: COCC Credit Award Definitions
March 14, 2018

Description

This information item introduces an upcoming project to realign COCC's awards with state award titles and comprehensively define requirements.

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. See OAR Chapter 589, Division 6, 589-006-0150. 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.

Individual program approval

COCC is currently approving individual programs in compliance with state and accreditation standards. In 2015, Academic Affairs approved a procedure for new CTE program approvals. This process was very thorough and identified approvers for six stages of development. However, Board approval is not included in this process and it will need to be revised.

NWCCU has revised the substantive change process several times in recent years but has maintained a clear requirement for approval of additions and deletions to accredited institutions' program offerings.

Award definition and approval

The requirements and standards for our awards are indirectly defined in the catalog. However, comprehensive requirements and the process for changes 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.

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.

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