



### Form 1: Presentation Checklist

*Delete this italicized text, and add the title of your proposal here.*

Name: Tyler Hayes

Date: 11/18/22

Department: Admissions and Records

COCC Contact Information: thayes1@cocc.edu

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

#### PROPOSAL OVERVIEW

Two statewide MTM's (Business & English Literature) will be available in the 2023-24 catalog--see attached.

#### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
  - Procedure—new (Identify suggested location in *GPM*)
  - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
  - Policy—new (Identify suggested location in *GPM*)
  - New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
  - Other: \_\_\_\_\_

#### BUDGET

N/A

#### INSTRUCTIONAL REQUIREMENTS

N/A

#### OPERATIONAL NEEDS, CURRENT AND FUTURE

N/A

**STUDENT IMPACT**

**ANTICIPATED IMPLEMENTATION TIMELINE**

Available for the next academic year



## FORM 1: Presentation Checklist Instructions

*[Use the instructions below to fill out the presentation checklist form; then e-mail that form (without the instructions) to the Academic Affairs Chair by his or her specified deadline.]*

Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading with Academic Affairs.

**Please note:** Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs Committee. If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**.

### PROPOSAL OVERVIEW

- Explain the rationale for your proposed new program or changes in the current program or policy, including data to support your rationale (attach any necessary documents).

### TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—revision (Attach current policy with proposed changes illustrated with track changes)
  - Procedure—new (Identify suggested location in *GPM*)
  - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
  - Policy—new (Identify suggested location in *GPM*)
  - New academic program (Complete only items #1 and #2 on this form, and attach stage 2 document.)
  - Other: \_\_\_\_\_

## BUDGET

- Review key budget items.
  - Revenue projections based on student enrollment projections or other sources of income, including tuition and fees.
  - Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities
  - Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.

## INSTRUCTIONAL REQUIREMENTS

- Review requirements.
  - Current availability of faculty, administration and/or staff.
  - Minimum qualifications for faculty, administration and/or staff.
  - Potential impacts to all affected academic and other departments.

## OPERATIONAL NEEDS: CURRENT AND FUTURE

- Review possible operational needs.
  - Existing resources including faculty, administration, staff, equipment.
  - Involvement of department with oversight of program or process
  - Potential impacts to administrative and student support departments including Enrollment Services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services, and others.
  - Required administrative support.
  - Facility needs, including location, amount of space, construction or remodeling requirements.

## STUDENT IMPACT

- Identify student impact
  - Identify and quantify potential student impact.
  - Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.
  - Communication planning.

## ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated Timeline
  - Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.
  - Identify current process adjustments.

- Change *General Policy Manual* as needed.
- Communication planning.
- Anticipated implementation date



Oregon  
Transfer Compass  
STATEWIDE ARTICULATION  
AGREEMENT: MAJOR  
TRANSFER MAP IN ENGLISH  
LITERATURE

A statewide transfer agreement that identifies the community college courses needed to transfer to any Oregon public university as a junior seeking a Bachelor of Arts in English Literature.



Statewide Transfer Articulation Agreement:

Major Transfer Map in English Literature

90-100 Credits or Optimal Transfer Point

From: All Oregon Community Colleges

To: All Oregon Public Universities

Introduction: Major Transfer Maps (MTMs) represent a streamlined path for students transferring from an Oregon community college to an Oregon university who know which major/bachelor's degree program they want to pursue. In contrast to other statewide transfer tools that prioritize university general education requirements (i.e. AAOT and ASOT), MTMs specify clear course-taking paths necessary for on-track progress towards a specific major/bachelor's degree, with a guarantee of transfer from any Oregon community college to any Oregon public university. MTMs build on the 30-credit general education foundation defined by the generic Core Transfer Map (CTM), although MTMs may specify particular relevant/required General Education courses as part of the 30-credit CTM component of the MTM.

The statewide English Literature Major Transfer Map (MTM) will use the Associate of Arts Transfer degree formats.

The MTMs identify the optimal and specific set of community college courses students need to take to transfer efficiently into the major at the university. The successful completion of the MTM allows students to receive status at the public university, based on the number of academic credits referenced in the transfer agreement, including at least 30 credits of general education satisfied, that is comparable to the status of students with the same number of academic credits in the major course of study who began their postsecondary studies at the public university. The students will not be required to retake a course, as long as the minimum required grades have been earned.

Students must have earned a cumulative grade point average of 2.0 and meet the residency requirements at the community college awarding the MTM.

When students complete an MTM, the general education courses in the "Core Transfer Map" portion of the MTM, for which minimum required grades have been earned, are guaranteed to transfer into general education, degree, or major requirements for a bachelor's degree at any Oregon public university (ORS 350.404). However, while CTM-related courses are guaranteed to transfer into general education, degree, or major requirements, students completing an MTM will not be awarded a CTM also.

Students who want to transfer prior to completing the MTM should talk with their community college advisor and an advisor at their target university prior to transfer about how their courses will count towards general education requirements and degree/major requirements. If the MTM is not awarded advisors can guide students to determine if they are eligible for a CTM.

Students are responsible for informing the admissions counselor or intake advisor at their receiving four-year institution that they are completing an MTM. It is important for students to understand that completing the MTM in two years and the bachelor's degree in four years requires them to



complete a minimum average of 15 credits per quarter (or 45 credits per year).

The guarantees and limitations below describe the minimum requirements to which all participating institutions have agreed. If an institution is not meeting the guarantees described below a complaint can be filed with the Oregon Transfer Advisory Committee (OTAC).<sup>1</sup>

### Part 1: Guarantees

Students who complete all the requirements of an MTM (i.e. an MTM associate's degrees or an MTM non-degree package when optimal transfer requires fewer than 90 credits) as defined in the specific MTM agreement, who have earned the minimum required grades and a cumulative 2.0 GPA or higher, meet residency requirements, and who are admitted to the receiving institution's corresponding major/degree program are guaranteed the following:

1. Status within the major at the public university that is comparable to the status of students with the same number of academic credits in the major course of study who began at the public university (when the MTM is equal to at least 90 credits this would equate to receiving "junior status in the major course of study at the public university").
2. Eligibility to graduate following the degree/major requirements in effect at the university during the academic year the student first enrolled in the community college that awarded the MTM. If the student does not complete the degree within 7 years of the first enrollment at the community college awarding the MTM, they should meet with an advisor to determine which catalog to use.
3. All courses in the MTM will transfer individually. If a student transfers before completing the MTM, all courses will still transfer but may not apply in the same way as they would if the MTM was completed. If the CTM has been awarded, the guarantees inherent in the CTM apply.
4. The ability to file a complaint with the Oregon Transfer and Articulation Committee (OTAC) if the guarantees of the MTM are not being met. OTAC will review complaints submitted to the Higher Education Coordinating Commission (HECC) or to OTAC regarding Oregon's statewide transfer tools and degrees and recommend next steps that support dispute resolution. Note:
  - Students should first follow their home institution's internal complaint process (e.g. talk to their academic advisor, academic unit, Registrar, or Provost)
  - The HECC has authority to handle student complaints but only if they are related to discrimination or retaliation
  - While OTAC does not have legal authority over transfer complaints, as the only statewide transfer advisory body, OTAC can make recommendations and assist institutions and students in resolving compliance issues.
5. Students who successfully complete the MTM at a community college will have the MTM notated on their transcript. If the MTM takes the form of an associate's degree, it will be reflected in the standard degree posting format used by the community college. If the MTM is not an associate's degree, but rather an optimal transfer point with fewer than 90 credits, it will be posted as a notation on the community college transcript.

## Part 2: Limitations

1. Completion of the prescribed curriculum in the statewide transfer articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution in place at the time of admission, including the submission of all required documentation by stated deadlines.
2. Minimum grades required for general transfer and for application to major requirements and pre-requisites may vary by each Oregon public university and by each degree/major. Each MTM agreement will specifically list the minimum grade requirements that will guarantee transfer including minimum required grades for major courses and Pass/No Pass limitations. All schools accept a grade of a "C -" or better in all general education courses. Students should contact the admissions counselor or intake advisor at the university they intend to transfer to for more information.
3. Completion of an MTM and admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled and/or competitive entry due either to space limitations or academic requirements.
4. The credit and course transfer guarantees described in the specific MTM agreements apply only to the specific degree programs covered by the agreement. Therefore, if a student changes to a new major some courses may not apply the same way towards the new major as they would for the original major. When students change majors the old MTM major guarantees may no longer apply and receiving institutions will evaluate applicability of transfer on a course-by- course basis.
5. AP (Advanced Placement) and IB (International Baccalaureate) credit:
  - ✓ General Education Courses in the MTM:  
AP and IB articulated credits used to meet the general education components of the Major Transfer Map will transfer, and are guaranteed to fulfill general education requirements at the receiving institution, as long as the articulated credits are listed on the Advanced Placement and International Baccalaureate Statewide *Course Credit Policy* found on the HECC website.
  - ✓ AP (Advanced Placement) and IB (International Baccalaureate) in the MTM:  
Using the current *AP and IB Statewide Course Credit Policy* as a reference, the Major Transfer Map workgroup will assess how AP/IB exam scores apply to the MTM (range of credits and course articulations). In particular, the MTM workgroup will identify whether the credit range and course articulation of AP/IB exam scores differ among the 17 community colleges and 7 public universities in ways that create transfer misalignment for students earning the MTM.  
  
The workgroup will refer all areas of misalignment to the AP/IB Statewide Policy Group, which will work with the higher education institutions' appropriate representatives (including faculty and academic leadership) to resolve the areas of misalignment by establishing common range of credits and defined articulations across the 17/7 so that AP/IB exam credit awarded at any community college will transfer to all public universities and apply as intended in the MTM.

If 17/7 alignment in range of credits and course articulation for AP/IB exam scores is not possible, the MTM workgroup will determine whether the differences constitute acceptable and warranted variance within the MTM. If so, the workgroup will recommend the variance to OTAC when it submits the MTM to OTAC for the approval process. If the MTM workgroup determines that uniformity is necessary, and a particular institution elects not to conform, that school is choosing not to be a participant in that particular MTM.

The English Literature MTM group will work with the AP/IB Policy Workgroup to resolve any outstanding AP/IB issues by December 31, 2020.

6. Please note that each Oregon public university has differing policies on institutionally administered exams (sometimes called Challenge Exams) and students should contact the admissions counselor or intake advisor at the university students intend to transfer to for more information.

7. Students should consult with advisors at their community college and receiving university if they have additional questions.

### Part 3: Institutional Obligations

1. Oregon public universities and community colleges, under advisement from OTAC and HECC, will build an alert mechanism into their curriculum review process for changes related to courses, programs, or admission that may impact the MTM.

- ✓ The institution proposing a change in required or pre-requisite courses, with potential to impact lower-division course taking will alert their Registrar and Major Transfer Map group to review the change.
- ✓ If the proposed change creates a need to modify lower-division course taking as defined in the existing MTM, the OTAC representative from the particular MTM group will bring the issue to OTAC for review to determine if updates need to be made to the agreement.
- ✓ All public higher education institutions who are signatories of the agreement are expected to stay in alignment with the approved MTM. Changes to courses included in the MTM that will affect their transferability must be approved by the MTM group and OTAC before taking effect.
- ✓ MTM groups are expected to meet annually or as needed to ensure continued alignment and the effective dates will be reflected in each MTM. Catalog rights follow the MTM.
- ✓ If valid reasons exist that prevent sufficient alignment, a given institution may have to exit the agreement. In such cases, the Provost of the university must notify OTAC and work out an effective timeline for leaving the agreement such that the university honors the catalog year guarantees and provides a workable teach-out plan so students in the pipeline are held harmless.

2. Oregon public higher education institutions agree that where university-specific curricular variance exists within the MTM, it is identified and justified. Acceptable justifications should be related to

student benefit, necessity for academic success in meeting future requirements at the junior/senior/graduate school/employment level, and immovable external requirements such as accreditation requirement differences.

3. Participating institutions agree to continue to work toward maximizing course alignment as much as possible with the goal of awarding direct equivalency for all MTM courses, even when a transferring student has not completed the entire MTM.

**Part 4: Prescribed Curriculum**

This Major Transfer Map outlines specific course requirements for students at any Oregon community college who plan to transfer to a four-year public university and earn a Bachelor of Arts in English literature. Students may take classes that fit these categories at any Oregon community college and expect all classes to transfer into general education or the major at any Oregon public university. This map is intended for students who know they want to transfer and earn a Bachelor of Arts in English literature, but who are unsure of their intended transfer destination. Students should work with an advisor to ensure they fulfill the requirements of this major transfer map. Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement or degree map that will prescribe their course requirements. If a student is seeking a Bachelor of Science in English literature, they should work with an advisor.

Note that in order for a student to successfully transfer to an Oregon public university, students must: 1) earn a grade of a “C” or better in courses in the major; 2) take courses in the major for a grade—they will not be accepted as “pass/no pass”; and 3) earn a cumulative grade point average of 2.0. Students must also regularly meet with an advisor. Students are strongly encouraged to: 1) seek advising before their first term of college; 2) seek advising after they have completed the 27-35 credits of the Core Transfer Requirements; and 3) seek advising and meet with a transfer coordinator before registration opens at the beginning of the students second year in college. Students should also be aware that if they want to complete this Major Transfer Map in two years, they should take an average of 45 credits per year, or approximately 15 credits per quarter. Finally, to earn an Associate’s degree, students will need to successfully complete at least 90 credits.

<b>CORE TRANSFER REQUIREMENTS</b>		
<i>See an advisor for recommended courses before your first term</i>		
<i>Writing</i>		
1 course	WR121	3-4
<i>Arts &amp; Letters</i>		
1 <sup>st</sup> course	200-level literature from AAOT course list* <i>*If students take American or British survey courses they will count toward major requirements at WOU</i> <i>**At EOU, SOU, UO &amp; PSU this course also counts toward major requirements (at PSU up to 12 credits of 200-level Eng. literature can count toward the major)</i> <i>***At OSU this course only counts toward the major and students will need to take another Arts and Letters course</i>	3-4
2 <sup>nd</sup> course	200-level literature from AAOT course list* <i>*If students take American or British survey courses they will count toward major requirements at WOU</i> <i>**At EOU and SOU this course also counts toward major requirements, at PSU up to 12 credits of 200-level Eng. literature can count toward the major</i> <i>***At OSU this course only counts toward the major and student will need to take another Arts and Letters course</i>	3-4
<i>Social Sciences</i>		
1 <sup>st</sup> course	Select from AAOT course list	3-4
2 <sup>nd</sup> course	Select from AAOT course list	3-4
<i>Natural Sciences</i>		
1 <sup>st</sup> course	Lab Science from AAOT course list	4-5
2 <sup>nd</sup> course	Lab Science from AAOT course list <i>****at PSU counts toward UNST placement (see footnote on last page)</i>	4-5
<i>Mathematics</i>		

1 course	MTH 105 or Higher ****not required at PSU for the BA; will count toward UNST placement (see footnote on last page)	4-5
<i>At least 1 Core Transfer Requirement course must also satisfy Cultural Literacy outcomes for AAOT</i>		
<b>Core Transfer Requirement Total</b>		<b>30-35</b>
<b>ADDITIONAL GENERAL EDUCATION COURSES</b> <i>See an advisor for recommended courses</i>		
Writing	WR 122	3-4
<b>ENGLISH LITERATURE COURSES</b> <i>See an advisor for recommended courses</i>		
Literature A	Any 2xx Eng Course ****at PSU, up to 12 credits of 200-level ENG. Lit. can count towards the major	3-4
Literature B	Eng 2xx (course from American or British Survey) ****at PSU, up to 12 credits of 200-level ENG. Lit. can count towards the major	3-4
<b>English Literature Total</b>		<b>6-8</b>
<b>BACHELOR'S DEGREE REQUIREMENTS</b> <i>See an advisor for recommended courses</i>		
2 <sup>nd</sup> Language	Through 203 or end of 2nd year or higher, C- or better in last course****  <i>Note: At EOU, PSU, UO &amp; WOU this fulfills both a degree requirement and some general education</i> ****PSU offers a Bachelor of Science in English which does not require 2 <sup>nd</sup> Language. *****Students without any second language credits should begin the 100-level sequence in their first year at a community college. Students should complete language requirements before transferring. Students transferring to EOU should be aware that they only offer Spanish. Students may also be able to demonstrate proficiency through an exam or other means.	4-24
<b>MTM Total</b>		<b>40-71</b>
<b>ADDITIONAL COURSES TO REACH 90 CREDITS</b> <i>See an advisor for recommended courses</i>		
<i>At this point [above = 40-71 credits], it is recommended students pursue these options:</i>		
1. Take courses that will apply to their minor of choice, that will transfer to the Oregon public university of their choice (work with an advisor)		
2. Take courses that will apply to the general education or the major at the Oregon public university of their choice (work with an advisor)		
3. Take electives to reach 90 credits, that will transfer to the Oregon public university of their choice (work with an advisor)		
<b>EXAMPLES OF ADDITIONAL GENERAL EDUCATION THAT WON'T RESULT IN EXCESS CREDIT (UNLESS NOTED) &amp; TRANSFERS TO OREGON PUBLIC UNIVERSITIES</b> <i>See an advisor for recommended courses</i>		
Oral Communication	COMM 111 or equivalent <sup>1</sup>  <sup>1</sup> transfers to all Oregon public universities and fulfills general education, or at PSU counts toward UNST placement (see footnote below)	3-4

<p><i>Arts and Letters</i></p>	<p>Philosophy<sup>2</sup></p> <p><sup>2</sup>this course counts as “Aesthetics and Humanities” (AEH) at EOU, which is fulfilled by other courses in the MTM, so this course would be unnecessary (excess) general education credit at EOU and would count as an elective</p> <p>**** At PSU counts toward UNST placement (see footnote below)</p>	<p>3-4</p>
<p><i>Arts and Letters</i></p>	<p>Music or Theater Appreciation courses<sup>3</sup></p> <p><sup>3</sup>this course is not necessary for general education at EOU and would count as an elective unless it is a music or theater performance class</p> <p>* 4-credits chosen from one of the following areas will satisfy the PSU 4- cr. Fine &amp; Performing Arts requirement: Architecture, Art History, Art, Dance, Film, Fine &amp; Performing Arts (FPA), Music Education, Music, Applied Music, and Theater Arts</p>	<p>3-4</p>
<p><i>Social Science</i></p>	<p>United States History (citizenship, social responsibility, global awareness)<sup>4</sup></p> <p><sup>4</sup>transfers to all Oregon public universities and fulfills general education, or at PSU counts toward UNST placement (see footnote below)</p>	<p>3-4</p>
<p><i>Science</i></p>	<p>Biological or Physical Science<sup>5</sup></p> <p><sup>5</sup>students must take a different science course than the one they took for the Core Transfer Map portion, this transfers to all Oregon public universities but the Science requirements are already filled for EOU and WOU so this could count as an elective and is unnecessary (excess) credit</p> <p>**** At PSU the Science requirements are also already satisfied, but these credits count toward UNST placement (see footnote below)</p>	<p>4-5</p>

\*\*\*\***University Studies (UNST) is the name of PSU’s 4-year General Education Program which includes a 15-credit Freshman Inquiry (FRINQ) requirement and a 12-credit Sophomore Inquiry (SINQ) requirement:** Students transferring with 30 or more credits will satisfy the FRINQ requirement; students transferring with 30-59 transfer credits are required to complete 3 SINQ courses; with 60-74 credits are required to complete 2 SINQ courses; with 75-89 are required to complete 1 SINQ course. Students transferring with 90 or more credits will begin with a 12-credit Junior-level Cluster and complete the 6-credit Capstone requirement.

Part 5: Signature of Participating Institutions

**English Literature Major Transfer Map: Statewide Articulation Agreement  
Participants to the Agreement**

The Oregon Transfer and Articulation Committee (OTAC) reviewed this agreement on March 15, 2019 and forwarded it for approval by the chief academic officers of Oregon’s public universities offering the English Literature degree and the chief academic officer of Oregon’s community colleges (*Note: Signatures are on file at the Higher Education Coordinating Commission*)

Signatures on file:

_____	Date	_____	Date
Eastern Oregon University		Oregon State University	
_____	Date	_____	Date
Portland State University		Oregon Institute of Technology	
_____	Date	_____	Date
Southern Oregon University		Western Oregon University	
_____	Date	_____	Date
University of Oregon		Blue Mountain Community College	
_____	Date	_____	Date
Central Oregon Community College		Chemeketa Community College	
_____	Date	_____	Date
Clackamas Community College		Clatsop Community College	
_____	Date	_____	Date
Columbia Gorge Community College		Klamath Community College	
_____	Date	_____	Date
Lane Community College		Linn-Benton Community College	
_____	Date	_____	Date
Mt. Hood Community College		Oregon Coast Community College	





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Portland Community College                                  Date

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Rogue Community College                                  Date

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Southwestern Community College                                  Date

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Tillamook Bay Community College                                  Date

---

Treasure Valley Community College                                  Date

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Umpqua Community College                                  Date

## Part 6: English Literature Major Transfer Map Participants

### Group Coordinators:

#### Public Universities:

Donna Evans	Eastern Oregon University
Mandy Johnson	Eastern Oregon University
Anita Helle	Oregon State University
Nicholas Dybek	Oregon State University
Sarah Lincoln	Portland State University
Alma Rosa Alvarez	Southern Oregon University
Gordon Sayre	University of Oregon
Carol Harding	Western Oregon University

#### Community Colleges:

Mindy Williams	Central Oregon Community College
Eva Payne	Chemeketa Community College
Carol Burnell	Clackamas Community College
Julie Brown	Clatsop Community College
Eileen Thompson	Lane Community College
Terrance Millet	Linn Benton Community College
Holly DeGrow	Mt. Hood Community College
Blake Hausman	Portland Community College
Verne Underwood	Rogue Community College
Jed Wyman	Southwestern Community College
Marc Wilson	Treasure Valley Community College
Amy Fair	Umpqua Community College

#### Higher Education Coordinating Commission Staff:

Kia Sorensen	Office of Academic Policy & Authorization
Julia Steinberger	Office of Community College & Workforce Development

## Part 7: Oregon Transfer Advisory Committee Members 2018-19

Chair: John Hamblin, Executive Dean, Student Development, Mt. Hood Community College

Incoming Chair: Sarah Witte, Provost & Vice Presidents for Academic Affairs, Eastern Oregon University

Elizabeth Brand Cox, Executive Director, Student Success Center, Oregon Community College Association

Dana Richardson, Executive Director for the Council of Presidents, Oregon Public Universities Council of Presidents

Sal Castillo, Director-Institutional Research, Oregon State University

Erin Mulvey, Transfer Transitions Coordinator, Div. Student Affairs-Academic Achievement, Oregon State University

Carrie Randall, Academic Advisor, Linn-Benton Community College

Frances White, Professor and Department Head, Anthropology, University of Oregon

Chuck Kalnbach, Thomas E. Wildish Distinguished Senior Instructor II of Management, University of Oregon

Seth Anthony, Associate Professor, Oregon Institution of Technology

Ann Cary, Math Instructor, Portland Community College

Blake Hausman, Instructor DE Reading, Writing & English, Portland Community College

Kendra Cawley, Dean of Academic Affairs, Academic Affairs, Portland Community College

John Copp, History, Political Science Instructor, Department Chair, Columbia Gorge Community College

Susan Faller, Senior Instructor II, Southern Oregon University

Erin Baumgartner, Director of General Education; Interim Associate Provost for Academic Programs and Effectiveness, Western Oregon University

Thaddeus Shannon, Associate Professor, Computer Science, Western Oregon University

Kathy Smith, Associate Professor of Math, Central Oregon Community College

Kate Sullivan, OWEAC Chair, Professor Writing, Lane Community College

Christy Weigel, Instructional Coordinator: Articulation and Transfer, Mt Hood Community College

Rick DeBellis, Associate Director for Enrollment Management, Degree Partnership Programs and Transfer Student Services, Oregon State University

Melissa Frey, Dean & Registrar, Student Recruitment, Enrollment and Graduation Services

Cindy Baccar, Associate Vice Provost & University Registrar, Academic Affairs, Portland State University

Linda Samek, Provost, George Fox University

David Plotkin, Vice President of Instruction and Student Services, Clackamas Community College

Patrick Crane, Director, Community Colleges and Workforce Development

Veronica Dujon, Director, Academic Policy and Authorization

## Appendix A: English MTM Pass/No Pass Course Policy

Context:

**Option 3.** No uniform policy. Group decided that policy will vary across institutions, most institutions require a letter grade, and student should speak to an advisor before taking an English Literature course to meet the MTM requires for a P/NP grade.

**On June 7, 2021 the group voted for option 3.**

### NOTES

1. CIP Code: 23.0101
2. CIP 7 (OCCURS): &
3. Professional Learning Outcomes (PLOs)
  - a. Demonstrate understanding of literary works in context, including the ways texts engage notions of genre, culture, history, class, race, gender, and sexuality.
  - b. Use a variety of written, verbal, and multimodal forms to respond to and analyze literary texts and contexts.

The logo features a stylized graduation cap in dark blue with a red and yellow arrow pointing upwards from the center of the cap's base.

**Oregon  
Transfer Compass**  
STATEWIDE ARTICULATION  
AGREEMENT: MAJOR  
TRANSFER MAP IN  
BUSINESS

A statewide transfer agreement that identifies the community college courses needed to transfer to any Oregon public university as a junior seeking a Bachelor of Science in Business.



Statewide Transfer Articulation Agreement:

Major Transfer Map in Business

90-100 Credits or Optimal Transfer Point

From: All Oregon Community Colleges

To: All Oregon Public Universities

Introduction: Major Transfer Maps (MTMs) represent a streamlined path for students transferring from an Oregon community college to an Oregon university who know which major/bachelor's degree program they want to pursue. In contrast to other statewide transfer tools that prioritize university general education requirements (i.e. AAOT and ASOT), MTMs specify clear course-taking paths necessary for on-track progress towards a specific major/bachelor's degree, with a guarantee of transfer from any Oregon community college to any Oregon public university. MTMs build on the 30-credit general education foundation defined by the generic Core Transfer Map (CTM), although MTMs may specify particular relevant/required General Education courses as part of the 30-credit CTM component of the MTM.

The statewide Major Transfer Map (MTMs) in Business will use the format of an Associate of Science Transfer degree in Business (AST-Business).

The MTMs identify the optimal and specific set of community college courses students need to take to transfer efficiently into the major at the university. The successful completion of the MTM allows students to receive status at the public university, based on the number of academic credits referenced in the transfer agreement, including at least 30 credits of general education satisfied, that is comparable to the status of students with the same number of academic credits in the major course of study who began their postsecondary studies at the public university. The students will not be required to retake a course, as long as the minimum required grades have been earned.

Students must have earned a cumulative grade point average of 2.0 and meet the residency requirements at the community college awarding the MTM.

When students complete an MTM, the general education courses in the "Core Transfer Map" portion of the MTM, for which minimum required grades have been earned, are guaranteed to transfer into general education, degree, or major requirements for a bachelor's degree at any Oregon public university (ORS 350.404). However, while CTM-related courses are guaranteed to transfer into general education, degree, or major requirements, students completing an MTM will not be awarded a CTM also.

Students who want to transfer prior to completing the MTM should talk with their community college advisor and an advisor at their target university prior to transfer about how their courses will count towards general education requirements and degree/major requirements. If the MTM is not awarded advisors can guide students to determine if they are eligible for a CTM.

Students are responsible for informing the admissions counselor or intake advisor at their receiving four-year institution that they are completing an MTM. It is important for students to understand that completing the MTM in two years and the bachelor's degree in four years requires them to complete a minimum average of 15 credits per quarter (or 45 credits per year).

The guarantees and limitations below describe the minimum requirements to which all participating institutions have agreed. If an institution is not meeting the guarantees described below a complaint can be filed with the Oregon Transfer Advisory Committee (OTAC).<sup>1</sup>

### Part 1: Guarantees

Students who complete all the requirements of an MTM (i.e. an MTM associate's degrees or an MTM non-degree package when optimal transfer requires fewer than 90 credits) as defined in the specific MTM agreement, who have earned the minimum required grades and a cumulative 2.0 GPA or higher, meet residency requirements, and who are admitted to the receiving institution's corresponding major/degree program are guaranteed the following:

1. Status within the major at the public university that is comparable to the status of students with the same number of academic credits in the major course of study who began at the public university (when the MTM is equal to at least 90 credits this would equate to receiving "junior status in the major course of study at the public university").
2. Eligibility to graduate following the degree/major requirements in effect at the university during the academic year the student first enrolled in the community college that awarded the MTM. If the student does not complete the degree within 7 years of the first enrollment at the community college awarding the MTM, they should meet with an advisor to determine which catalog to use.
3. All courses in the MTM will transfer individually. If a student transfers before completing the MTM, all courses will still transfer but may not apply in the same way as they would if the MTM was completed. If the CTM has been awarded, the guarantees inherent in the CTM apply.
4. The ability to file a complaint with the Oregon Transfer and Articulation Committee (OTAC) if the guarantees of the MTM are not being met. OTAC will review complaints submitted to the Higher Education Coordinating Commission (HECC) or to OTAC regarding Oregon's statewide transfer tools and degrees and recommend next steps that support dispute resolution. Note:
  - ✓ Students should first follow their home institution's internal complaint process (e.g. talk to their academic advisor, academic unit, Registrar, or Provost)
  - ✓ The HECC has authority to handle student complaints but only if they are related to discrimination or retaliation

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<sup>1</sup> Sections of this contract are modified versions of contracts from Colorado and Washington.



- While OTAC does not have legal authority over transfer complaints, as the only statewide transfer advisory body, OTAC can make recommendations and assist institutions and students in resolving compliance issues.

5. Students who successfully complete the MTM at a community college will have the MTM notated on their transcript. If the MTM takes the form of an associate's degree, it will be reflected in the standard degree posting format used by the community college. If the MTM is not an associate's degree, but rather an optimal transfer point with fewer than 90 credits, it will be posted as a notation on the community college transcript.

### Part 2: Limitations

1. Completion of the prescribed curriculum in the statewide transfer articulation agreement does not guarantee admission to a participating receiving institution. Students must meet all admission and application requirements at the receiving institution in place at the time of admission, including the submission of all required documentation by stated deadlines.
2. Minimum grades required for general transfer and for application to major requirements and pre-requisites may vary by each Oregon public university and by each degree/major. Each MTM agreement will specifically list the minimum grade requirements that will guarantee transfer including minimum required grades for major courses and Pass/No Pass limitations. All schools accept a grade of a "C -" or better in all general education courses. Students should contact the admissions counselor or intake advisor at the university they intend to transfer to for more information.
3. Completion of an MTM and admission to a receiving institution does not guarantee enrollment in a specific degree program. Some programs at receiving institutions have controlled and/or competitive entry due either to space limitations or academic requirements.
4. The credit and course transfer guarantees described in the specific MTM agreements apply only to the specific degree programs covered by the agreement. Therefore, if a student changes to a new major some courses may not apply the same way towards the new major as they would for the original major. When students change majors the old MTM major guarantees may no longer apply and receiving institutions will evaluate applicability of transfer on a course-by- course basis.
5. AP (Advanced Placement) and IB (International Baccalaureate) credit:

- General Education Courses in the MTM:

AP and IB articulated credits used to meet the general education components of the Major Transfer Map will transfer, and are guaranteed to fulfill general education requirements at the receiving institution, as long as the articulated credits are listed on the Advanced Placement and International Baccalaureate Statewide *Course Credit Policy* found on the HECC website.

- AP (Advanced Placement) and IB (International Baccalaureate) in the MTM:

Using the current *AP and IB Statewide Course Credit Policy* as a reference, the Major Transfer Map workgroup will assess how AP/IB exam scores apply to the MTM (range of credits and course articulations). In particular, the MTM workgroup will identify whether the credit range and course articulation of AP/IB exam scores differ among the 17

community colleges and 7 public universities in ways that create transfer misalignment for students earning the MTM.

The workgroup will refer all areas of misalignment to the AP/IB Statewide Policy Group, which will work with the higher education institutions' appropriate representatives (including faculty and academic leadership) to resolve the areas of misalignment by establishing common range of credits and defined articulations across the 17/7 so that AP/IB exam credit awarded at any community college will transfer to all public universities and apply as intended in the MTM.

If 17/7 alignment in range of credits and course articulation for AP/IB exam scores is not possible, the MTM workgroup will determine whether the differences constitute acceptable and warranted variance within the MTM. If so, the workgroup will recommend the variance to OTAC when it submits the MTM to OTAC for the approval process. If the MTM workgroup determines that uniformity is necessary, and a particular institution elects not to conform, that school is choosing not to be a participant in that particular MTM.

6. Please note that each Oregon public university has differing policies on institutionally administered exams (sometimes called Challenge Exams) and students should contact the admissions counselor or intake advisor at the university students intend to transfer to for more information.

7. Students should consult with advisors at their community college and receiving university if they have additional questions.

### Part 3: Institutional Obligations

1. Oregon public universities and community colleges, under advisement from OTAC and HECC, will build an alert mechanism into their curriculum review process for changes related to courses, programs, or admission that may impact the MTM.

- ✓ The institution proposing a change in required or pre-requisite courses, with potential to impact lower-division course taking will alert their Registrar and Major Transfer Map group to review the change.
- ✓ If the proposed change creates a need to modify lower-division course taking as defined in the existing MTM, the OTAC representative from the particular MTM group will bring the issue to OTAC for review to determine if updates need to be made to the agreement.
- ✓ All public higher education institutions who are signatories of the agreement are expected to stay in alignment with the approved MTM. Changes to courses included in the MTM that will affect their transferability must be approved by the MTM group and OTAC before taking effect.
- ✓ MTM groups are expected to meet annually or as needed to ensure continued alignment and the effective dates will be reflected in each MTM. Catalog rights follow the MTM.
- ✓ If valid reasons exist that prevent sufficient alignment, a given institution may have to exit the agreement. In such cases, the Provost of the university must notify OTAC and work out an effective timeline for leaving the agreement such that the university honors the catalog

year guarantees and provides a workable teach-out plan so students in the pipeline are held harmless.

2. Oregon public higher education institutions agree that where university-specific curricular variance exists within the MTM, it is identified and justified. Acceptable justifications should be related to student benefit, necessity for academic success in meeting future requirements at the junior/senior/graduate school/employment level, and immovable external requirements such as accreditation requirement differences.
3. Participating institutions agree to continue to work toward maximizing course alignment as much as possible with the goal of awarding direct equivalency for all MTM courses, even when a transferring student has not completed the entire MTM.

## Part 4: Prescribed Curriculum

This guide outlines the course requirements for the Business Major Transfer Map (MTM) for students at any Oregon community college who plan to transfer to a four-year public university in Oregon and earn a Bachelor of Science in Business. This map is beneficial for students who know they want to transfer in Business, but who may be unsure of their intended transfer destination. There are two possible transfer paths in this MTM. Students should work with their advisor to choose the best path for their goals, and to ensure they fulfill the requirements of this major transfer map.

Students who are certain of both their major and their intended transfer destination should consult an advisor for information on an existing specific articulation agreement or degree map that will prescribe their course requirements.

The Business Major Transfer Map (Business MTM) is a streamlined pathway created for a student who knows they want to earn a Bachelor of Science in Business. While the Business MTM may not meet all the lower division general education requirements at a student's chosen school, students who successfully complete the courses and program GPA requirements, will transfer in with junior standing in the major. They will have the ability to work with an advisor to take smart credits: credits that are required at each public university that will count toward their Business major, a minor or general education.

There may be a minimum required GPA for the university and/or College of Business of your choice. Refer to the grid below for more information on the GPA/grading guidelines for each 4-year institution.

Students are strongly encouraged to: 1) seek advising before their first term of college; 2) seek advising after they have completed the 30-35 credits of the Core Transfer Map (CTM); and 3) seek advising and meet with a transfer coordinator before registration opens at the beginning of their second year in college. Students should also be aware that if they want to complete this Major Transfer Map in two years, they should take an average of 45 credits per year, or approximately 15 credits per quarter. Finally, to earn an AST-Business degree, students will need to successfully complete at least 90 credits.

**All seven public universities in Oregon offer a Bachelor of Science in Business:**

Eastern Oregon University: <https://www.eou.edu/college-of-business/>

Oregon Institute of Technology: <https://www.oit.edu/academics/degrees/business>

Oregon State University: <http://business.oregonstate.edu/>

Portland State University: <https://www.pdx.edu/business/>

Southern Oregon University: <https://sou.edu/academics/business/programs/business-administration-ba-bs/>

University of Oregon: <https://business.uoregon.edu/>

Western Oregon: <https://wou.edu/academics/business/>

<b>Core Transfer Requirements</b>		<b>Credits</b>
<i>Writing</i>		
1 Course	WR 121	3-4
<i>Arts &amp; Letters</i>		
1 <sup>st</sup> Course	Choose from AAOT course list	3-4
2 <sup>nd</sup> Course	Choose from AAOT course list	3-4
<i>Social Sciences</i>		
1 <sup>st</sup> Course	Econ 201	3-4
2 <sup>nd</sup> Course	Econ 202	3-4
<i>Natural Sciences</i>		
1 <sup>st</sup> Course	Lab Science from AAOT course list	4-5
2 <sup>nd</sup> Course	Lab Science from AAOT course list	4-5
<i>Mathematics</i>		
2 Pathways, see Pathway A & Pathway B	Pathway A: Statistics (EOU, PSU, SOU, OIT) Pathway B: Calculus (OSU, WOU, UO)	4-5
<b>Core Transfer Requirements Total</b>		<b>30-35**</b>
*At least 1 Core Transfer course must also satisfy Cultural Literacy outcomes for AAOT		
** Additional credits taken to reach 30 in the Core Transfer requirements will be applied to the general education category associated with them		
<b>Major Transfer Map Courses</b>		<b>Credits</b>
<i>Writing</i>	WR 227	3-4
<i>Communications</i>	COMM 111	3-4
<i>Excel Skills class</i>	*see attached document for equivalencies	3-4
<i>Introduction to Business</i>	BA 101	3-6
<i>Financial and Managerial Accounting</i>	BA 211 & 213	8
<i>Business Law</i>	BA 226 or 230	4
<i>Total</i>		24-30

	<b>Pathway A: Statistics</b> (EOU, PSU, SOU, OIT)		<b>Pathway B: Calculus</b> (OSU, WOU, UO)	
<b>Courses</b>	<b>Courses</b>	<b>Credits</b>	<b>Courses</b>	<b>Credits</b>
<i>Mathematics</i>	MTH 111 (4-5 cr.) *OIT only, this is not required at EOU, PSU, or SOU)	4-5	MTH 111 (4-5 cr.)	0 (incl. in CTM total)
	--	0	Math 241 or equivalent* If a student takes 251, (112 is a required pre-req)	4-5
<i>Statistics</i>	243 (4-5 cr.)	0 (incl. in CTM total)	243* *Students transferring to OSU can take BA275 instead of MTH243/MTH244	4-5
	244* *This is not required course at EOU & PSU)	4-5	244* *WOU Students do not need 244 *Students transferring to OSU can take BA275 instead of MTH243/MTH244	4-5
<i>Total</i>		0-10		8-15
	<b>Additional General Education</b> (EOU, PSU, SOU)		<b>Additional General Education</b> (OSU, WOU, UO, OIT)	
<i>Natural Sciences</i>	Lab Sciences from AAOT Course List* *This can be non-lab at SOU, this is not required at OIT	4-5	(see recommended additional courses to reach 90 credits)	--
<i>Total</i>		4-5		0
<i>Section Total (Math + Gen Ed)</i>		4-15		8-15
<b>Grand Total (CTM +MTM)</b>		<b>Pathway A Total: 58-80</b>		<b>Pathway B Total:62-80</b>

Additional courses to reach 90 credits: See the table below. **Please understand that lower division courses taken at the community college level do not necessarily transfer to any Oregon university you choose.** Again, this is why it's vital to speak to an advisor knowledgeable about transferring to the Oregon university of your choice.

<b>ADDITIONAL COURSES TO REACH 90 CREDITS</b>			
<i>See an advisor for recommended courses</i>			
<i>At this point [above = 58-80 credits], it is recommended students pursue these options:</i>			
1. <b>Work closely with a Business Advisor</b> to select courses that will help you fulfill any remaining degree requirements. <u>It is VITAL that you work with an Advisor at your current school to plan your needed courses for the university you wish to attend, as the transfer of course credits varies from one university to another. This list does not guarantee acceptance as a general education or business elective courses by the university you plan to attend.</u>			
2. No greater than 12 credits of CTE shall comprise the courses for the MTM.			
3. No greater than 3 credits of PE shall comprise the courses for the MTM.			
4. Course grades must be "C" grade or better.			
5. Additionally, pick from the following suggested course categories(12-28 credits) <b>which may be General Education and/or lower division Business Electives</b> at the university you wish to attend ( <u>It is VITAL that you work with an Advisor</u> ):			
<b><u>Arts and Letters (3-4 credits per class):</u></b> Business Ethics Art History Intercultural Communication Philosophy Music/Theater Literacy World Literature Writing	<b><u>Social Science (3-4 credits per class):</u></b> Anthropology Geography Psychology (social/cognitive) Sociology (cultural/social change/diversity) US Government Politics & History Global Civilization Women's Studies	<b><u>Science (3-4 credits per class):</u></b> Global Ecology & Conservation	<b><u>Business Courses (3-4 credits per class) (if offered):</u></b> Depending on the area you wish to focus on in Business, one or more business elective(s) may be appropriate. Speak to your advisor for guidance

**College of Business Requirements & Degrees/Areas of Concentration Compatible with the AST-Business**  
See an advisor for recommended courses and to learn more about these programs and the application processes

	<b>EOU</b>	<b>OIT</b>	<b>OSU</b>	<b>PSU</b>	<b>SOU</b>	<b>UO</b>	<b>WOU</b>
<b>Application Required</b>	No	NA	Yes	Yes: Opt-in at orientation or before beginning 200 level courses	No	Yes	No
<b>Required GPA</b>	2.0 for all students	2.25 cumulative for transfer students	2.25 based on transferable college-level credit. (For FY, 3.0 GPA preferred)	2.50 for all students	Students transferring to SOU from a regionally accredited college or university must show evidence of honorable dismissal from the other collegiate institutions and a cumulative grade point average of at least 2.25 in 36 quarter credits (or 24 semester credits) of acceptable college work. Applicants who hold an associate's degree from a regionally accredited institution or an Oregon Transfer Module (OTM) will be admitted with a 2.00 GPA	3.0 cumulative transfer/UO combined and 3.0 pre-business core GPA - includes BA 101, ACTG 211 and 213, EC 201 and 202 equivalents. GPAs are for guaranteed admission, a holistic review is also possible	2.25 GPA in all college level work
<b>Minimum Course Grade Required</b>	C-	D for transfer, some courses req. higher grade to continue in major	Varies depending on course/major	C-	C-	C-	C-



<b>Other Admissions Requirements</b>	None	None	None	None	None	None	Completion of WR 121 or equivalent with a C- or better Completion of MTH 111 or MTH 105 or equivalent with C- or better
	<b>EOU</b>	<b>OIT</b>	<b>OSU</b>	<b>PSU</b>	<b>SOU</b>	<b>UO</b>	<b>WOU</b>
<b>Degrees or concentrations that work with the AST-Business</b>	The MTM-Business pathway works for all of our business and accounting degrees and their concentrations.	The MTM – Business pathway works for the business management program	The MTM-Business pathway works for all of our Business programs.	The MTM-Business Pathway works for all concentrations of business: Accounting, Business Technology & Analytics, Advertising, Finance, Human Resources, Management & Leadership, Marketing, and Supply & Logistics Management	The MTM works for all concentrations in our Business major: Accounting, Management, Marketing, and Tourism Management.	The MTM - Business Pathway works for the Accounting and Business Administration majors and all concentrations within the Business Administration major: Entrepreneurship, Finance, Marketing, Operations and Business Analytics, and Sports Business.	The MTM works for all concentrations in our Business major: Accounting, Finance, Management, Marketing, and International Business

Part 5: Signature of Participating Institutions

**Major Transfer Map: Statewide Articulation Agreement  
Participants to the Agreement**

The Oregon Transfer and Articulation Committee (OTAC) reviewed this agreement on [DATE] and forwarded it for approval by the chief academic officers of Oregon’s public universities offering the [MAJOR] degree and the chief academic officer of Oregon’s community colleges (*Note: Signatures are on file at the Higher Education Coordinating Commission*)

Signatures on file:

_____	_____	_____	_____
Eastern Oregon University	Date	Oregon State University	Date
_____	_____	_____	_____
Portland State University	Date	Oregon Institute of Technology	Date
_____	_____	_____	_____
Southern Oregon University	Date	Western Oregon University	Date
_____	_____	_____	_____
University of Oregon	Date	Blue Mountain Community College	Date
_____	_____	_____	_____
Central Oregon Community College	Date	Chemeketa Community College	Date
_____	_____	_____	_____
Clackamas Community College	Date	Clatsop Community College	Date
_____	_____	_____	_____
Columbia Gorge Community College	Date	Klamath Community College	Date
_____	_____	_____	_____




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Lane Community College Date

---

Linn-Benton Community College Date

---

Mt. Hood Community College Date

---

Oregon Coast Community College Date

---

Portland Community College Date

---

Rogue Community College Date

---

Southwestern Community College Date

---

Tillamook Bay Community College Date

---

Treasure Valley Community College Date

---

Umpqua Community College Date

Part 5: Major Transfer Map Participants

Group Coordinators:

Public Universities:

Kevin Walker	Eastern Oregon University
Maureen Sevigny	Oregon Institute of Technology
Prem Matthews	Oregon State University
Becky Sanchez	Portland State University
Joan McBee	Southern Oregon University
Heather Bottorff	University of Oregon
Hamid Bahari-Kashani	Western Oregon University

Community Colleges:

Velda Arnaud	Blue Mountain Community College
Michael Hansen	Central Oregon Community College
Karen Edwards	Chemeketa Community College
Mike Moiso	Clackamas Community College
Kristen Wilkin	Clatsop Community College
Todd Meislahn	Columbia Gorge Community College
Linda Williamson	Klamath Community College
Chris Culver	Lane Community College
Paul Hibbard	Linn-Benton Community College
Andy Wong	Mt. Hood Community College
Scott Birk	Portland Community College
Melissa Polen	Rogue Community College
Linda Stagg-Brown	Southwestern Oregon Community College
Tom Atchison	Tillamook Bay Community College
Toni Clough	Umpqua Community College

Higher Education Coordinating Commission Staff:

Kia Sorensen	Office of Academic Policy & Authorization
Brittany Miles	Office of Community College & Workforce Development

## Part 6: Oregon Transfer Advisory Committee Members 2019-20

Chair: Edward Feser, Executive Dean, Student Development, Mt. Hood Community College

Incoming Chair: David Plotkin, Vice President of Instruction and Student Services, Clackamas Community College

Elizabeth Brand Cox, Executive Director, Student Success Center, Oregon Community College Association

Dana Richardson, Executive Director for the Council of Presidents, Oregon Public Universities Council of Presidents

Sal Castillo, Director-Institutional Research, Oregon State University

Erin Mulvey, Transfer Transitions Coordinator, Div. Student Affairs-Academic Achievement, Oregon State University

Megan Deane McKenna, Academic Advisor, Tillmook Bay Community College

Andrew Clum, STEM Division Student Success Coordinator, Southern Oregon University

Frances White, Professor and Department Head, Anthropology, University of Oregon

Kevin Walker, Professor, College of Business, Eastern Oregon University

Seth Anthony, Associate Professor, Oregon Institution of Technology

Ann Cary, Interim Dean of Academic Affairs, Portland Community College

Blake Hausman, Instructor DE Reading, Writing & English, Portland Community College

Kendra Cawley, Dean of Academic Affairs, Academic Affairs, Portland Community College

John Copp, History, Political Science Instructor, Department Chair, Columbia Gorge Community College

Laurette Scott, Education Faculty, Department Chair, Clackamas Community College

Erin Baumgartner, Director of General Education; Interim Associate Provost for Academic Programs and Effectiveness, Western Oregon University

Thaddeus Shannon, Associate Professor, Computer Science, Western Oregon University

Kathy Smith, Associate Professor of Math, Central Oregon Community College

Kate Sullivan, OWEAC Chair, Professor Writing, Lane Community College

Rick DeBellis, Associate Director for Enrollment Management, Degree Partnership Programs and Transfer Student Services, Oregon State University

Melissa Frey, Dean & Registrar, Student Recruitment, Enrollment and Graduation Services

Director Enrollment Services/ Registrar, Chemeketa Community College

Cindy Baccar, Associate Vice Provost & University Registrar, Academic Affairs, Portland State University

Linda Samek, Provost, George Fox University

Patrick Crane, Director, Community Colleges and Workforce Development

Veronica Dujon, Director, Academic Policy and Authorization

Appendix A.  
New Business Excel course equivalencies

<b>College</b>	<b>Identified Course(s) &amp; Credits</b>	<b>Currently Meets</b>	<b>Ready by Fall 2021</b>
BMCC	BA 230 (4)	Yes	
CGCC	CAS 170 (4)	No	Will be updated by fall of 2021
Chemeketa	CSL 125E (4)	Yes	
Clackamas	CS 135S (3)	Yes	BA 131 will updated and ready by winter 2021
Clatsop	CS 131 (4)	No	Fall of 2021 CS 131 (4) will be updated
COCC	CIS 125E (4)	Yes	
LBCC	CIS 135 S (3)	Yes	
LCC	BT 123 (4)	Yes	
MHCC	BA 131 (3)	Yes	2021-2022 school year
PCC	CAS 170 (3)	Yes	
OCCC	CAS 170 (3)	No	OCCC will add pivot tables in spring 2021
RCC	BA 131 (4)	Yes	Summer 2021 will update course outline
SWOCC	CIS 125 S (4)	Yes	
TBCC	CAS 170 (3)	No	CAS 170 fall 2021 possibly sooner
UCC	CIS 125S (4)	Yes	
KCC	CAS 170	Yes	
TVCC	BT 232 (4)	Yes	

<b>OPU</b>	<b>Identified Course(s) &amp; Credits</b>	<b>Currently Meets</b>
OSU	BA 160 Series	Yes
PSU	BA 205 (4) (BA 131+Wr 227)	Yes
WOU	BA 131 (3)	Yes
EOU	BA 131 (4)	Yes
OIT	MIS 102 (1) + MIS 375 (3)	Yes
UO	BA 240 (4)	Yes
SOU	BA 131 (4) or BA 285 (4)	Yes

Appendix B.

**BA 211 - Business Minimum Expectation Crosswalk**

College	# of OPU Expectations Met	# of Credits	Able to offer for 4 cr?	Currently Meets	Pre-Reqs	Ready by Fall 2021
BMCC	5	4cr.	Yes	No	None	Yes, updated by 2021
Chemeketa	7	4cr.	Yes	Yes	None	
Clackamas	7	4cr.	Yes	Yes	BA 101	Ba 211 and 212 are not combined
Clatsop	7	4cr.	Yes	Yes	None	
COCC	7	4cr.	Yes	Yes	None	
CGCC	4	3cr.	Yes	No	WR115, RD115, MTH20	Yes by 2021
KCC	5	4	Yes	No		Yes by 2021
LBCC	7	4cr	Yes	Yes	Not specified	
LCC	7	4cr.	Yes	Yes	None	
MHCC	6.6	4cr.	Yes	No	BA101 and BA131	Will update by 2021
OCCC						Will update by fall 2020
PCC	7	3cr.	Yes	Yes	RD 121, WR 121, MATH 60, BA 111 is suggested (Intro to Acctg)	Will update by 2021
RCC	5.5	4cr.	Yes	No	BA131 and BT160 (or higher level math)	Yes, summer of 2021 and will gradually phase out 212
SOCC	4	4cr.	Yes	No	None	Need more information
TBCC	6	4cr.	Yes	No	None	Yes, course will be updated
UCC	5	3cr.	Yes	No	None	Yes by 2021
TVCC	7	4	Yes	Yes	Not specified	
	8		10	15 by 2021		



<b>OPU</b>	<b># of Expectations Met</b>	<b>Currently Meets</b>	<b>Pre-Reqs</b>	
OSU	7	Yes	MTH 111; sophomore standing	
PSU	7	Yes	BA 101	
WOU	7	Yes		
EOU	7	Yes	MATH 070	
OIT	7	Yes	Yes, MTH 95 or higher	
UO	7	Yes	Sophomore Standing	
SOU	7	Yes	BA 131 recommended	

**Summary of Agreement with UO:**

1. WR 227 Technical Writing: The UO Core Education Council approved accepting WR 227 as clearing the second four credits of the required eight credits of writing when transferred from an Oregon Community College as part of a completed Business MTM. WR 227 will not articulate as a specific UO writing course, but rather as WR 200T. This decision is pending final approval from the University Senate in December 2020 and will begin Fall 2021.
2. Beginning Fall 2021, the University of Oregon's Lundquist College of Business will accept BA 226 or BA 230 or equivalent as replacement credit for BA 325, Business Law and Ethics, a required Business major core course. This replacement requires completion of the Business MTM, and will be extended to students who complete the ASOT in Business. The community college equivalent course will not articulate as a specific UO course, but rather as BA 200T.
3. Beginning Fall 2021 the University of Oregon's Lundquist College of Business will accept completion of the Excel Skills class outlined in the Business MTM as replacement credit for BA 240, Managing Business Information, a required UO Business major course. This replacement will be extended to all Oregon community college transfer students, regardless of whether they have completed the Business MTM.



To: HECC  
From: Joan McBee, Professor, School of Business  
Date: November 12, 2020  
Re: Major Transfer Map in Business

The Business major at Southern Oregon University requires two lower-division courses that are not part of the Major Transfer Map (MTM): Advanced Excel and Orientation to the School of Business. Because the other business departments at Oregon public universities do not require these two courses for their majors, SOU has proposed the following changes to its curriculum to be compatible with the MTM.

1. BA285 Advanced Spreadsheets was modified and moved to the upper-division level.
2. BA100 Orientation to the School of Business was removed as a requirement.
3. BA101 Introduction to Business (which is already a part of the MTM) was added as a requirement.

Once these changes are approved, a student may follow the Business MTM path and be able to transfer to SOU with all of the lower-division requirements met. These changes will be taken to the University Curriculum Committee for approval in Winter 2021. If approved, the changes will be effective Fall 2021. Approval is expected.

## Appendix E. Portland State University University Business (BS) Transfer Agreement

The School of Business  
Undergraduate Programs**Portland State University Business Transfer Agreement**

The Business major at Portland State University (PSU) requires students take BA 205 – Business Communications using Technology. The Major Transfer Map (MTM) for business requires BA 131- Introduction to Business Technology and WR 227 – Technical Writing. For Fall 2021 the PSU Business department is agreeing to accept BA 131 and WR 227 as a substitution for BA 205 at PSU. Additionally, the WR 227 class will count toward the second writing class for all students.

It is understood that BA 131 at the Oregon community colleges will be undergoing changes to meet the goals of most Oregon Public Universities. Those changes include adjusting the content to focus on critical Microsoft Excel skills to include the following:

- How to use mathematical formulas utilizing relative, absolute, & mixed cell references.
- How to use Excel mathematical and statistical functions.
- How to use datasets, tables, Pivot Tables and Pivot Charts.

While the BA 205 course at PSU does not currently cover those topics, the articulation of BA 131 and WR 227 to substitute for BA 205 will remain in place ensuring that students who complete the MTM are not required to complete an additional lower division BA course upon transfer.

**NOTES**

1. CIP code 52.0101.
2. CIP 7 = ^
3. Professional Learning Outcomes (PLOs):
  - a. Explain basic business functions and their integration into the business environment.
  - b. Integrate diverse cultural perspectives and ethical reasoning and actions into business decisions.
  - c. Demonstrate effective oral and written communication skills.
  - d. Apply critical thinking and analytical reasoning skills to business decisions.