

Statewide Associate of Applied Science Degree and Certificate of Completion Programs Goals and Requirements

This document contains the goals and requirements for **Statewide** Associate of Applied Science degree and certificate of completion programs. Community college and Department staff will use this information in the development and administration of statewide Associate of Applied Science and certificate of completion programs.

Overview

From OAR 589-006-0050 (47), the following definition of a statewide program applies:

(47) "Statewide or regional consortium program" (*) is defined as an associate of applied science and/or certificate of completion program which is developed, applied for and continuously monitored by a partnership of colleges to address a specific program need through a cohesive and transferable curriculum among participating colleges.

* The term "regional consortium program" is not in general use and will not be used in this document.

The term "statewide program" indicates that a program has been approved by the Oregon Board of Education as meeting the conditions of this definition. A statewide program is not necessarily offered statewide at every community college. Despite the implication of the term, not every Oregon community college offers a particular statewide program. For example, Emergency Medical Technician (EMT) Associate of Applied Science degree is a statewide program but not every Oregon community college offers it.

Goals for Statewide Programs

The goals for statewide programs are to:

1. Address an identifiable program and labor market need that exists within the state and/or the districts of each of the community colleges requesting approval to offer the proposed program;
2. Assure that specific certification, licensure, or degree requirements are consistently met and maintained;
3. Create and maintain a high level of quality and consistency between programs;

4. Assure the complete transferability of coursework for students who transfer between participating community colleges at the beginning of an academic year, and make as many accommodations as possible for students who transfer at other times during the year;
5. Facilitate the planning of secondary students as they complete high school and prepare to enroll in a statewide program at a community college approved to offer a statewide program;
6. Facilitate standardized articulation agreements with other postsecondary institutions or other next step education options;
7. Assure employers and others of a reliable standard of expectation concerning graduates from a statewide program at any participating community college; and
8. Provide mutually developed and approved guiding principles, agreements and procedures for the administration of these unique programs.

Requirements for Statewide Programs

1. **Cooperation and Collaboration.** Statewide programs require a high level of cooperation and collaboration. The sponsoring and participating community colleges are responsible for communicating, cooperating, and consulting regularly with each other, employers, workforce partners, applicable professional associations, licensing organizations, regulatory agencies, other key stakeholders, the related consortium (see item 3 below), and CCWD-EII to develop, operate, evaluate, manage, and improve statewide programs.
2. **Sponsoring Community College(s).** Each statewide program must be represented by one (or two) coordinating sponsoring community college(s).
 - A. There may be one or two sponsoring community colleges, designated by the related consortium, to help lessen the expectations required and not require an inequitable workload of any one college. An application for a statewide program must be submitted by one of the sponsoring community colleges on behalf of and in cooperation with the consortium and any other community colleges able to establish and document a labor market need for the proposed statewide program.
 - B. The initial participating community colleges may be approved to offer the statewide program through one initial approval process submitted to CCWD-EII and one initial presentation to the Oregon Board of Education.
 - C. The sponsoring community college(s) roles and responsibilities include:
 - 1) Initiating and coordinating the statewide program with the other interested community colleges;
 - 2) Convening the first meeting of the related consortium, The responsibility for the ongoing staffing or coordination of the consortium will be determined by consensus of the consortium membership as documented in the by-laws;
 - 3) Submitting the initial application on behalf of all interested community colleges to CCWD-EII for Oregon Board of Education approval. The sponsoring community college is responsible only for the submission of the application to CCWD-EII; the consortium members are responsible for the completion and accuracy of the application;

- 4) After program approval, submitting any required forms or documentation (e.g., documents for colleges opting-in after initial program approval, a Program/Curriculum Amendment form, or by-law revision) to CCWD-EII on behalf of the participating colleges. The sponsoring community college is responsible only for the submission of the documentation to CCWD-EII; the consortium members are responsible for the completion, timeliness, and accuracy of any subsequent forms or documentation;
 - 5) Statewide program amendments must be approved and requested by the consortium and submitted by one of the sponsoring colleges (if there is more than one). All participating community colleges must implement the approved changes. Individual participating colleges may not amend a statewide program.
 - 6) Identify a lead representative of the sponsoring college for CCWD-EII and a lead representative for the consortium, if they are not the same person.
3. **Consortium.** Each statewide program will be coordinated and monitored by a related consortium, composed of community college members who have a direct and related interest in developing the statewide program.
- A. The consortium membership will include an instructional representative from each of the community colleges approved to offer the statewide program. The instructional representative will be a faculty member or an administrator from the college's statewide program.
 - B. Each statewide program consortium shall consider whether a designated liaison(s) from a professional association, business and industry, licensing board, and/or state regulatory agency (when applicable) should be invited to participate in the consortium, either as an active or ex-officio member.
 - C. A statewide program consortium functions as an advisory committee and coordinating body for the statewide program.
 - D. In general, the statewide program consortium members' roles and responsibilities will include:
 - 1) Identifying the sponsoring community college(s), if not already determined;
 - 2) Providing the necessary leadership and staffing for consortium operations and responsibilities;
 - 3) Adopting by-laws, following guidance from CCWD-EII;
 - 4) Maintaining consortium documentation, (e.g., by-laws, current membership lists and contact information, meeting notes, agreements, acceptable course lists, curriculum guides, and any other documents created by the consortium);
 - 5) Collaborating with the sponsoring community college(s) concerning the origination and development of the original curriculum, including determining the acceptable range of general education and elective courses (see item 5 on next page);
 - 6) Completing the necessary paperwork to apply for approval for a proposed new statewide program;
 - 7) Reviewing and recommending program/curriculum changes and, when needed, submitting one program/curriculum amendment form to the sponsoring community college(s) and then to CCWD-EII;

- 8) Monitoring the compliance by participating colleges with the requirements of the statewide program, providing guidance and assistance as necessary, and making recommendations to CCWD-EII if problems persist;
 - 9) Identifying a lead representative of the consortium for CCWD-EII and a lead representative for the sponsoring college, if they are not the same person;
 - 10) Identifying a representative for each member college to CCWD-EII; and
 - 11) Requesting from CCWD-EII, through the sponsoring community college(s), the suspension or deletion of the approval of a particular statewide program if there is no longer a need or reason for that program as a statewide program, the suspension or deletion of a statewide program at an individual community college may be made by that college in communication directly with CCWD-EII (see 4F below).
- E. Additionally, each participating college representative has at least two specific responsibilities:
- 1) To assure the approval from their college chief academic officer or president for the consortium's by-laws and other decisions: and
 - 2) To communicate with their college's CTE Dean (or equivalent) and the designated CTE Program Approval Point-of-Contact concerning the requirements, program approval process, by-laws, and decisions of the consortium.
4. **Program Approval.** To protect the interests of students and to achieve the goals of statewide programs, each community college agrees to the conditions and requirements of a statewide program related to program approval.
- A. **Notice of Intent (NOI).** Once a consortium is established and a sponsoring college is identified, the first action is to submit the Notice of Intent (NOI) via the Oregon Community College Program Submission System (Webforms). Only **one** Notice of Intent will be disseminated for a proposed statewide program and will be for all colleges and college districts. However, only colleges that participate in the consortium and request approval may be approved to offer the statewide program. **Notice of Intent is valid for one year from the date the NOI is initially distributed according to the OAR's of the Office of Degree Authorization and CCWD-EII procedures.**
 - B. **Application.** **One** application for the statewide program will be developed cooperatively by the consortium and submitted by the sponsoring college to CCWD-EII via Webforms. The application will undergo the same abstract and Board submission process as all other program applications.
 - C. **Opting-in.** Opting-in means gaining approval to offer a statewide program after the initial application and approval process have been completed. Other community colleges that are interested in opting-in must conduct labor market research, document the need for the program within their community college's district, submit a request to the consortium to participate and to offer the statewide program, and once approved, submit the Opt-in document to the sponsoring college who will in turn submit it to CCWD-EII, and abide by all of the conditions and requirements that currently apply to the previously approved statewide program. Colleges must opt-in within one year from the date the initial NOI for the statewide program is distributed, or a new NOI will be required;
 - D. **Decision-making.** The consortium, according to its by-laws, will respond to requests by colleges that apply to participate. If approved, the new college(s) will complete the required paperwork and request the sponsoring college to submit that paperwork to CCWD-EII;

- E. **Independent programs.** Any community college that already has approval to offer the same or a very similar program may elect to retain their independent program approval or they may apply for approval of that program as one included under a statewide approved program. If approved to offer the statewide program, the former independent program approval status will be revoked and the college must abide by all of the conditions and requirements that apply to the statewide program;
 - F. **Opting-out.** Opting-out means either suspending or deleting participation in a statewide program. A community college may suspend or delete the statewide program by formally notifying the consortium and CCWD-EII. Without applying for and receiving Oregon Board of Education approval to offer the program independently of the statewide program approval, a community college may not rescind its program's status as a statewide program, withdraw from the consortium and then offer the same program "outside" the guiding principles and agreements for statewide Associate of Applied Science and certificate of completion programs; and
 - G. **Title exclusivity.** The title of the statewide program must be exclusive and may not be one already in use by any participating college for a program that will not be approved as part of the proposed statewide program. Similarly, colleges that are not part of the consortium and not approved to offer the statewide program may not use the statewide program title for a similar program.
5. **Curriculum.** The curriculum of each statewide program will have all of the approved courses identified as general education/related instruction requirements, electives, and/or professional technical/skill core.
- A. **Program design.** The curriculum of each statewide program will have all of the approved courses identified as general education/related instruction requirements, electives, and/or professional technical/skill core. (Based on course outcomes)
 - B. **Course numbers.** Each individual community college may use different course prefixes and numbers for similar courses accepted within the approved curriculum. However, a participating community college cannot require a student who transfers from the statewide program at another participating community college to complete higher-level courses than the minimum requirement. An objective of the related consortium for a statewide program will be to examine and pursue the use by all participating colleges of common course prefixes, course numbers, and course titles for the required core technical courses in the approved curriculum.
 - C. **General education courses.** The general education/related instruction requirements for one-year (45 credit) certificates of completion and above will follow accreditation expectations to contain a recognizable body of instruction in the areas of: (1) communication, (2) computation, and (3) human relations. General education/related instruction requirements may include a range of acceptable courses that could be used to fulfill each category, as determined by the consortium.
 - D. **Prerequisite courses.** Each individual community college may designate appropriate prerequisite courses (courses that are not included in the approved statewide program curriculum) for any of the courses of the approved curriculum. However, a community college cannot require a student who transfers from the same statewide program at a different community college to complete prerequisite course(s) for any course once the student has successfully completed the course(s) in the other college's program.
 - E. **Skill sets.** Consortium members should use competencies or skill sets to determine which courses, experiences, credit for proficiency, etc. will be acceptable to all members.

- F. Similarly, electives may include a predetermined range of acceptable categories and courses.
 - G. **Course flexibility.** Each individual community college approved to offer the statewide program can vary their curriculum within the range of the approved general education/related instruction and elective courses as determined by the consortium. An individual college may vary the general education/related instruction and elective curriculum for the statewide program within the approved ranges of courses without being required to submit anything for approval to the applicable statewide program consortium. Only a program amendment form must be filed with CCWD-EII.
 - H. **CTE courses.** The professional technical/skill core courses are not variable by individual participating community colleges unless specifically noted in the initial statewide application. Each participating community college must offer the same professional technical/skill core courses.
 - I. **CTE course changes.** Any variances or changes of the professional technical/skill core courses must be reviewed and recommended by the related statewide program consortium, submitted by the sponsoring college(s), and approved by CCWD-EII through a program amendment form and accompanying letter before implementation.
 - J. **Student transfers.** In the event of a student transfer, all of the participating colleges agree to accept any of the courses in the ranges identified, if they were completed within the receiving college's allowable timeframe and transfer policies.
6. **Program/Curriculum Amendment.** A single program/curriculum amendment process requested by the consortium and submitted by one of the sponsoring colleges (if more than one) is required to obtain approval for changes within a statewide program. Alternatively, offering colleges may submit changes via Webforms. CCWD-EII specialists confirm approved changes with lead college. All participating community colleges must implement the approved changes.
 7. **Student Transfers.** If a student who is enrolled in a statewide program at one community college transfers to the same statewide program at another community college, all of the courses the student has successfully completed that are part of the statewide program will transfer and fulfill the same completion requirements.
 8. **Prerequisite Courses.** Each individual community college may designate appropriate prerequisite courses (courses that are not included in the approved statewide program curriculum) for any of the courses of the approved curriculum. However, a community college cannot require a student transferring from the same statewide program at a different community college to complete prerequisite courses for any course once the student has successfully completed that course in the other college's program.
 9. **Course Numbers.** Each individual community college may use different course prefixes and numbers for similar and acceptable courses within the approved curriculum. However, a community college cannot require a student transferring from another statewide program to complete higher-level courses than the minimum requirement (e.g., require a 200 level course when the approved program requires a 100 level course). An objective of the related consortium for a statewide program will be to examine and pursue the use by all participating colleges of common course prefixes, course numbers, and course titles for the required core technical courses in the approved curriculum.