



MEMORANDUM: Work Process Request

TO: Transfer Council Co-chairs Teresa Rivenes and Jose Coll

FROM: The CCN Math Subcommittee

DATE: March 4, 2023

SUBJECT: Work process request for clarification and action on the 2023 CCN Math Recommendation Report

Dear Co-chairs Rivenes and Coll,

This memorandum serves as an official request between the Common Course Numbering (CCN) Math Subcommittee Co-chairs and the Transfer Council for the purpose of action and clarification regarding the 2023 CCN Recommendation Report.

The CCN Math Subcommittee would like to thank the Transfer Council for their support and guidance with transfer-related concerns, especially issues related to Common Course Numbering, Major Transfer Maps, and the legislatively required reporting for such initiatives.

We are writing to you as co-chairs of the Mathematics Common Course Numbering Subcommittee. Note that this memo has not been vetted by the Subcommittee itself, as we have not met since our work concluded in November. Nevertheless, as co-chairs, we wish to communicate with the Transfer Council on behalf of our Subcommittee members to gain clarity that they have repeatedly asked for over the last several months. We write to you with two requests and a brief statement about our work.

First, we request that the Math CCN Subcommittee be formally released from its duties until such time that the Transfer Council has additional substantive work for the Subcommittee to accomplish. Per the Common Course Numbering Subcommittee Orientation documents, faculty serve on these subcommittees for two years. The first meeting of the Math CCN Subcommittee took place on Friday, February 10th, 2022, so we have exceeded the two-year time commitment. However, the second set of courses we have been tasked with aligning (MTH 251Z, 252Z, and 253Z - the first three courses in the calculus sequence) have not yet been approved by the Transfer Council, as you are well aware. This has resulted in a sense of confusion and uncertainty for the co-chairs and Subcommittee members. Therefore, we request a formal release from duties to make it clear that we do not have a current obligation to function as a subcommittee (e.g., find and hold meeting times in accordance with public meeting laws; make and distribute agendas; communicate with HECC staff to ensure minute-taking, etc.) A communication releasing us from our duties will create clarity for the co-chairs, the Subcommittee members, and the tireless HECC staff, all of whom have worked extremely hard on these tasks for over two years.

Second, we request that the Transfer Council provide a projected timeline of course alignment and any expectation for future work for the Math CCN Subcommittee on the courses that have not yet been approved. We request that this timeline and request for future work be provided to all members of the Math CCN Subcommittee as well as all Mathematics program/department leaders at community colleges and OPUs. We fully understand the importance of, and have been closely following, Transfer Council's work on proposed OAR changes and work process orders to the Systems & Operations and General Education Subcommittees concerning credit variance,

"credit creep," and other important topics. We understand that these are challenging issues and appreciate the consideration shown by the Transfer Council to faculty and student concerns across the wide variety of institutions in our state. That said, we feel stuck in limbo, particularly as many of us are preparing to teach these courses in Summer and Fall 2024, meanwhile not knowing what course descriptions, learning outcomes, and number of credits we should be preparing to deliver in these classes. As faculty, this is extraordinarily challenging from teaching, advising, and workload perspectives. Providing us with a projected timeline for completion of alignment -- including, if applicable, a statement that these courses will not be aligned for the 2024-2025 academic year -- and expectations for future work for the Math CCN Subcommittee will significantly set faculty minds at ease and allow us to do our jobs teaching these courses in the coming terms.

Finally, we wish to state clearly that we successfully completed the original task set forth by the Transfer Council, which was to align MTH 251Z, 252Z, and 253Z in terms of title, prefix, description, learning outcomes, and number of credits. (Originally, MTH 254Z was also included on the list, but we were given permission to delay alignment of that course in June 2023.)

All of the alignment recommendations made by the Math CCN Subcommittee, including the number of credits, were affirmed positively by the subcommittee, meeting or exceeding the 3/5 (60%) requirement for "yea" votes to pass all voting items. The Subcommittee charge did not require a unanimous vote on all items to pass, so we did not seek unanimity. We would also like to point out that in the 2022-2023 alignment cycle (which included COMM, MTH, STAT, and WR courses), no Subcommittee was unanimous in all of their decisions; yet, their Subcommittee recommendations were affirmed by the Transfer Council in a timely fashion.

We acknowledge that our Subcommittee Report, as well as the Minority Report from Math, contained questions about the possibility of credit variance, and we appreciate that those questions are being seriously considered. Nevertheless, we hope that the Transfer Council does not lose sight of the actual recommendation that we made, which was affirmed in accordance with the charge we originally received from Transfer Council.

We thank you for considering the two requests and one statement in this memo. As long as we are still serving, we are available to answer questions and plan to attend Transfer Council meetings until these issues have been resolved.

Best,

Leanne Merrill and Celeste Petersen, Math CCN Subcommittee Co-chairs

The response requested is a memo with the following: A memo releasing the CCN Math Subcommittee from its duties (e.g., meeting, requests to revisit votes), a timeline of course alignment (and other) expectations for future work, and a vote on the Recommendation Report for MATH or MTH 251Z, 252Z, and 253Z.

Please provide the above information in a memo by March 22, 2024 to:

- Jane Denison-Furness
- Jennifer Markey (transfercouncil@hecc.oregon.gov) and
- CCN Math Subcommittee Co-chair(s): Leanne Merrill at merrill@mail.wou.edu and Celeste Peterson at cpetersen@clatsopcc.edu

Additionally, the CCN Math Subcommittee requests that a representative of the Transfer Council shares the memo addressed to CCN Math Co-chairs Celeste Petersen and Leanne Merrill at the Transfer Council meeting on March 21, 2024 from 10 am to 12:30 pm for the purpose of summarizing the work process memo and responding to questions from Co-chairs of the subcommittee.

Copies: Donna Lewelling, Director of Community Colleges and Workforce Development, HECC
Veronica Dujon, Director of Academic Policy and Authorization, HECC