



MEMORANDUM: Work Process Request

TO: Transfer Council

FROM: The CCN Business Subcommittee

DATE: March 6, 2024

SUBJECT: Adjusting the set of courses considered for alignment, 2024

Dear Transfer Council,

This memorandum serves as an official request between the CCN Business Subcommittee and the Transfer Council to adjust the set of courses to be considered for alignment in 2024.

The subcommittee was initially charged to consider the alignment of (1) BA131 and (2) BA226. The subcommittee would instead like to consider for alignment (1) an Excel course, (2) BA226 – Business Law, and time-permitting (3) an MS Office Survey course.

Rationale for requesting the adjustment:

- Following subcommittee deliberations, it was determined that BA131, the course that was originally slated for alignment, is fundamentally different across institutions. Some use this course designator for an MS Office Survey course, while other institutions use it for an Introduction to Excel course.
- The majority of Oregon Community Colleges (CCs) offer both an MS Office Survey course and a separate Excel course.
- Every Oregon Public University (OPU) offers, or will be offering by Summer '24, a separate Excel course, and only one OPU offers an MS Office Survey course.
- Currently, only a separate Excel course meets degree major requirements at OPUs; therefore, aligning a separate Excel course is in the best interests of students who wish to transfer from a CC to an OPU.
- Also in support of this request is the fact that amongst the courses listed as part of the Business Major Transfer Map (MTM) is an 'Excel Skills' class. Therefore, students who seek to transfer from a CC to an OPU would more likely be able to receive credit for a particular course offered at an OPU if the course aligned was an Excel course (as opposed to BA131).

- Additionally, during the MTM process, the subcommittee established a set of learning outcomes for the Excel Skills class that all OPUs and CCs indicated they would adopt within one or more of their courses. These learning outcomes can serve as the basis for establishing and aligning an Excel class.

Thank you for considering this request.

Sincerely,

Jill Gillett (co-chair, CCN Business; Lane Community College)

Prem Mathew (co-chair, CCN Business; Oregon State University)

Please provide verbal feedback , at the March 21, 2024 Transfer Council meeting on the request to offer alignment (1) an Excel course, (2) BA226 – Business Law, and time-permitting (3) an MS Office Survey course during 2024. CCN Business Cochairs Mathew and Gillett will attend the meeting, to respond to any questions.

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