



MEMORANDUM: Work Process Request

TO: System & Ops Subcommittee

FROM: Gen Ed Subcommittee

DATE: February 15, 2024

SUBJECT: Degree/Certificate Notification

Dear System & Ops Subcommittee ,

This memorandum serves as an official request between the Gen Ed Subcommittee and the System and Operations Subcommittee for the purpose of requesting assistance with providing additional language regarding how degree and certificate information is noted on a student's transcript. Specifically:

- a) Provide Gen Ed sub-committee with an answer to the following question, "How do OPU's and CC's document how the CTM and OTM are annotated on transcripts across all institutions?"
- b) Please provide the Gen Ed sub-committee (via a memo) with your findings.

Please provide the above work product by **March 15, 2024**, to:

- Gen Ed Co-chairs John Edwards (jedwards@oregonstate.edu) and Amanda Shelton (amanda.shelton@mhcc.edu)
- Brittany Miles, Policy Analyst, HECC Brittany.MILES@hecc.oregon.gov
- Jane Denison-Furness, Post-secondary Transfer Specialist, HECC jane.denison-furness@hecc.oregon.gov
- Jennifer Markey (transfercouncil@hecc.oregon.gov)

Thank you again for your continued service.

Transfer Council Co-chair Teresa Rivenes

Transfer Council Co-chair Jose Coll

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