

# CCN Subcommittee Recommendation Report

## Business

**Written by Subcommittee Member**

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Jill Gillett and Prem Mathew, Co-chairs

October 9, 2024

# Date of last meeting

October 9, 2024

# Plans for next meeting

This marks our final meeting related to the two Business CCN courses being considered. We will schedule a follow-up meeting in the event the Transfer Council asks for revisions or more information regarding our process or the report.

# Overview

The following information represents the alignment work and discussions that focused on BA 169Z and BA 226Z.

For BA 169Z, the subcommittee started with aligning the learning outcomes that were established for the 'Excel Skills class', a required course in the Business MTM.

For BA 226Z, we had one of the subcommittee members take the lead. They worked asynchronously on building a draft set of learning outcomes that was then brought to the subcommittee for consideration. The draft was populated by considering current learning outcomes for the introductory (or only) law course offered at all Oregon Public Universities (OPUs) and Oregon Community Colleges (CCs).

For both courses, the course descriptions were drafted after the learning outcomes were finalized. Once a draft of the learning outcomes and course descriptions were agreed upon by the subcommittee, it was shared by the subcommittee members with their respective, relevant faculty members so they could provide feedback. It was also shared by the subcommittee co-chairs with relevant faculty at CCs that were not represented in the subcommittee. Non-voting institutions were invited to attend meetings so they could participate in discussions. Feedback received was incorporated into the final versions of the course descriptions and learning outcomes. These, along with course numbers, titles, and number of credits were voted on at the subcommittee's May 6, 2024 (BA 226Z) and June 3, 2024 (BA 169Z) meetings. All votes were unanimous in support of the course components.

The review cycle recommendation was unanimously approved at the October 9, 2024 subcommittee meeting.

# Action Items Completed

RECOMMENDATION	STATUS
<b>BA 169Z Decisions</b>	
<p><b>Course Number and Subject Code:</b> BA 169Z</p> <p><b>Rationale:</b> On March 21, 2024, Transfer Council approved this as a new course, created by the CCN Business Subcommittee to fulfill a course requirement in the Business MTM. The subcommittee felt that BA 169Z should be a 100-level course. We queried OPUs and CCs to identify open 100-level course numbers. The initial response allowed us to identify four course numbers that could work – BA 169Z, BA 179Z, BA 181Z and BA 183Z. The subcommittee voted to choose the lowest of these numbers that was available at every institution. A second query of OPUs and CCs resulted in BA 169Z being selected.</p>	<p>Yes: 14 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 169Z Course Title:</b> Data Analysis Using Microsoft Excel</p> <p><b>Rationale:</b> The subcommittee felt that the title chosen accurately describes the course content with an emphasis on the analysis of data and with MS Excel as the platform.</p>	<p>Yes: 14 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 169Z Course Credits:</b> 4</p> <p><b>Rationale:</b> 4 credits was deemed to be appropriate to cover the course learning outcomes effectively.</p>	<p>Yes: 14 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 169Z Course Description:</b> Covers Microsoft Excel software skills necessary for evidence-based problem-solving, including workbook editing, formula creation, charting, and pivot tables. Emphasizes hands-on learning, using Excel functions to perform data analysis to enhance decision-making.</p> <p><b>Rationale:</b> The course description expands on the emphasis outlined in the course title elaborating on the specific analyses that students would expect to become familiar with in the course. The subcommittee also felt it was important to stress that data analysis will be used to inform decision making.</p>	<p>Yes: 14 No: 0 Abstain: 0 <b>Passed</b></p>

<p><b>BA 169Z Learning Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Create and manage worksheets using appropriate data formatting.</li> <li>2. Construct formulas with relative, absolute, and mixed cell references.</li> <li>3. Analyze data using logical, lookup, mathematical, statistical, and text functions.</li> <li>4. Manipulate large volumes of data using datasets and tables.</li> <li>5. Interpret data using data visualization tools, including pivot tables and charts.</li> </ol> <p><b>Rationale:</b> During MTM deliberations a few years back the Business MTM subcommittee worked on learning outcomes for the 'Excel Skills class' that was required in the MTM. OPUs and CCs embedded these learning outcomes in various courses to satisfy this requirement. These MTM subcommittee learning outcomes provided the CCN subcommittee with a starting point. The CCN subcommittee adjusted the MTM-derived learning outcomes to better describe what students should be able to do after completing this course.</p>	<p>Yes: 14 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 226Z Decisions</b></p>	
<p><b>Course Number and Subject Code:</b> BA 226Z</p> <p><b>Rationale:</b> This course number and subject code was selected because the majority of OPUs and CCs use this number and subject code already.</p>	<p>Yes: 11 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 226Z Course Title:</b> Introduction to Business Law</p> <p><b>Rationale:</b> This course title was selected because it describes the nature of the course – an introduction to business law.</p>	<p>Yes: 11 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 226Z Course Credits:</b> 4</p> <p><b>Rationale:</b> 4 credits was chosen because the majority of schools in the state already have the course at 4 credits.</p>	<p>Yes: 11 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>BA 226Z Course Description:</b> Provides a comprehensive overview of U.S. business law, including the legal system, contracts, torts, intellectual property, agency, employment, and business organization forms. Emphasizes practical legal knowledge and explores how laws impact business operations with a focus on risk management, contract</p>	<p>Yes: 11 No: 0 Abstain: 0 <b>Passed</b></p>

<p>disputes, business formation, and compliance with government regulation. Introduces legal challenges in business through real cases and legal terminology.</p> <p><b>Rationale:</b> This course description was built after the learning outcomes were discussed. The description includes areas of business law and was drafted by starting with one university's current description and was edited iteratively by all universities/community colleges to ensure that the agreed upon curriculum and learning outcomes are appropriately represented in the description.</p>	
<p><b>BA 226Z Learning Outcomes:</b></p> <ol style="list-style-type: none"> <li>1. Describe the U.S. legal system as applied to business including sources of law, the judicial system, and alternative forms of dispute resolution.</li> <li>2. Explain the applicability of tort, criminal, and intellectual property law to business.</li> <li>3. Identify business organization forms and the responsibilities and liabilities of principals and agents.</li> <li>4. Describe the legal requirements for contract formation, enforcement, and defenses, as well as application of the Uniform Commercial Code.</li> <li>5. Explain the basic tenets of employment, labor and wage laws related to business.</li> </ol> <p><b>Rationale:</b> These learning outcomes were built by starting with all subcommittee members capturing the topics in their respective institution's current offering of the course. The subcommittee then discussed the topics that were common across institutions, and those that were important to address in the course. They then formulated learning outcomes that captured the important course topics.</p>	<p>Yes: 11 No: 0 Abstain: 0 <b>Passed</b></p>
<p><b>Review Cycle Recommendation</b></p>	
<p>We recommend using the same review cycle established by the subcommittee for the prior three Business courses that were designated as common course numbered (BA101Z, BA211Z, BA213Z). There will be an annual review cycle beginning 2027 of these courses with a twofold purpose: (1) to review the transfer effectiveness of the courses and (2) to gather information about challenges, concerns, or changes needed from the OPUs and CCs. These reviews are to take place in winter term.</p> <p>Every third year beginning 2030, we will conduct a deeper</p>	<p>Yes: 13 No: 0 Abstain: 0 <b>Passed</b></p>

review of the alignment of these courses; this is the only time that the subcommittee will consider a vote to modify the aligned content of the course, using the previous two years of data. The choice in these third-year reviews will be to either affirm our existing alignment decisions or to revise a particular aspect to keep our curriculum based on the data gathered from the previous two years.

We would like as many members as possible of the original subcommittee to be invited to participate in these discussions. Historical memory and original context will be useful in informing future decisions.

## Action Items In-progress/Pending

ACTIVITY	STATUS (include an estimate—hours/# of meetings—it will take to complete work)
None	N/A

## Questions for Transfer Council

- None at this time.

## Other Notes

- None at this time.

Signed by:

Name: Jill Gillett

Signature *Jill Gillett*

Name: Prem Mathew

Signature *Prem Mathew*

Date: October 9, 2024

Provide copies to:

CCN Business  
Subcommittee

Velda Arnaud  
Tom Atchison

Sharon Beaudry  
Jill Gillett  
Paul Hibbard  
Bojan Ilievski  
Martha Joyce  
Amber Lamadrid  
Prem Mathew  
Sarah Nutter  
David Parker  
Madelyn Parsons  
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Joan San-Claire  
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Transfer Council Co-chairs

Jose Coll

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HECC

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

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