

## **Faculty Technical Changes Subcommittee Charge**

### **I. Purpose/Charge**

Faculty nominated for the Faculty Technical Changes Subcommittee are tasked with the following:

- Reviewing technical modification requests made to an approved MTM-CAP or CCNAP, as defined by Transfer Council.
- Recommending to the Transfer Council what action should be taken on the modification request. This may include, but is not limited to:
  - Approving the modifications as proposed with a timeline determined by Transfer Council.
  - Taking no action and deferring a decision until the next time the appropriate Faculty Subcommittee is reconvened for scheduled maintenance.
  - Referring a decision to the appropriate Faculty Subcommittee for resolution in the form of a recommendation to the Transfer Council; this recommendation requires the Faculty Subcommittee to reconvene, if possible.

### **II. Background/Context**

[Oregon Administrative Rule \(715-025-0055 and 715-025-0115\)](#) requires that “The Council shall appoint a subcommittee for the purpose of considering any modifications and making recommendations for modifying the CAP to the Commission” and “Any modification to a CAP shall be made in accordance to the processes and requirements established in OAR 715-025-0020(2) to (4) and OAR 715-025-0039(2) and (3).” However, Transfer Council shall determine which faculty subcommittee will make modifications.

### **III. Authorities/Responsibilities**

The Faculty Technical Changes Subcommittee oversees the review of technical modification requests to MTM-CAPs or CCNAPs and recommends action to the Transfer Council. Technical or minor changes do not substantively alter the curriculum, the nature or scope of the original subcommittee’s recommendations, or a student’s experience with it.

Substantive changes are those that alter the nature and scope of the original subcommittee’s recommendations, alter coursework or its articulations, or alters the curricular experience for students.

Substantive changes must be referred to the respective MTM or CCN Faculty Subcommittee, and the Faculty Technical Changes Subcommittee can either agree with or decline to agree with a request for modification.

### **IV. Governance/Policies**

Under SB233:

[The subcommittee]...must have equal representation from universities and community colleges

- The Transfer Council voted for each subcommittee to have X representatives from Oregon universities and X from Oregon’s community colleges.

- A majority of the members of a subcommittee...constitutes a quorum for the transaction of business of the subcommittee.
- Official action by a subcommittee on recommendations to be made to the Council on a subject that will be submitted by the Council to the Commission...requires the approval of three-fifths of the members of the subcommittee.
- If members vote on something that is not a recommendation to the council, a simple majority can be employed

Two or more members of a subcommittee who disagree with recommendations that are submitted to the council on a subject that will be submitted by the council to the commission under section 8 (1)(d)(A) to (D) of this 2021 Act may jointly submit a minority report to the council that contains alternate recommendations. A minority report created under this paragraph shall be submitted to the Council with the majority recommendations

#### **V. Timeline**

The Faculty Technical Changes subcommittee will be convened on an ad-hoc basis by the Transfer Council to consider a specific modification request. All such requests must be made in writing and will be sent to [TransferCouncil@hecc.oregon.gov](mailto:TransferCouncil@hecc.oregon.gov). The subcommittee should meet as often as is necessary to reach a decision and prepare a recommendation for the full Transfer Council. After that, the subcommittee will not meet again until given a new request by the Transfer Council.