

Faculty Course Alignment Subcommittee Charge

I. Purpose/charge

Faculty nominated for Faculty Course Alignment Subcommittees are tasked with the following:

- Aligning designated course learning outcomes. All courses must be 100% aligned to these outcomes, however, a faculty can add outcomes as long as the added outcomes do not change the agreed upon statewide course learning outcomes and associated credits awarded
- Members of the Faculty Course Alignment Subcommittee must align the number of credits for which a course is offered.
- Members of the Faculty Course Alignment Subcommittee must make recommendations on a single course number, prefix, and title, to the Transfer Council that are in alignment with the recommendations of the Common Course Number System Subcommittee (see the Common Course Number System Subcommittee charge).
- Members of the Faculty Course Alignment Subcommittee shall create a course description for each course the group aligns

II. Background/Context

[Under Senate Bill 233 \(2021\)](#) the Transfer Council is tasked with overseeing the development of a common course numbering system for courses that are:

- *introductory and other lower division courses with similar learning outcomes, and*
- *taught in accelerated college credit programs, public post-secondary institutions of education and participating nonpublic post-secondary institutions of education in this state.*

The courses must be aligned in such a way so that institutions in this state:

- *Accept a transfer of academic credit for each course...as if the academic credit was earned at the institution that is accepting the transfer of academic credit with respect to:*
 - *The total amount of academic credit awarded;*
 - *Satisfying general education requirements for graduation; and*
 - *Satisfying any requirements for a major in a baccalaureate or associate degree program.*

III. Authorities/responsibilities

The Faculty Course Alignment Subcommittee oversees the alignment of course learning outcomes and credits. The subcommittee is also tasked with creating a course description for each course the group aligns. Finally, the subcommittee is tasked with making a recommendation on a course number, title, and prefix to the Transfer Council that are in alignment with the recommendations of the Common Course Number System Subcommittee (see the Common Course Number System Subcommittee charge). The group is required to meet as many times as is necessary in order to align the designated number of courses by the legislatively mandated deadlines. For example, for the 2023-2024 deadline, each relevant group will need to align 3 courses so that students may be able to take them by 2023-2024.

IV. Governance and 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 a university and X from a community college.
 - *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.*
- Terms of service
 - Members of the Faculty Course Alignment Subcommittee serve for two years

V. Timeline

Winter/Spring 2022: CCN Groups convene to align course learning outcomes, credits, and make recommendations on number, prefix, and name where possible.

July 2022: Committees finalize first year courses, submit to Transfer Council for approval

October 2022: HECC Meeting-HECC staff presentation to Commission on CCN progress

November 2022: HECC Meeting and Approval

December 1, 2022: Early Catalog deadline

Academic Year 2023: Courses designated for 2023-2024 are now available for student enrollment

VI. Maintenance

- All members are expected to maintain an active level engagement on the subcommittee
- Groups will propose a calendar of maintenance to ensure the continued alignment of the courses