

September 15, 2004

To: Council of Instructional Administrators and Provosts' Council
From: John Miller, Chair of the Joint Boards Articulation Commission
Re: A Possible General Education Transfer Module

The Joint Boards Articulation Commission (JBAC) proposes the creation of a General Education Transfer Module to address the needs of students who transfer among our institutions without an AA/OT or AS/OT-BUS degree and therefore without the guarantees of course transferability that these degrees represent. We offer this proposal in response to the policy packages, developed by the State Boards of Education and Higher Education, that seek improved transfer of General Education coursework within Oregon. The attached material outlines a proposed Transfer Module that needs careful examination by the faculty on your campuses, but that has the potential to be refined and adopted for implementation during the 2005-06 academic year, in accord with the Boards' goal.

Based on our current thinking, the Transfer Module would have the following key features:

- The Module would guarantee that courses taken to complete it would be wholly transferable and would apply toward students' AA/OT, AS/OT-BUS, or OUS baccalaureate degrees. The General Education courses in the Module are a subset of the AA/OT General Education coursework, and students who complete them would be assured that each course would transfer among all Oregon public institutions of higher education and would count toward their degrees.
- The Module could be either course- or credit-based, and would rely initially on the courses that each campus has designated to count toward the General Education part of the AA/OT degree. For the long term, statewide committees, composed of faculty from the appropriate disciplines, would develop criteria for the kinds of courses and outcomes that are appropriate for the Module.
- The Module would be documented in the form of a transcript endorsement or certificate.
- The Module would be awarded by all post-secondary institutions (OUS and community college).
- The Module would not replace effective academic advising. Students would be encouraged to meet with an academic advisor early in their academic programs to identify the additional courses necessary to make up the difference between the Transfer Module and the total General Education requirements of a specific college or university.

We encourage vigorous discussion of the proposed Transfer Module on each campus, and are particularly interested in the answers to these questions:

1. Would the Transfer Module serve students of all kinds?
For example, are the Module courses part of the programs for students earning a variety of Associate Degrees (AA/OT, AS/OT-Business, Associate of Science, Associate of General Studies) or enrolled as English Language Learners?
2. Would the Transfer Module create barriers for any students?
3. To work effectively, would the Transfer Module require changes on your campus?

If we are to satisfy the Boards' desire for Fall 2005 implementation, a Transfer Module that is acceptable to all campuses must be in its final form by the end of December 2004. Therefore campus recommendations need to be received by the Joint Boards Articulation Commission by November 15, 2004.

Please feel free to contact me, or any member of the Joint Boards Articulation Commission (**see contact information below**), for clarifying information. Written campus feedback will be coordinated by, and should be sent to:

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A One-Year General Education Transfer Module

Rationale: The existing AA/OT degree includes both General Education and elective coursework and is designed to be completed in 2 years. The proposed Transfer Module includes one year of coursework, exclusively General Education, and could lead either to an AA/OT or AS/OT-BUS degree from a community college or to a baccalaureate degree from a university. By marking a level of academic achievement that is short of a degree, but still significant, the Module would complement the AA/OT degree. The Module would represent a substantial subset of the General Education part of the AA/OT degree, and would substitute for the corresponding General Education requirements at any Oregon college or university. The Module would not be expected to fulfill all of the General Education requirements of any individual school, but would serve as a core to which each institution would add, according to its own design for General Education. After completing the Module, students would anticipate taking some additional, institution-specific, General Education coursework, if they pursued either an AA/OT, an AS/OT-BUS, or a baccalaureate degree.

Two practical aspects of implementing this Transfer Module are worth noting:

1. The Module could be based on a minimum number of courses, or credits, in each area. A design based on courses (assuming at least 3 credits/course), with some variation in total credit allowed, would accommodate students who take courses that are comparable, but that carry slightly different amounts of credit, at different institutions.
2. The Module would not replace effective academic advising to ensure efficient use of credits. That is, students would need guidance in selecting the specific Module coursework that is most nearly congruent with their future academic plans. Electronic Degree Audit and Course Applicability Systems, currently in use on some Oregon campuses, would allow academic advisors to work effectively with students to meet this challenge.

Subject areas	Current Transferable AA/OT Degree	2 Possible Gen Ed Transfer Modules	
	Minimum Credits	Credit-based	Course-based
Foundational Skills			
Writing	8	8	2 courses (6-8 credits)
Oral Communication	3	3	1 courses (3 credits)
Math	4	4	1 courses (4 credits)
Introduction to Disciplines			
Arts & Letters	10	10	3 courses (9-12 credits)
Social Science	15	10	3 courses (9-12 credits)
Science/Math/CS	15	10	3 courses (9-12 credits)
Electives	35	-	-

Total: 90 45 13 courses (40-51 credits)

Sample Wording for General Education Transfer Module

Any student holding a General Education Transfer Module that conforms to the guidelines below will have met the requirements for the Transfer Module at any Oregon community college or institution in the Oregon University System. Upon transfer, the receiving institution may specify additional General Education coursework that is required for a major or to make up the difference between the Transfer Module and the institution's total General Education requirements.

GUIDELINES

The General Education Transfer Module includes the following coursework, which can be completed in one academic year (3 terms):

Foundational Skills

- **Writing:** Two courses/6 credits of college-level composition, with a grade of "C-" or better in each course.
- **Oral Communication:** One course/3 credits of fundamentals of speech or communication, with a grade of "C-" or better.
- **Mathematics:** One course/4 credits of college-level mathematics, for which at least Intermediate Algebra is a prerequisite, with a grade of "C-" or better.

Introduction to Disciplines

- **Arts and Letters:** Three courses/9 credits, chosen from the courses approved for this category at each institution.
- **Social Sciences:** Three courses/9 credits, chosen from the courses approved for this category at each institution.
- **Science/Math/Computer Science:** Three courses/9 credits, chosen from the courses approved for this category at each institution.

NOTES

[The following notes are not part of the actual “Guidelines” (above), but are intended to clarify them. They would be attached to the “Guidelines” as reference material for participating institutions.]

All course/credit references are based on a quarter system.

Courses that are developmental in nature, designed to prepare students for college-level work, are not applicable to this degree.

Courses used for the “Introduction to Disciplines” part of the Transfer Module must be at least 3 credits each.

When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving schools. Courses that include a laboratory component, or that deal with specific subjects, may be required for some programs or majors.

Computer Science courses used in the Math/Science/Computer Science area must meet the intersegmental Computer Science chairs group criteria for a science course. This includes CS 120, 121, 122, 161, 162, 171, 260, and 271 from the list of commonly numbered courses. (<http://cs.bmcc.cc.or.us/occc/>)

In Arts and Letters, the second year of a foreign language may be included, but not the first year. ASL is considered a foreign language.

All Oregon community colleges and Oregon University System institutions will offer students the opportunity to complete a Transfer Module. Private colleges and universities within the state are also welcome to offer Transfer Modules, which will be honored in transfer to any Oregon public college or university.

9/15/04