

Article VIII: Instruction

Section A: Programs

Policy 010: Comprehensive Curriculum

VIII.A.010: Instruction is the primary task of the College. RCC administration shall promote teaching to facilitate the learning, growth and development process. It is the desire of the RCC Board of Education to develop an environment where excellent teaching is the norm. New curricula at RCC shall be approved according to policies formulated by the appropriate state agency in conjunction with college procedure.

The administration may organize a certificate, diploma, or short-term training program of fewer than the number of units required for an associate degree to accommodate those students who have a strong need for a program leading to a specific occupational competence. Refer to policy VII.A.080: Degrees and Certificates.

In accordance with the College mission, the College shall remain responsive to changing needs and alter programs and services as required, including:

1. Preparatory professional technical programs for those who wish to enter careers in technology, business and industry. The administration shall not pursue the development of any career technical training program until it has been determined there is a reasonable prospect of employment for persons trained in that program. Career technical advisory committees shall be appointed and consulted when programs are revised or when new programs are proposed.
2. Professional technical programs that provide an opportunity for people to upgrade existing job skills and acquire new skills required by the job market.
3. Lower division transfer programs.
4. Personal development and enrichment programs.
5. Cultural and community services including partnerships with business, industry, labor and others.
6. Remediation instruction to assist those adults seeking to achieve basic levels of occupational and educational competence, including GED preparation, as well as readiness for post-secondary education.
7. Development and delivery of learning opportunities in various settings, cooperative work experiences, on-the-job learning, internships, as well as self-paced, computer-assisted learning and distance learning.
8. With respect to apprenticeship programs, RCC shall cooperate with the State Apprenticeship and Training Council and with the appropriate apprenticeship committees to provide training opportunities of mutual benefit to all parties. RCC will set tuition fees in compliance with Oregon Revised Statutes (ORS) that pertain to apprenticeship and training programs. RCC will work toward reciprocal agreements to facilitate movement of apprentices without additional out-of-district costs. Tuition for out-of-district apprentices will be agreed upon by contract annually.

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Policy 020: Career/Technical Education

VIII.A.020: RCC the responsibilities inherent in the broad legislative objectives set forth in state and federal workforce directives, and will strive to maintain harmonious working relations with all organizations or agencies concerned with workforce problems, especially worker and industry organizations.

The administration shall not pursue the development of any career technical training program until it has been determined there is a reasonable prospect of employment for persons trained in that program. Career technical advisory committees shall be appointed and consulted when programs are revised or when new programs are proposed.

With respect to apprenticeship programs, RCC shall cooperate with the State Apprenticeship and Training Council and with the appropriate apprenticeship committees to provide training opportunities of mutual benefit to all parties.

RCC will set tuition fees in compliance with Oregon Revised Statutes (ORS) that pertain to apprenticeship and training programs. RCC will work toward reciprocal agreements to facilitate movement of apprentices without additional out-of-district costs. Tuition for out-of-district apprentices will be agreed upon by contract annually.

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Policy 030: Curriculum Approval

VIII.A.030: New curricula at RCC shall be approved according to policies formulated by the appropriate state agency. Appropriate administrative procedures shall also be submitted to state agencies for ratification as required.

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Policy 040: Supplementary Class Activities

VIII.A.040: Supplementary class activities at the College such as field trips and attendance at professional on-and-off campus productions are encouraged when appropriate educational value would be obtained.

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Policy 050: Dual Credit

VIII.A.050: Rogue Community College (RCC) will award college credit for coursework completed in the high school during regular school hours in accordance with Oregon Administrative Rule 589-

007-0200 governing Dual Credit Programs in Oregon Community Colleges and in compliance with Northwest Commission on Colleges and Universities Standards and Policies.

Definitions:

- "Dual Credit" means awarding secondary and postsecondary credit for a course offered in a high school, taught by a high school teacher who has been approved by the college and meets the qualifications to teach the course for the college, and is sufficiently similar to the college course as to enable the enrolled students to be described as taking the course from the college. Dual Credit may include Career and Technical Education courses and/or lower division collegiate courses.
- "Sponsored Dual Credit" means awarding secondary and postsecondary credit for a course offered in a high school, taught by a high school teacher in partnership with a sponsoring college faculty member who meets the qualifications to teach the course for the college, and is sufficiently similar to the college course as to enable the enrolled student to be described as taking the course from the college. Sponsored Dual Credit may include Career and Technical Education courses.

An approved agreement between the high school/school district and Rogue Community College is required prior to establishing courses, approving faculty, registering students, and awarding/transcribing credit. The agreement shall include criteria for approval of courses, selection and approval of instructors, admissions, registration, and enrollment verification procedures, grading policy/procedures, counseling, high school instructor training, monitoring and evaluations. The provisions of the agreement, policies and procedures shall be available to all instructors and staff members involved in the programs and to parents and students.

Participating school districts and RCC shall, in consultation with appropriate instructors and staff members, determine that course content and instructional quality are consistent with that offered by RCC. All Dual Credit courses must meet the college course outcomes as determined by the College faculty and be taught and assessed at a level commensurate with the RCC course in order to be approved under the agreement.

Career and Technical programs may initiate block or program approval under the agreement when course-by-course equivalency is not feasible and program requirements can be identified as having been met by the high school program.

Instructor Qualifications:

Teachers of lower division collegiate courses must include a master's degree in a subject area closely related to that in which the instructor will be teaching; however, in subject areas in which individuals have demonstrated their competencies and served in professional fields, and in cases in which documentation to support the individual's proficiency and high level of competency can be assembled, the master's degree requirement may be waived by the college president or substituted according to the RCC Instructor Qualifications policy.

RCC will follow administrative procedures which shall assure the following:

- a. Student participants will be awarded secondary and postsecondary credit for Dual Credit courses offered in a high school during regular school hours, as determined by local school board and community college board policy.
- b. All high school students who enroll and complete approved classes will have the course and grade transcribed by RCC.

- c. All courses and subject matter are community college level.
- d. All students registered are admitted and register according to RCC policies, and procedures, and are subject to all RCC Academic Policies and Standards.

Reporting

On or before October 1 of each year, RCC shall submit an annual brief of the previous school year's High School Based College Credit partnerships to the Higher Education Coordinating Commission including all required reporting information and accounting of Full Time Equivalency consistent with Higher Education Coordinating Commission rules.

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Policy 060: Transfer and Articulation

VIII.A.060: Rogue Community College (RCC) develops and implements a wide variety of transfer articulation pathways and partnerships for student success and completion. These pathways support curricular alignment between RCC and our partner institutions and maximize the efficiency of transfer for RCC's students. Transfers and Articulations are developed through the Curriculum and Scheduling Office and related procedures, and comply with the state transfer-articulation guidelines as outlined in the Oregon Community College Handbook and Planning Guide.