Approval of Instructional Council Minutes- February 25, 2014

New Forms Orientation- Joan Campbell

Curriculum Committee Consent Agenda
None

New Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>AREC 121</td>
<td>Discovering Agricultural and Resource Econ</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>AREC 211</td>
<td>Management in Agriculture</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>AREC 221</td>
<td>Marketing in Agriculture</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>AG 111</td>
<td>Computer Applications in Agriculture</td>
<td>Bill Armstrong</td>
</tr>
<tr>
<td>G 180</td>
<td>Regional Fields Geology</td>
<td>Karen Carroll</td>
</tr>
</tbody>
</table>

New Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture Business Management AS</td>
<td>Bill Armstrong</td>
</tr>
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</table>

https://drive.google.com/folderview?id=0B6G5_njgCKm1NUdlb0MxRGZHRDA&usp=sharing

Information Items:
- Ashford Articulation Agreement- Ali Mageehon
- Challenge Form (Revised)- Debbie Hill
- Independent Study- Debbie Hill
  From FTE Guidelines for Oregon Community
  Use the same number of clock hours for independent study as an in-person campus course
  Otherwise, assign clock hours per credit hour as appropriate
- Arts & Letters Credit vs. AAOT- David Farrington
Instructional Council
Meeting Minutes
3:30 PM-5:00 PM
February 25, 2014
Bistro

Roxanne Kelly, VPI √ Lisa Fields (Sec.) √ Jason Aase √ Debbie Hill
√ Jesse Morrow √ Martha Joyce David Farrington √ Ali Mageehon
√ Cheryl Yoder √ Mandie Pritchard √ Paula Usrey √ Amy Fair
√ Susan Rochester David Hutchison √ Chris Grant √ Ken Carloni
Dee Winn Michelle Bergmann Joan Campbell √ Clay Baumgartner
√ Mary Morris √ ASUCC Public Relations

Approval of Instructional Council Minutes- January 28, 2014 M/S/A

Approval of Curriculum Committee Consent Agenda (below)

Curriculum Committee Consent Agenda

<table>
<thead>
<tr>
<th>Course</th>
<th>Revisions</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD 100- College Success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HD 136- Strategies for Success</td>
<td></td>
<td></td>
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<tr>
<td>MTH 10- Math Skills</td>
<td></td>
<td></td>
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<tr>
<td>MTH 20- Pre-algebra</td>
<td></td>
<td></td>
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<tr>
<td>MTH 40/41/42- Math Skills Lab</td>
<td></td>
<td></td>
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<tr>
<td>WR 80/81/82- Writing Skills</td>
<td></td>
<td></td>
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<tr>
<td>Independent Study (Changed from Writing Skills Ind.)</td>
<td></td>
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<tr>
<td>WR 90- Writing Skills</td>
<td></td>
<td></td>
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<tr>
<td>WR 95- College Writing Fundamentals</td>
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<tr>
<td>RD 80- Basic Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RD 90- College Textbook Reading</td>
<td></td>
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<tr>
<td>RD 115- Critical Reading Strategies</td>
<td></td>
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<tr>
<td>J215- Journalism Production</td>
<td>Course Revision</td>
<td>Melinda Benton M/S/A</td>
</tr>
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<td></td>
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</tbody>
</table>

New Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 150-Gas Tungsten Arc Welding I</td>
<td>Catalog Description Included With Corrections from IC January 28, 2014</td>
<td>Ian Fisher M/S/A</td>
</tr>
<tr>
<td>WLD 222- Pipe Welding &amp; Fitting I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WLD 223- Pipe Welding &amp; Fitting II</td>
<td></td>
<td></td>
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<tr>
<td>WLD 240- Blueprint Reading II</td>
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<td></td>
</tr>
<tr>
<td>GTAW 251- Gas Tungsten ARC Welding II</td>
<td>Catalog Description Included With Corrections from IC January 28, 2014</td>
<td>Ian Fisher M/S/A</td>
</tr>
<tr>
<td>GTAW 252- Gas Tungsten ARC Welding III</td>
<td></td>
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</tr>
</tbody>
</table>
Information Items:

• Removal of Geography Class descriptions from Catalog- Jason Aase  
  Ken Carloni spoke regarding this request. UCC no longer teaches this course. Susan Rochester wanted to go on record that it is a travesty that we don’t teach this class any longer.  
  *It is agreed the calls is removed from the catalog at this time.*

• All summer and fall Revision for the schedules need to be in by March 21\textsuperscript{st} if you are out spring break. Everyone else by it is due by March 28\textsuperscript{th}

• Next Instructional Council will be Spring Term
ARTICULATION AGREEMENT
BETWEEN
ASHFORD UNIVERSITY
AND
UMPQUA COMMUNITY COLLEGE

INTRODUCTION
This ARTICULATION AGREEMENT formally recognizes that Ashford University and Umpqua Community College are active educational collaborators, committed to providing greater educational opportunities and services for students transferring between institutions. This commitment strongly supports the concept of seamless transfer that embraces the principle that transfer students should not be required to repeat competencies already achieved.

Ashford University and Umpqua Community College enter into this ARTICULATION AGREEMENT in the spirit of cooperation and to mutually recognize each other as quality institutions of higher learning. Each institution is dedicated to serving students from diverse populations.

PURPOSE
The purpose of this ARTICULATION AGREEMENT is to enable Umpqua Community College students who transfer to Ashford University to carry with them the credit they have already earned for as much relevant study as possible. This ARTICULATION AGREEMENT provides a structure through which transfer articulation on all levels can be supported. The transfer guidelines outlined in this ARTICULATION AGREEMENT are applicable to students transferring to Ashford University from Umpqua Community College only.

TRANSFER ELEMENTS

Umpqua Community College Associate's Degrees
This ARTICULATION AGREEMENT establishes that students who transfer from Umpqua Community College to Ashford University and have earned an associate's degree with a 2.0 cumulative GPA or higher are accepted as fulfilling all General Education and competency requirements of an Ashford University Bachelor’s program when one of the two conditions below is satisfied:

1) The student meets the General Education requirements for Bachelor of Art degrees offered through state universities in the State of Oregon;
OR
2) The transfer credits have been evaluated and deemed acceptable by Ashford University Registrar’s Office.

For either condition, the associate’s degree will be transferred as a block covering General Education requirements as appropriate to each degree program. This does not constitute a waiver of any course required to earn a particular major.

Completed blocks are treated as whole; the components are not examined separately to determine transferability towards General Education requirements. Umpqua Community College students will not have to repeat General Education requirements at Ashford University except where major coursework applies as determined by Ashford University. All other credits are accepted and applied toward the designated/appropriate Ashford University degree to satisfy elective and major requirements as appropriate and applicable and in accordance with Ashford University current transfer credit...
policies.

**Umpqua Community College** students with a minimum cumulative GPA of 2.0 entering Ashford University under the terms of this ARTICULATION AGREEMENT will be admitted into Ashford University provided they meet all admissions requirements for the applicable program as determined by Ashford University.

**Umpqua Community College** students transferring to Ashford University without an associate’s degree will have all college-level/non-remedial courses completed at **Umpqua Community College** with a grade of "C-" or better, and which do not duplicate other credits earned by student, accepted for transfer as either an elective, General Education requirement, or an exemption or replacement for a required course as deemed appropriate in accordance with Ashford University current transfer credit policies.

**Umpqua Community College** students shall proceed through Ashford University admissions process and shall meet all requirements and deadlines applicable at the time of application **Umpqua Community College** students shall comply with all current policies and procedures of Ashford University.

**Umpqua Community College General Education Curriculum**

Completion of the **Umpqua Community College** state-approved General Education Curriculum will transfer as a block and will satisfy lower-division General Education requirements at Ashford University. The General Education Curriculum can be transferred and accepted as a component of an associate’s degree or as a stand-alone General Education block not affiliated with an associate’s degree. In the event a state-approved block of General Education Curriculum does not exist, the **Umpqua Community College** General Education Curriculum will be evaluated and accepted by Ashford University on a course-by-course basis.

**Associate in Applied Science (AAS) Degree**

The Associate in Applied Science (AAS) Degree represents the attainment of in-depth technical competency within an identified occupational area. However, **Umpqua Community College** students may need to obtain competencies in the area of General Education. Ashford University will provide AAS transfer students with a flexible degree plan that will meet Ashford University’s Baccalaureate Degree requirements.

**Award of Upper-Division Credit**

**Umpqua Community College** students who transfer lower-division credits beyond that required for an associate’s degree, or whose lower-division credits are equivalent to designated upper-division course content, may have these courses evaluated by Ashford University and, where appropriate, they will be applied toward the course in the major. Lower-division credits transferred to satisfy upper-division courses do not constitute completion of the 30 upper-division credits required for graduation. Therefore, even if upper-division courses are awarded, **Umpqua Community College** students will still need to obtain a minimum of 30 upper-division credits at Ashford University to meet graduation requirements.

**Maximum Number of Transferable Credits**

The maximum number of transfer credits that can be accepted and applied toward degree completion is 90 credit hours.

**JOINT OBLIGATIONS**
Ashford University and Umpqua Community College agree to provide direct links on each institution's website indicating the existence of this ARTICULATION AGREEMENT. Umpqua Community College agrees that no publicity regarding this ARTICULATION AGREEMENT will be released without obtaining prior written consent from Ashford University.

The parties agree that this ARTICULATION AGREEMENT shall not be posted on an internet website such as Google, Yahoo, Facebook, etc., and that the terms and conditions of this ARTICULATION AGREEMENT shall be kept confidential except as may be required by law or accrediting agency standard, or as may be necessary to promote the agreement described herein among the students of Umpqua Community College. As a commitment to easing the access to transfer materials and advising services, Ashford University and Umpqua Community College agree to promote seamless transfer by developing mutually supporting links between institutional web pages.

Development, distribution, and accuracy of all transfer articulation products (e.g., Articulation Agreement, and Transfer Guide) are the sole responsibility of Ashford University. Articulation materials may not be developed or distributed without the prior review and approval of Ashford University including, but not limited to, web content, logos, and printed materials.

Ashford University and Umpqua Community College agree, subject to applicable federal and state laws and regulations, to exchange data and documents, which will contribute to the maintenance and improvement of this ARTICULATION AGREEMENT as well as promote effective cooperation between the two institutions. Prior to any exchange of data or documents, the parties will enter into a non-disclosure agreement in a mutually agreed upon form.

Both parties will not engage in any misrepresentation concerning the University, including without limitation its educational programs, the nature of its financial charges, or the employability of its graduates, within the meaning of 20 U.S.C. Section 1094 or its implementing regulations at 34 CFR Section 668 Subpart F, or any successor code or implementing regulations, or any applicable state law or standard of the University’s accrediting agency. All promotional and descriptive information regarding the University or displaying its name or logo that are to be made available by both parties will be subject to the review and approval of the University before being made available to both parties students or prospective students.

EVALUATION

Ashford University will conduct an annual evaluation process of the arrangement supported by this ARTICULATION AGREEMENT. The information obtained from this evaluation will be used to improve the transfer process for the benefit of students.

TERM

The term of this ARTICULATION AGREEMENT exists indefinitely from the date of the last signature to this Agreement unless it is discontinued by either educational partner by submitting written notification to the other partner one year prior to the identified cancellation date in order to protect all students transferring between these institutions, such that students who transfer pursuant to this ARTICULATION AGREEMENT are not adversely affected by cancellation of this ARTICULATION AGREEMENT.

MISCELLANEOUS

Nothing contained herein shall imply any partnership, joint venture or agency relationship between the parties and neither.

Version 2 Last updated March 1, 2013
party shall have the power to obligate or bind the other in any manner except to the extent herein provided.

This ARTICULATION AGREEMENT may be amended only by a written agreement signed by both parties. Notwithstanding the previous statement, Ashford University reserves the right to amend its programs, policies, procedures, and criteria relating to transfer credit in its sole discretion at any time. Such changes will be reflected in the Ashford University Catalog.

This ARTICULATION AGREEMENT may be executed in two or more counterparts, each of which will be deemed an original, but all of which taken together shall constitute one and the same instrument. A facsimile or .PDF signature shall be deemed an original for purposes of evidencing execution of this ARTICULATION AGREEMENT.

The signatories to this ARTICULATION AGREEMENT represent and warrant that each has the right and authority to execute this Agreement in their individual or representative capacity, as applicable.

Ashford University:
Dr. Richard Pattenaude
President

Umpqua Community College:

Contact Information at Ashford University:
Mark K. Young
Divisional Vice President, Academic Partnerships
400 North Bluff Blvd.
Clinton, IA 52732
(800) 798-0584 x.3426
mark.young@ashford.edu

Contact Information at Umpqua Community College:
Ali Mageehon
Dean of Academic Support
1140 Umpqua College Road
Roseburg, OR 97470
(541) 440-4720
Ali.mageehon@umpqua.edu
COURSE CHALLENGE POLICY AND PROCEDURE

Students may challenge a credit course at Umpqua Community College only if justification exists for earning credit in this manner and proper procedures are followed. Tests may include midterm and final examinations, and/or skill proficiency demonstration. In addition to course tuition and fees, there is a non-refundable fee of $10 for each course challenged.

A student may challenge a course only once. Following an unsuccessful challenge, the student must regularly enroll and complete the course to obtain credit.

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (e.g. WR 115 may not be challenged if WR 121 has been completed).

Challenges will not be considered as a portion of residency requirements for degrees or certificates, nor will they be used for credit hours to be counted as a part of a student's load in determining full-time status or eligibility for athletics or student benefits.

PROCEDURE:

1. Obtain appropriate instructor and department chair approval to challenge the course.

2. Present challenge form to the Cashier, with appropriate signatures, and pay the $10 non-refundable challenge fee (per course).

3. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and the instructor.

4. If successful, the student will be responsible for returning the completed challenge form to the Registration Office. The student will be registered and will need to pay the tuition and fees for the course within one week.

   NOTE: Financial aid funds may not be used to pay for course challenges.

5. The course grade will be posted at the close of the term.
Last Name, First Name  

Student ID Number

Current Program or Major:

COURSE TO BE CHALLENGED

Course No: ____________________   Course Title:  __________________________________________________

Instructor who will administer the examination(s): __________________________________________________________

Justification for challenge: ____________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

I understand this course does not count towards eligibility for financial aid or veterans benefits and I may NOT use financial aid funds to pay for a course challenge. I certify the above information is accurate, and authorize the use of my Student Identification Number as it may be used for follow-up studies by Umpqua Community College.

Student's Signature

Instructor & Department Chairperson Certification

I hereby certify that the above named student has my approval to challenge the course listed above and a grade will be submitted at the close of the current quarter.

Signed  _________________________________   Date _________________________
(Instructor)

Signed   _________________________________  Date ________________________
(Department Chair)

Challenge Fee of $10 Paid

Signed ________________  Date __________________
(Cashier)

Challenge Completed

Signed ______________________  Date __________________
(Instructor)

Scheduler / Registrar / Registration

CRN set up ________________ Registrar ________________ Registration ________________

*A student may challenge a course only once. If examination is not passed, the student must regularly enroll in the course in order to obtain credit.