There are a number of ground rules and policies surrounding course designators (aka subject codes) that may be worth considering as the Curriculum Council deliberates considerations and criteria for establishing new ones.

1. There is a six-year moratorium on re-use of a course number.
2. Subject codes are alpha-only and have a four-letter maximum.
3. A list of all current course designators is available on the APAA website at http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/list-of-course-designators.
4. Honors College has HC, Engineering has ENGR, CLA has CLA, etc. The Graduate School has responsibility for a number of subject codes. OSU Cascades has SUS and CST, shared with OIT.
   - There are several designators under Intensive English Program, e.g. IEPA, responsibility for these points to INTO.
   - Interdisciplinary programs often support subject codes, e.g. BRR, and generally do list a faculty contact.
   - There are a number of “placeholder” subject codes, e.g. OATH for OS/Athens (overseas), that play specific roles in articulating credit to students who study abroad. Most of the OS codes do not have designated contact persons or units in the catalog but these designators are owned by International Education.
   - ALS is the responsibility of the Academic Success Center (Moira Dempsey) in Academic Affairs.
   - Defense Education subject codes (AS, MS, NS) are administered by ROTC faculty, who report to Becky Warner.

Clay, Sara, and Bill met today to talk about standards for establishment of new subject codes. (Dianna Fisher was unable to join us due to a conflict.) Here are some general areas of consideration that naturally arise when a request is made for a new subject code:

- **Accountability**: Who will be responsible for the new subject code?
- **Purpose**: What is the curricular role of the new subject code?
- **Extent of Clientele**: How many students or programs will be served by courses in the new code?
- **Impacts on Other Units**: How will the new code affect other codes or units?
- **Communication**: Who will identify and communicate changes to affected units and individuals?
These general areas of consideration were identified because more detailed considerations can generally be fitted into one of these general areas. Here are examples, not an exhaustive list, and a first stab at a set of corresponding criteria for approving designator requests.

- **Accountability:**
  - What is the academic home for the subject code?
  - Who is responsible for administering courses in the designator, e.g., scheduling, catalog updates, faculty contact persons?
  - Who is responsible for assessment of student learning in courses within the designator?
  - Which units get credit for the SCH generated by courses in the subject code?

  **Proposed Criterion:** All aspects of accountability must be fully addressed.

- **Purpose:**
  - What academic programs or credentials (including minors) will be served by the subject code?
  - What precedents are there at OSU & elsewhere?
  - Does the proposed code align with code usage at OSU and elsewhere?
  - What is the general area of content for the code? Does the scope of that content constitute a coherent body of (academic?) knowledge?

  **Proposed Criteria:** The proposed code must serve identified programs or credentials in specifically identified ways. Usage should be consistent with those at OSU and other institutions. The scope and content area should be well defined.

- **Clientele:**
  - How many courses are planned for the designator? In what time-frame?
  - What is the projected (total annual) enrollment for those courses?
  - How often will courses in the designator be taught?

  **Proposed Criterion:** Projected enrollments in service of established programs or certificates should be sooooooooooooooooooooooo big. (ie. Should this be holistic or specific?)

- **Impacts:**
  - Will courses in the new subject code duplicate or compete with existing ones?
  - Are there expected curricular equivalencies?
  - Are there expected cross-listings?
  - How will the new subject code affect transfer credits? BANNER SIS? MyDegrees?
  - Are previously existing designators going to expire as the new one appears?

  **Proposed Criterion:** Expected interactions with other existing designators, programs, units, and institutions should be examined to ensure minimal negative impacts.

- **Communication:**
  - Who and how will information about the new designator be disseminated?

  **Proposed Criterion:** A communication plan addressing needs of affected stakeholders should be formulated.