  
  
professional technical

Applied Baccalaureate common course numbering

*Developing a new course  
adopting an existing course*Revising an exsiting course  
Deactiving an exsiting course

## Table of Contents

[Table of Contents 2](#_Toc508882626)

[Developing a New Course 3](#_Toc508882627)

[Steps to Take 3](#_Toc508882628)

[Adopting an Exsisting Course 7](#_Toc508882629)

[Revising an Exsisting Course 8](#_Toc508882631)

[Revision Process 8](#_Toc508882632)

[Deactivation of an Exsisting Course 9](#_Toc508882633)

[Deactivation Process 9](#_Toc508882634)

[Assurances 10](#_Toc508882635)

## Developing a New Course

### Steps to Take

1. The colleges review the existing Professional Technical / BAS Common Course Numbering (PTCCN) Matrix[[1]](#footnote-1) for courses similar to the proposed course(s) to see if a course already exists that will meet the colleges’ needs.
2. If there is not an existing course, the colleges convene to develop or modify a common curriculum.
3. The college group identifies a Lead College Contact to represent the consortia of colleges participating in the PTCCN course development. Record that information below:

| **Lead College Contact** | | | | |
| --- | --- | --- | --- | --- |
|  | **Name** | **Title** | **Phone** | **E-Mail** |
| **Lead College POC** |  |  |  |  |

| **Prof/Tech example email** | |
| --- | --- |
| **TO:** | [vtc@lists.ctc.edu](mailto:vtc@lists.ctc.edu) |
| **CC:** | PTCCN Standing Committee Chair; WEC Chair; All Current Participating Colleges |
| **FROM:** | Lead College Contact |
| **SUBJECT:** | Intent to Create New Common Prof/Tech Course |
| **BODY:** | The following colleges intend to create new PTCCN in [Course Subject Area]   * College 1 * College 2 * College 3   (ANY PERTINENT INFORMATION REGARDING INTENT.)  Please respond to LEAD COLLEGE CONTACT by REASONABLE AMOUNT OF TIME to discuss interest in joining this PTCCN consortia. |

1. The Lead College Contact solicits additional college participation by announcing the intent to create one or more common professional/technical or applied baccalaureate

courses on the [Workforce Education Council (VCT) eList](mailto:vtc@lists.ctc.edu) or [BAS@lists.ctc.edu](mailto:BAS@lists.ctc.edu). Please include a copy of the email that was sent to the system when you submit this application.

| **BAS example email** | |
| --- | --- |
| **TO:** | [BAS@lists.ctc.edu](mailto:BAS@lists.ctc.edu) |
| **CC:** | PTCCN Standing Committee Chair; BLC Chair; All Current Participating Colleges |
| **FROM:** | Lead College Contact |
| **SUBJECT:** | Intent to Create New Common BAS Course |
| **BODY:** | The following colleges intend to create new PTCCN in [Course Subject Area]   * College 1 * College 2 * College 3   (ANY PERTINENT INFORMATION REGARDING INTENT.)  Please respond to LEAD COLLEGE CONTACT by REASONABLE AMOUNT OF TIME to discuss interest in joining this PTCCN consortia. |

1. The colleges will review existing PTCCN courses on the PTCCN Matrix[[2]](#footnote-2) one more time. Colleges will agree on a unique program designation and course title to avoid identical courses being listed on the PTCCN Matrix. [CLICK HERE FOR ADDITIONAL INFORMATION](http://www.sbctc.edu/colleges-staff/programs-services/common-course-numbering/ptccn-rules.aspx).
2. Colleges provide a statement of need for the proposed course(s). Please include evidence of need (Employer request, grant deliverable, licensure or certification requirement, transferability between colleges).

| **Statement of Need** |
| --- |
|  |

1. Colleges jointly agree to the following information for each PTCCN. (Replicate the table below for each course)
   1. In the course description include:
      1. A summary of the course
      2. How it relates to the profession/discipline or how the course meets the requirements of the accrediting agency.
      3. Include examples of skills addressed or topics included in the course.
   2. In the topics/skills section provide examples of topics that will be covered in the course and/or skills that will be addressed.
   3. In the course outcomes section list the knowledge, skills and abilities that students will have mastered at the completion of the course. Outcomes should be:
      1. Observable
      2. Measurable
      3. Use specific action verbs
      4. Can be demonstrated

Please see the PTCCN Scoring Rubric for examples (link embedded here)

Colleges may also agree on common curricular elements, textbooks or instructional materials, assessments, equipment and/or other aspects of the course, but they are not required and do not need to be listed on the proposal form.

|  | **DEPARTMENT** | **NUMBER** | **PTCCN TITLE** | **CREDITS** |
| --- | --- | --- | --- | --- |
|  |  |  |  |
| **DESCRIPTION** |  | | | |
| **TOPICS/SKILLS** |  | | | |
| **COURSE OUTCOMES** |  | | | |
| **ADOPTING COLLEGES** |  | | | |

1. Participating colleges will designate one point of contact. The Lead College Contact will record all participating colleges on the chart below.

| **College Name** | **Name** | **Title** | **Phone** | **E-Mail** |
| --- | --- | --- | --- | --- |
| **Lead** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Each participating college seeks individual approval through its established college process. The Chief Instructional Officer from each college will sigh the [PTCCN Assurance Form](#_Assurances).
2. The Lead College Contact will submit this checklist, assurance forms and a copy of the PTCCN notification email (step 4) to the PTCCN Standing Committee Chair for review. The Standing Committee will review the following:
   1. The process was followed
   2. College partners were solicited
   3. Evidence of course(s) need is provided
   4. Course description is complete
   5. Student outcomes are well designed
   6. Required protocols were completed

The Standing Committee will communicate its recommendation within fourteen (14) business days to the Lead College Contact via email. The Lead College Contact will communicate the recommendation with the other partner colleges and the State Board for Community and Technical Colleges (SBCTC).

1. The WEC or BLC Chair will submit all PTCCN courses and Standing Committee recommendations to chairs of the Articulation and Transfer Council (ACT) and the Instruction Commission (IC) on a quarterly basis. PTCCN courses will be considered for final approval in accordance with IC timelines. IC will communicate feedback and its decision to the WEC Chair.
2. The WEC or BLC Chair will send IC’s decision to the Lead College Contact within two (2) business days via e-mail. The Lead College Contact will notify all partnering colleges.
3. The WEC or BLC chair will also provide the State Board for Community and Technical Colleges with a copy of this checklist. The State Board will update the PTCCN Matrix3.
4. Participating colleges will add approved PTCCN common course(s) to their college course catalogs.

**NOTE:** When courses and ***programs*** are being developed simultaneously, each college should submit a separate [Program Approval Request (PAR)](http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/professional-technical/2012PAR.docx) form. The PAR should be submitted after PTCCN courses are approved by the Instruction Commission and annotated on the PTCCN Matrix[[3]](#footnote-3). [CLICK HERE FOR MORE INFORMATION ON PROF-TECH PROGRAM APPROVAL.](http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/professional-technical/2012ProgramApprovalProcessGuidelines.pdf)

## Adopting an Existing Course

### Colleges may add one or more PTCCN courses at any time.

1. The college reviews existing PTCCN courses on the PTCCN Matrix4
2. The college contacts the WEC Chair expressing intent to adopt an existing PTCCN course. The WEC Chair will refer the college to the PTCCN Standing Committee. This is an informational – not a recommendation – step. No recommendation or approval action is required for a college to adopt an existing PTCCN course.
3. The college seeks approval to adopt or add the course(s) through its established internal college process. The college will submit a completed [Assurance Page](#_Assurances) to the PTCCN Standing Committee to confirm this. The common elements that constitute the PTCCN course must not be changed.

**ELEMENTS THAT CONSTITUTE THE PTCCN**

|  | **DEPARTMENT** | **NUMBER** | **PTCCN TITLE** | **CREDITS** |
| --- | --- | --- | --- | --- |
|  |  |  |  |
| **DESCRIPTION** |  | | | |
| **TOPICS/SKILLS** |  | | | |
| **COURSE OUTCOMES** |  | | | |
| **ADOPTING COLLEGES** |  | | | |

1. The colleges will provide a [Program Approval Request (PAR)](http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/professional-technical/2012PAR.docx) when appropriate.   
   [CLICK HERE FOR MORE INFORMATION ON PROF-TECH PROGRAM APPROVAL.](http://www.sbctc.edu/resources/documents/colleges-staff/programs-services/professional-technical/2012ProgramApprovalProcessGuidelines.pdf)
2. The college will inform the WEC Standing Committee of the course adoption.
3. The WEC Chair will notify the State Board of Community and Technical Colleges (SBCTC) of the new college’s adoption of the PTCCN course and it will be added to the PTCCN Matrix[[4]](#footnote-4).
4. The college will add approved PTCCN common course(s) to its course catalog.

## Revising an Existing Course

If a college offering a PTCCN course wants to modify any part of a PTCCN (Dept., Number, Title, Credits, Description, Outcomes), the college must either:

* Convene all the other adopting colleges to initiate discussion about revisions to the course, OR
* Email SBCTC PTCCN staff and request the college be removed from the list of colleges offering the PTCCN course on the PTCCN Matrix[[5]](#footnote-5).

### Revision Process

1. The college requesting the change will take the lead role and follow the steps outlined in the [Process for Initial Adoption or Change](http://www.sbctc.edu/colleges-staff/programs-services/common-course-numbering/ptccn-new-course.aspx).
2. The Lead College Contact will invite all colleges that have adopted the PTCCN course under consideration to participate in the change discussion.
3. CONSENSUS:
   1. If consensus is reached, the colleges must complete “Developing a New Course” steps 3, 7, 8, 9, and 10.
   2. If consensus cannot be reached, the Lead College Contact will contact the WEC Chair to facilitate and resolve concerns before any change may be submitted to the Instruction Commission for approval.
   3. If a technology modification or change (for example, new software or equipment) not common to all participating colleges hinders resolution:
      1. The historic PTCCN number will be retained by colleges that cannot accommodate the technology modification.
      2. Colleges that are able to accommodate the technology modification are required to develop a unique department/division prefix and/or number and title.
   4. If the majority of members of the consortium agrees to a change and a member college does not agree with the proposed change, the disagreeing college must drop the PTCCN designation.

## Deactivation of an Existing Course

### Deactivation Process

To drop a PTCCN course from its inventory, the college:

1. Submits an email to the [SBCTC PTCCN staff](http://www.sbctc.edu/colleges-staff/programs-services/common-course-numbering/ptccn.aspx) to remove the college from the list of colleges offering the PTCCN course. The WEC Chair should be copied on the email.
2. Revises the college’s course catalog to reflect the change.

## Assurances

I, NAME OF COLLEGE CHIEF INSTRUCTIONAL OFFICER, affirms that NAME OF COLLEGE has approved the following Professional Technical Common Course(s): (Replicate table for each course.)

|  | **DEPARTMENT** | **NUMBER** | **PTCCN TITLE** | **CREDITS** |
| --- | --- | --- | --- | --- |
|  |  |  |  |
| **DESCRIPTION** |  | | | |
| **TOPICS/SKILLS** |  | | | |
| **COURSE OUTCOMES** |  | | | |
| **ADOPTING COLLEGES** |  | | | |

This institution’s established approval process has been followed and the courses listed above have been approved by the college.

This institution acknowledges that once the courses have been adopted, no modifications are permissible without utilizing the established a [Revision process](#_Revising_an_Exsisting) or [Deactivation process](#_Deactivation_of_an).

Approved By:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF CHIEF INSTRUCTIONAL OFFICER DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PRINTED NAME OF CHIEF INSTRUCTIONAL OFFICER





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Washington State Board for Community and Technical Colleges

1. The PTCCN Matrix is currently under development. [↑](#footnote-ref-1)
2. The PTCCN Matrix is currently under development [↑](#footnote-ref-2)
3. 3 The PTCCN Matrix is currently under development [↑](#footnote-ref-3)
4. 4 The PTCCN Matrix is currently under development [↑](#footnote-ref-4)
5. The PTCCN Matrix is currently under development [↑](#footnote-ref-5)