



Essential Components of By-laws

Statewide Program Consortiums

(Companion document to “Goals and Requirements for Statewide Associate of Science and Certificate of Completion Programs”)
Effective June 2009 – September 2010

This “Essential Components of By-laws for Statewide Program Consortiums” is a companion document to “Goals and Requirements for Statewide Programs,” which describes the State Board of Education requirements for all statewide Associate of Applied Science and certificate of completion programs. “Goals and Requirements for Statewide Programs,” also provides detailed guidance on developing and administering statewide programs. It is expected that college staff interested in developing and applying for approval of a statewide program be well-acquainted with both of these documents and the CTE program approval process.

Goals for Statewide Programs

The goals for statewide programs are to:

1. Address an identifiable program and labor market need that exists within the state and/or the districts of each of the community colleges requesting approval to offer the proposed program;
2. Assure that specific certification, licensure, or degree requirements are consistently met and maintained;
3. Create and maintain a high level of quality and consistency between programs;
4. Assure the complete transferability of coursework for students who transfer between participating community colleges at the beginning of an academic year, and make as many accommodations as possible for students who transfer at other times during the year;
5. Facilitate the planning of secondary students as they complete high school and prepare to enroll in a statewide program at a community college approved to offer a statewide program;
6. Facilitate standardized articulation agreements with other postsecondary institutions or other next step education options;
7. Assure employers and others of a reliable standard of expectation concerning graduates from a statewide program at any participating community college; and
8. Provide mutually developed and approved guiding principles, agreements and procedures for the administration of these unique programs.

By-laws Requirements and suggestions

According to the “Goals and Requirements for Statewide Programs,” each consortium will develop a set of by-laws, following guidance from CCWD, which define and determine the operating procedures for the consortium. At the least, the following components must be addressed within the consortium’s by-laws. Additional procedures and agreements also may be included as necessary to accomplish the requirements for statewide programs as described in the “Goals and Requirements for Statewide Programs” document. Other by-law topics may also be determined by the consortium’s membership.

Essential Components: The following sections outline the essential components that need to be addressed with the statewide program consortium’s by-laws. The accompanying template ([Appendix A](#)) is a suggested format for creating those by-laws. Due to the individual differences and needs of each consortium, that template may be adapted as necessary. However, it is expected that the following components be addressed, regardless of the form in which the by-laws are created.

1. **Cooperation and Collaboration.** Statewide programs require a high level of cooperation and collaboration. The sponsoring and participating community colleges are responsible for communicating, cooperating, and consulting regularly with each other, employers, workforce partners, applicable professional associations, licensing organizations, regulatory agencies, other key

stakeholders, the related consortium, and CCWD-EII to develop, operate, evaluate, manage, and improve statewide programs.

The essential components of the by-laws must address at least the following topics:

- A. Role(s) and responsibilities within the consortium (e.g., monitor the statewide program(s), review member college's consortium-related programs, market and promote the certificate/degree to industry and students, etc.);
 - B. Communication procedures, including:
 - 1) Communication between the consortium and CCWD-EII and other education and workforce partner agencies;
 - 2) Correspondence between sponsoring college and member colleges;
 - 3) Communication among members (e.g., email, fax, traditional mail, conference calls, consortium website);
 - 4) Record-keeping and reporting;
 - C. Roles and systemic relationships established and maintained with employers, workforce partners, applicable professional associations, licensing organizations, regulatory agencies, CCWD-EII, and other key stakeholders to develop, operate, evaluate, manage, and improve the statewide program;
 - D. Additional agreements and other topics necessary to accomplish the requirements related to cooperation and collaboration.
 - 1) Curriculum and Program Design issues specific to this program
 - 2) Transfers/administration issues.
2. **Sponsoring Community College(s).** Each statewide program must be represented by at least one coordinating sponsoring community college, designated by the related consortium. A second sponsoring college may be designated to help share the responsibilities required of the consortium and avoid putting an inequitable workload on any one college.

The by-laws must address at least the following topics:

- A. Responsibilities of the sponsoring college related to communicating with CCWD-EII, program approval duties, and submission of required documents;
 - B. Responsibilities of each sponsoring college (if there are two) related to coordinating information from participating community colleges related to program approval, program amendment, and other requirements related to the on-going administration of the statewide program;
 - C. Additional responsibilities of the sponsoring college related to the consortium;
 - D. Procedures for selection and replacement of the sponsoring college and/or the sponsoring college's representative, should there need to be a change in designation (e.g., college representative change, sponsoring college opts-out, etc.); and
 - E. Other topics necessary to accomplish the requirements related to the roles and responsibilities of the sponsoring community college(s).
3. **Consortium.** Each statewide program will be coordinated and monitored by a related consortium (i.e., composed of member community colleges who have a direct and related interest in developing the statewide program). The consortium membership will include an instructional representative from each of the community colleges seeking approval and/or approved to offer the statewide program.

The by-laws must address at least the following topics:

- A. Leadership of the consortium, including terms, selection and replacement processes, and responsibilities of the position(s);
- B. The official name of the consortium (which may or may not be the same as the statewide program) and how and when it is to be used by the membership;
- C. Membership criteria, including specific information on non-college representation (e.g., industry association, local employers, non-departmental representatives) and their roles and responsibilities;

- D. Decision-making processes of the consortium (e.g., consensus, Robert's Rules, simple majority, etc.). Include detail on who is eligible to vote (e.g., one vote per college), procedures on voting by colleges who were not present at the time of the meeting vote (e.g., proxy, electronic ballot, phone ballot, etc.), and ways that a vote can be taken (e.g., in person, by email, on a website, etc);
 - E. Consortium support and staffing (e.g., staffing provided by one of the colleges, contracted with a third party, rotated among members);
 - F. Documentation storage, including procedures and location for all documentation related to the consortium (e.g., meeting notes, membership lists, by-laws, formal approval documents and amendments);
 - G. Fiscal impact and financial responsibility of member colleges (e.g., all members assume their own travel and related expenses, consortium establishes shared funding, expenses covered by other funding source such as a grant);
 - H. The responsibilities of each participating college representative, including the responsibility to assure the approval from their respective college chief academic officer and/or president of the consortium's by-laws and other decisions, as well as to communicate with their respective college's CTE Dean (or equivalent) and the designated CTE Program Approval Point-of-Contact concerning the requirements, program approval process, by-laws, and decisions of the consortium; and
 - I. Other topics necessary to accomplish the requirements related to the roles and responsibilities of the consortium.
4. **Program Approval and Amendment.** To protect the interests of students and to achieve the goals of statewide programs, each community college agrees to the conditions and requirements of a statewide program related to program approval. This process includes Notice of Intent (NOI), Application, opting-in and opting-out of the consortium, and program amendments.

The by-laws must address at least the following topics:

- A. Opting-in procedures for colleges that are not initial members of the consortium and/or have not yet been approved to offer the statewide program;
 - B. Opting-out procedures for colleges that choose to leave the consortium and delete their college's approval to offer the statewide program;
 - C. Procedures within the consortium for submitting appropriate paperwork during the program approval process and for later program amendments;
 - D. Procedures for a single program/curriculum amendment as required in order to obtain approval for changes of a statewide program.
 - E. Responsibilities of each participating college representative to consult with and coordinate all program approval and amendment activities with their college's CTE Dean (or equivalent) and CTE Program Approval Point-of-Contact (POC); and
 - F. Other topics necessary to accomplish the requirements related to program approval and amendment.
5. **Curriculum and Program Design.** The by-laws should describe the process for curriculum and program design and program change. Specific information on curriculum requirements is included in the "Goals and Requirements" document.

The by-laws must address at least the following topics:

- A. Procedures for determining the acceptable range of general education/related instruction requirements and electives and the required professional technical/skill core courses;
- B. Procedures to be used to determine comparability of courses in the approved curriculum (e.g., Oregon Skill Sets, competencies or proficiencies, industry requirements, articulation agreements).
- C. Procedures for reviewing, adding to and/or amending the agreed-upon list of courses and/or competencies within a consortium certificate of completion or Associate of Applied Science degree;

- D. Any exceptions or variances recognized and agreed upon by the consortium through official action and approved by CCWD-EII;
 - E. Restrictions and procedures regarding prerequisite courses required by participating colleges;
 - F. Plan and timeline recommendations for common course prefixes, course numbers, and course titles for the required core technical courses in the approved curriculum; and
 - G. Other topics necessary to accomplish the requirements related to the curriculum.
6. **Student Transfers.** If a student who is enrolled in a statewide program at one community college transfers to the same statewide program at another community college, all of the courses that the student has successfully completed that are part of the statewide program will transfer and fulfill the same completion requirements.

The by-laws must address at least the following topics:

- A. Procedures and assurances concerning the complete transferability of coursework for students who transfer between participating community colleges at the beginning of an academic year, and make as many accommodations as possible for students who transfer at other times during the year;
- B. Procedures and activities to facilitate the planning of secondary students as they complete high school and prepare to enroll in a statewide program at a community college approved to offer a statewide program;
- C. Procedures and activities to facilitate standardized articulation agreements with other postsecondary institutions or other next step education options; and
- D. Timelines or restrictions for accepting coursework from a student transferring between participating colleges, if applicable.