Appendix Q

GUIDELINES FOR REPORTING FIRST COLLEGE-LEVEL COURSES

Updated April 10, 2014

PURPOSE OF DOCUMENT

This document provides voluntary guidelines for institutions to use when reporting first college-level courses in reading, writing, and math to the Texas Higher Education Coordinating Board (THECB) on the CBM00S, Student Schedule Report.

BACKGROUND

Performance in first college-level courses is a key success measure in the Texas Higher Education Accountability System; successful completion of first college-level courses is also a metric for which community colleges can earn Success Points for formula funding (see appendix). Institutions report successful completion of a first college-level course for reading, writing, and math on the CBM00S report.

During the time that Texas Academic Skills Program (TASP) was in effect, the THECB maintained a list of courses that could be reported as a first college-level course in a subject area. While some institutions still use the old list, the THECB does not currently provide guidelines for reporting first college-level courses. Institutions, however, have frequently asked the Coordinating Board to provide these guidelines, and these requests have increased as a result of Success Points.

In response to these institutional requests, the THECB asked institutions to nominate individuals to participate in a stakeholder group to develop guidelines. Participants were selected from each institution that sent nominations, with more than 70 representatives from 39 institutions included. The participants met at the THECB offices for an all-day session on August 7, 2013, where they provided input for the guidelines. A second meeting was held via webinar on October 18, 2013. The THECB staff synthesized input from each of the two meetings into an initial and then a second draft set of guidelines. The guidelines were then presented to institutional leadership for input during a webinar on February 5, 2014, and their input was incorporated into the final guidelines presented below.

GUIDELINES FOR READING

COURSE CRITERIA

In a first college-level course in reading, students read college-level texts in English as an essential aspect of the course design. The specific criteria (drawn from the Texas College and Career Readiness Standards) are as follows:

- Students locate textual information, draw inferences, describe, analyze and evaluate textual information.
- Students comprehend and use vocabulary to communicate effectively.
- Students identify/analyze audience, purpose, and message.
- Students describe/imply insights gained from reading.
- Students connect reading to historical and current events and personal interest.

GENERAL REQUIREMENTS

- The course should be at least three semester credit hours.
- Enrollment in the course should be restricted to students who have met the Texas Success Initiative (TSI) requirement in reading (if required) OR who are concurrently enrolled in the college-level course in conjunction with a developmental education reading or integrated reading and writing course/intervention.

COURSES RECOMMENDED AND NOT RECOMMENDED FOR REPORTING

- Courses that will always count if they meet the General Requirements (Academic Course Guide Manual (ACGM) learning outcomes for these courses meet the criteria listed above):
  - HIST 1301, 1302, or university equivalent
  - GOVT 2305, 2306, or university equivalent
  - PSYC 2301, 2314, or university equivalent
  - SOCI 1301, 1306, or university equivalent
  - PHIL 1301, 2303, 2306, or university equivalent
- Courses that will count if they meet the Course Criteria and General Requirements:
  - ENGL 1301, 1302, or university equivalent
  - GEOG 1300-level or university equivalent
  - Literature courses
  - Art history, music history, and theater history courses
- Courses that are not recommended:
  - Courses in art, music, or theater other than those identified above
  - Foreign language courses
  - Learning frameworks courses
- If an institution wishes to use a course that meets the Course Criteria but is not on the recommended course list, then the institution should maintain documentation justifying the use of the course as a first college-level course in reading.

GUIDELINES FOR WRITING

COURSE CRITERIA

For most students the first college-level course in writing should be ENGL 1301 or 1302. Other courses may be used if students write in English as an essential component of the course design. At least 30 percent of the course grade must be based on student writing.

GENERAL REQUIREMENTS

- The course should be at least three semester credit hours.
- Enrollment in the course should be restricted to students who have met the TSI requirement in writing (if required) OR who are concurrently enrolled in the college-level course in conjunction with a developmental education writing or integrated reading and writing course/intervention.

COURSES RECOMMENDED AND NOT RECOMMENDED FOR REPORTING

- Courses that will always count if they meet the General Requirements (Academic Course Guide Manual (ACGM) learning outcomes for these courses meet the criteria listed above):
  - ENGL 1301, 1302, or university equivalent
- Courses that will count if they meet the Course Criteria and the General Requirements:
  - Literature courses
  - History courses
- Courses that are not recommended:
  - Creative writing
  - Foreign language courses
  - Learning frameworks courses
- If an institution wishes to use a course that meets the Course Criteria but is not on the recommended course list, then the institution should maintain documentation justifying the use of the course as a first college-level course in writing.

GUIDELINES FOR MATH

Guidelines for reporting a first college-level course in math depend on whether the degree or certificate program in which the student is enrolled requires the student to take a math course. The two cases for reporting are outlined in the table below:

Type of Program	TSI Requirement	Program Course Requirement
Academic associate or baccalaureate degrees or other associate degrees/level 2 certificates where math is required	Students required to meet TSI in math	Students take an academic math course as a part of their program
Applied associate degrees or level 2 certificates where math is NOT required	Students required to meet TSI in math	Most students take an academic math or natural science course as a part of their program. (See the Southern Association of Colleges and Schools (SACS) general education requirements.) For some level 2 certificates, students are not required to take an academic math or natural science course as a part of their program.

WHEN A MATH COURSE IS REQUIRED FOR THE DEGREE OR CERTIFICATE PROGRAM

GENERAL REQUIREMENTS

- The course should be at least three semester credit hours.
- Enrollment in the course should be restricted to students who have met the TSI requirement in math (if required) OR who are concurrently enrolled in the college-level course as part of a developmental education math course/intervention.

RECOMMENDED COURSES

For students seeking an academic associate or baccalaureate degree or other degree/certificate for which math is a requirement, any of the following will count as a first college-level course in math:
- All 1000-level and 2000-level ACGM MATH or lower-level university credit-bearing math courses

- Statistics courses, including PSYC 2317 and university lower-division statistics courses in social studies, economics, and business
- University lower-division quantitative analysis courses
- Courses that are *not* recommended:
  - Any course not identified above

WHEN A MATH COURSE IS <u>NOT</u> REQUIRED FOR THE DEGREE OR CERTIFICATE PROGRAM

GENERAL REQUIREMENTS

- A course should be at least three semester credit hours.

RECOMMENDED COURSES

For students seeking an applied associate degree or level 2 certificate for which math is NOT a requirement but instead there is a distribution requirement that includes an academic course in math or natural science, any of the following may also be used as a first college-level course in math:

- Any of the courses recommended when math <u>is</u> required for the degree or certificate program.
- A math or natural science course that fulfills program requirements. In general, institutions should report a math course over a science course and a physical science course over a biological science course.
- One of the following WECM technical math courses:
  - TECM 1301/1401 Industrial Mathematics
  - TECM 1341 Technical Algebra
  - TECM 1343 Technical Algebra and Trigonometry
  - TECM 1317 Technical Trigonometry
- Courses *not* recommended:
  - Any course not identified above

For level 2 certificate programs for which <u>no</u> academic math or science course is required, a student in the program who completes any of the Recommended Courses listed above with a grade of A, B, or C may be reported as completing a first college-level course.

INSTITUTIONAL DOCUMENTATION

Institutions are advised to maintain a list of courses that they have determined will fulfill the first college-level course requirements in each subject area at their institution. It is expected that course syllabi, which institutions are already required to post, will offer evidence that an identified course meets the Course Criteria for the given subject. When institutions use a course that meets the Course Criteria but are not specifically referenced in the guidelines, they should also maintain documentation justifying its use.