CENTRAL OREGON
COMMUNITY COLLEGE
Board of Directors' Meeting – AGENDA
Wednesday, May 11, 2016 – 7:00 P.M.
Christiansen Board Room, Boyle Education Center

TIME**		ITEM	ENC.*	ACTION	PRESENTER
7:00 pm	I.	**Call to Order**			Ford
7:02 pm	II.	**Introduction of Guests**			Ford
7:05 pm	III	Agenda Changes			
7:06 pm	IV.	**Public Hearing and Testimony**			
	A.				
7:10 pm	V.	**Consent Agenda***			
		A. Minutes			
		1. Regular Meeting (April 13, 2016)	5.a1	X	Smith
		B. Personnel			
		1. New Hire Report (April 2016)	5.b1	X	Ross[A]
7:15 pm	VI.	**Information Items**			
		A. Financial Statements	6.a		Bloyer[A]
		B. Student Success - Update	6.b		Newby[A]
		C. Information Technology Services (ITS) – Report	6.c		Cecchini[A]
		D. Scenario Planning	6.d*		McCoy[P]
		E. Housing Construction			McCoy[P]
		F. Housing Operations - Report	6.f		Moore/ McCoy/Dona[P]
7:45 pm	VII.	**New Business**			
		A. Credit Academic Program Changes	7.a	X	Newby[P]
8:00 pm	XII.	**Board of Directors' Operations**			
		A. Board Member Activities			
8:15 pm	XIII.	**President's Report**			Metcalf[P]
		A. Updates			
	XIV.	**Dates**			

A. Friday, June 3 @ 5:15 p.m. – Faculty Convocation–Health Careers Room 330
and Elevation Restaurant at 6:30 p.m.
B. Wednesday, June 8 @ 6:00 p.m. - Board of Directors Meeting – Prineville
(COCC Crook County Open Campus)
C. Saturday, June 11 @ 10:00 a.m. - COCC Commencement – Mazama Field
D. Wednesday, June 15 Noon-1:00 p.m. President's Scholarship Luncheon –
Coats Campus Center-Dining Hall
E. June 28-29-30, 2016 - GISS – Advanced Governance Institute for Student Success
– Oregon – The Riverhouse Convention Center – Bend, OR

8:30 pm   XV. **Adjourn**

Central Oregon Community College
Board of Directors' Meeting
MINUTES
Wednesday, April 13, 2016- 7:00pm
Christiansen Board Room
Boyle Education Center

PRESENT: David Ford, Vikki Ricks, Bruce Abernethy, Anthony Dorsch, Laura Craska Cooper, Joe Krenowicz, John Mundy, Ron Bryant-Board Attorney, Dr. Shirley Metcalf-President, Julie Smith-Executive Assistant

INTRODUCTION OF GUESTS:
Matt McCoy, Ron Paradis, David Dona, Lisa Bloyer, Cady-Mae Koon, Joe Viola, Chad Harris, Dan Cecchini, Sharla Andresen, Michael Fisher, Zak Boone, Jerry Schulz, Lester Friedman, Alicia Moore, Diane Ross, Carol Higginbotham-Faculty Forum President, Kathy Smith, Stacey Donohue, Jenni Newby, Abby Spegman-The Bulletin, and others.

CONSENT AGENDA:

Mr. Joe Krenowicz moved to approve the Consent Agenda. Mr. Bruce Abernethy seconded. Ms. Craska Cooper abstained as she was absent from the previous meeting. MC. Approved. M04/16:1

BE IT RESOLVED that the Board of Directors approved the Regular Meeting Minutes of
     March 9, 2016 (Exhibit: 5.a1);

BE IT RESOLVED that the Board of Directors reviewed and approved the March 2016
     New Hire Report (Exhibit: 5.b1);

BE IT RESOLVED that the Board of Directors approved the contract for Dr. Frances (Betsy) E. Julian as Vice President for Instruction (Exhibit: 5.c1);

BE IT RESOLVED that the Board of Directors approved the contract for Layla Solar as Assistant Director for Admissions and Records (Exhibit: 5.c2).

INFORMATION ITEMS:

Financial Statements – (Exhibit: 7.a)
The Board of Directors were apprised of the February 2016 Financial Statements.

Student Success – Teaching and Learning (Exhibit: 6.b)
The Board of Directors were apprised of the Student Success: Placement Report and Newsletter.

Student Housing Operations (Exhibit: 6.c)
The Board of Directors were given updates on the following:
- Occupancy and Budget

- New and Returning Students
- Housing Marketing
- 2016 Summer Conferences.

Campus Climate Survey (Exhibit: 6.d)
The Board of Directors were apprised of the Campus Climate Survey that was developed by the COCC Diversity Committee to assess the level of comfort, respect, and safety that students experience on COCC campuses.

Culinary Outdoor Barbeque (Exhibit: 6.e)
The Board of Directors were apprised that the purpose of the Culinary outside grill is to provide additional learning for COCC culinary students in the art of BBQ/Rotisserie cooking, smoking food, and a wood burning oven.

OLD BUSINESS:

Tuition and Fees (Exhibit: 7.a)
The Board of Directors were apprised that for 2015-16, COCC has the third lowest combined in-district tuition and fee rates of the 17 Oregon community colleges. Preliminary information indicates that with the proposed $2 per credit increase, COCC's combined 2016-17 annual in-district tuition and fees would remain the third lowest. There are no proposed increases in student fee rates.

Mr. John Mundy moved to approve the proposed 2016-17 tuition rates as presented in Section A of Exhibit: 7.a. There are no proposed increases in student fees. Mr. Bruce Abernethy seconded.
Call for the Vote:
Yes – Mundy, Abernethy, Ford, Ricks, Craska Cooper, Krenowicz
No – Dorsch
MC. Approved. M04/16:2

BOARD OF DIRECTORS' OPERATIONS:

Ms. Craska Cooper	Meal of the Year
	Meeting w/Tony Dorsch
	OSU-Advisory Board
	Phone Conversation w/Constituent
	Culinary Exchange event
	EDCO Luncheon
Mr. John Mundy	Discussions w/David Dona, CFO re: Budget
	Lecture re: Global Warming
	Real Estate Committee Mtg.
	College Affairs Committee Mtg.

Mr. Abernethy	Two Grant Meetings
	Oregon Talent Council Grant Mtg.
Ms. Ricks	EDCO Luncheon
	Real Estate Committee Mtg.
	Visited North Lake School District (11 Mile Corner/Christmas Valley, OR)
Mr. Dorsch	Meeting w/Laura Craska Cooper
	Phone Call w/President Metcalf
	Met w/George Endicott, Mayor of Redmond
Mr. Ford	Toured OSU Cascades Campus
	Bend-La Pine School District's Sites and Facilities Mtg.
	Agenda Review w/President Metcalf
	OSU-Cascades Advisory Board Mtg.
	Viewed the original 1962 master plans for the college w/former board member Charley Miller.

PRESIDENT'S REPORT:

President Metcalf reported that she was honored to be the guest speaker at the following events:
- "Live Your Dream" Student Awards Dinner sponsored by the Soroptimist International of Bend
- Rotary Clubs of Sisters, Sunriver, and Mt. Bachelor
- Leadership Bend.

ADJOURN to Executive Session: 7:30 PM
ADJOURNED Executive Session: 7:54 PM
RE-CONVENE Regular Board of Directors' Meeting: 7:54 PM
ADJOURN: 7:55 PM

APPROVED;   ATTEST TO;

_____   _____
Mr. David Ford, Board Chair   Dr. Shirley I. Metcalf, President

Central Oregon Community College

Board of Directors

NEW HIRE REPORT – April 1 - 30, 2016

Name	Date Hired	Location	Job title
Classified Part-Time			
Fegette, Andrew	4/4/2016	Bend	Financial Aid
Mann, Penelope	4/4/2016	Redmond	Bookstore/Cashier
Temporary Hourly			
McDonald, Grant	4/4/2016	Bend	HHP Office
Paulson, Taylor	4/11/2016	Bend	Maintenance Campus Svc
Wolf, Eli	4/8/2016	Bend	HHP Office

Central Oregon Community College
Monthly Budget Status
Highlights of March 2016 Financial Statements

Cash and Investments

The Colleges' operating cash balances currently total $34.9 million. The average yield for the Local Government Investment Pool is .75 percent.

The bond proceeds held in cash totals $535 thousand as of the end of March.

General Fund Revenues

Spring term registration continued increasing tuition and fee revenue by $4.5 million over the prior month. The budgeted transfers-in have been posted for the year.

General Fund Expenses

The expenses through March 2016 include the required budgeted inter-fund transfers-out for the fiscal year.

Budget Compliance

All general fund appropriation categories are within budget.

Central Oregon Community College

Cash and Investments Report

As of March 31, 2016

College Portfolio	Operating Funds		Bond Funds		Trust/Other Funds	
Cash in State Investment Pool						
4089 - General operating fund	$	33,543,537				
3624 - Robert Clark Trust					$	371,661
3707 - Residence Hall bond funds			$	398,288		
3948 - Residence Hall retention			$	137,623		
March Average Yield .75%						
Cash in USNB	$	1,362,137				
Cash on Hand	$	4,600				
Total Cash	$	34,910,274	$	535,911	$	371,661

Monthly Budget Status
March 2016

General Fund	Adopted Budget		Year to Date Activity		Variance Favorable (Unfavorable)		Percent of Budget Current Year	Percent of Budget Prior Year
Revenues								
District Property Taxes:								
Current Taxes	$	14,180,000	$	13,642,253	$	(537,747)	96.2%	98.4%
Prior Taxes		623,000		408,079		(214,921)	65.5%	51.3%
Tuition and fees		16,679,000		16,743,343		64,343	100.4%	100.9%
State Aid		9,110,000		7,010,089		(2,099,911)	76.9%	73.5%
Interest & Misc. Income		70,000		93,948		23,948	134.2%	7.8%
Transfer-In		1,874,500		1,874,500		-	100.0%	98.8%
Total Revenues	**$**	**42,536,500**	**$**	**39,772,212**	**$**	**(2,764,288)**		
Expenses by Function								
Instruction	$	19,343,813	$	13,350,457	$	5,993,356	69.0%	70.5%
Academic Support		3,136,473		2,182,175		954,298	69.6%	67.9%
Student Services		4,835,160		2,984,478		1,850,682	61.7%	68.4%
College Support		5,264,718		3,675,089		1,589,629	69.8%	71.2%
Plant Operations and Maintenance		4,599,224		2,894,540		1,704,684	62.9%	63.9%
Information Technology		4,090,108		2,880,176		1,209,932	70.4%	68.0%
Financial Aid		52,897		49,405		3,492	93.4%	76.3%
Contingency		800,000		-		800,000	0.0%	0.0%
Transfers Out		2,602,618		2,585,303		17,315	99.3%	100.4%
Total Expenses	**$**	**44,725,011**	**$**	**30,601,623**	**$**	**14,123,388**		
Revenues Over/(Under) Expenses	**$**	**(2,188,511)**	**$**	**9,170,589**	**$**	**11,359,100**		

Non General Funds	Adopted Budget	Year to Date Activity	Variance Favorable (Unfavorable)	Percent of Budget Current Year	Percent of Budget Prior Year
Debt Service Fund					
Revenues	$ 5,332,461	$ 4,849,039	$ (483,422)	90.9%	46.1%
Expenses	5,279,505	2,361,121	2,918,384	44.7%	27.2%
Revenues Over/(Under) Expenses	$ 52,956	$ 2,487,918	$ 2,434,962		
Grants and Contracts Fund					
Revenues	$ 1,850,369	$ 560,950	$ (1,289,419)	30.3%	37.1%
Expenses	1,904,487	793,406	1,111,081	41.7%	53.9%
Revenues Over/(Under) Expenses	$ (54,118)	$ (232,456)	$ (178,338)		
Capital Projects Fund					
Revenues	$ 2,037,398	$ 2,294,201	$ 256,803	112.6%	32.4%
Expenses	7,215,300	3,090,272	4,125,028	42.8%	38.9%
Revenues Over/(Under) Expenses	$ (5,177,902)	$ (796,071)	$ 4,381,831		
Enterprise Fund					
Revenues	$ 8,612,326	$ 4,977,569	$ (3,634,757)	57.8%	55.7%
Expenses	9,627,759	5,486,914	4,140,845	57.0%	52.4%
Revenues Over/(Under) Expenses	$ (1,015,433)	$ (509,345)	$ 506,088		
Auxiliary Fund					
Revenues	$ 9,502,382	$ 7,491,300	$ (2,011,082)	78.8%	69.7%
Expenses	10,553,349	7,163,673	3,389,676	67.9%	70.3%
Revenues Over/(Under) Expenses	$ (1,050,967)	$ 327,627	$ 1,378,594		
Reserve Fund					
Revenues	$ 9,336	$ -	$ (9,336)	0.0%	0.0%
Expenses	510,000	461,535	48,465	90.5%	75.3%
Revenues Over/(Under) Expenses	$ (500,664)	$ (461,535)	$ 39,129		
Financial Aid Fund					
Revenues	$ 18,445,575	$ 9,884,665	$ (8,560,910)	53.6%	52.5%
Expenses	18,472,306	9,366,876	9,105,430	50.7%	50.7%
Revenues Over/(Under) Expenses	$ (26,731)	$ 517,789	$ 544,520		
Internal Service Fund					
Revenues	$ 390,767	$ 207,991	$ (182,776)	53.2%	47.6%
Expenses	516,989	330,089	186,900	63.8%	50.9%
Revenues Over/(Under) Expenses	$ (126,222)	$ (122,098)	$ 4,124		
Trust and Agency Fund					
Revenues	$ 1,809	$ 1,578	$ (231)	87.2%	72.3%
Expenses	3,000	750	2,250	25.0%	57.1%
Revenues Over/(Under) Expenses	$ (1,191)	$ 828	$ 2,019		

Central Oregon Community College
Board of Directors: Information Item

Subject	Student Success: Placement, Report to the COCC Board of Directors
Strategic Plan Theme(s) and Objectives	
Institutional Sustainability	**IS.7** – Support enrollment and success of underrepresented students.
Workforce Development	**WD.3** - Maintain and strengthen student opportunities in CTE programs for students to achieve program completion and employment in their area of study.
Prepared By	**Dr. Jenni Newby, Interim Chief Academic Officer**

ENSURING STUDENT SUCCESS THROUGH Program Improvement Process for Equity in Nontraditional Career Preparation (PIPE) Initiative:
Update to the COCC Board of Directors

Program Improvement Process for Equity in Nontraditional Career Preparation (PIPE) is a collaborative project developed by the National Alliance for Partnerships in Equity (NAPE) and funded by the Oregon Department of Education and the Office of Community Colleges and Workforce Development. PIPE is associated with the Perkins grant and is designed to help institutions identify equity gaps in participation and completion within targeted programs, including career technical (CTE), science, technology, engineering, and mathematics (STEM). The key demographic areas observed for equity gaps are gender, race/ethnicity, students with disabilities, and students who are considered economically disadvantaged.

The goal of the project is to increase the participation of underrepresented students (specifically females) within STEM and other nontraditional career and technical programs by exploring data gaps, identifying root causes, and developing research-based strategies for implementation. To address the identified equity gaps, Oregon has piloted a unique, team-based, professional development approach that leads regional and community college teams through a data-driven, decision-making, institutional change process that focuses on increasing the participation, completion and transition of females and other underrepresented groups in STEM-related programs of study.

COCC was one of five community college invited to participate in the second cohort of Oregon PIPE project based on past performance in the Perkins grant. Cohort 2 colleges are COCC, Umpqua, Klamath, Blue Mountain and Lane. Each college in the cohort assembled a team. COCC assembled a PIPE Team to address the objectives of this project comprised of the following COCC staff and faculty: Ken Mays (Program Director, Automotive Technology), Amy Howell (Program Director, Early Childhood Education), Paula Simone (Program Director, Structural and Wildland Fire Science), Christopher Baughman (Instructor, Manufacturing Technology), Seana Barry (Director, CAP Center), Brynn Pierce (Director, Institutional Effectiveness), and Julia Huni (College Now High School Liaison) with Michael Fisher, Instructional Dean, as the team lead. Campus and community stakeholders will also be invited to participate when appropriate.

Over the course of the year, team members will participate in three face-to-face professional development/team-work days as well as have the opportunity to attend an additional workshop on Exploring Non-Traditional Careers. Six Technical Assistance Webinars also have been scheduled throughout the year to provide support for team leads. Planning will occur through facilitated sessions during the spring 2016 followed by implementation and a showcase of team efforts in December of 2016. The Action Plan developed through this process will replace components of the annual Perkins applications. Professional development (for developing the plan) will occur using five PIPE-STEM modules developed by the National Alliance for Partnership in Equity (NAPE). To learn more about the five modules that the COCC PIPE Team will use to develop an action plan, please visit http://www.napequity.org/professional-development/curriculum-tools/program-improvement-process-equity/.

A kickoff meeting was held in Salem on February 25, 2016 and a follow up training held in Salem will be held on May 10. A final meeting to share and discuss results will be held in late spring or early summer.

CENTRAL OREGON
community college

Information Technology Services Report to the Board
May 2016

Prepared by COCC ITS Dept.
For further information, contact:
Dan Cecchini, Jr., CGEIT
Chief Information Officer
dcecchini@cocc.edu

Purpose of Report

This report was prepared to provide detailed information in order to give the COCC Board and Budget Committee members a better understanding of what the Information Technology Services (ITS) organization does at COCC.

Information Technology Services Overview

The Information Technology Services (ITS) organization at COCC is a support organization that provides an extremely broad range of services that include:
- E-mail, fax and telephone communication
- Banner ERP platform (the core mission critical application and database that is used for all tracking, reporting, and administration of the college, including payroll, student information, employee information, etc.)
- The College website, internet access, Campus-wide wireless access
- Robust reporting capabilities
- Workflow services that are used by every department, campus, and division at COCC, bar none.

In addition to these services, ITS also supports approximately:
- 665 staff members
- 16,000 students
- 130 servers
- 1800 staff and student personal computers
- 130 classroom A/V systems

ITS provides the information superhighway functionality in higher education today; it is the infrastructure that provides the services needed to cost effectively and efficiently run a modern college in 2016. Furthermore, those modern IT services are demanded by students to help them achieve their own personal success. The entire ITS organization takes the responsibility of providing and maintaining these systems and services to heart, working year round to ensure they continue to run without little or no disruption throughout the year.

Our direction is articulated below in our ITS Mission statement, Vision, and Goals.

ITS Mission
To provide quality instructional technology and information resources to the students, faculty and staff of Central Oregon Community College.

Vision
Central Oregon Community College seeks to use technology to:
•Promote computer literacy and the use of computers to access information resources
•Expand and enhance instructional efforts by obtaining and supporting technology resources used by faculty and students
•Increase faculty and staff efficiency and effectiveness by providing software systems and applications in conjunction with timely training opportunities
*•Provide flexible and responsive student support services*

COCC ITS Strategic Goals

| 1. Technology Leadership	4. Assessment and Planning
2. Customer Service	5. ITS Staff Development
3. Access and Availability	

COCC Management Information Systems (MIS) Support

The ITS MIS team provides the programming and basis for reporting support for the entire college in all areas. This same MIS Team also provides the ongoing support of dozens of separate systems that integrate with the core COCC database system. As with most other higher education institutions, the appetite and demand for new software applications has been growing by leaps and bounds over the past 8-10 years at COCC. The chart below shows the growth in these integrated systems.

College Wide Number of Software Applications Integrated with Banner
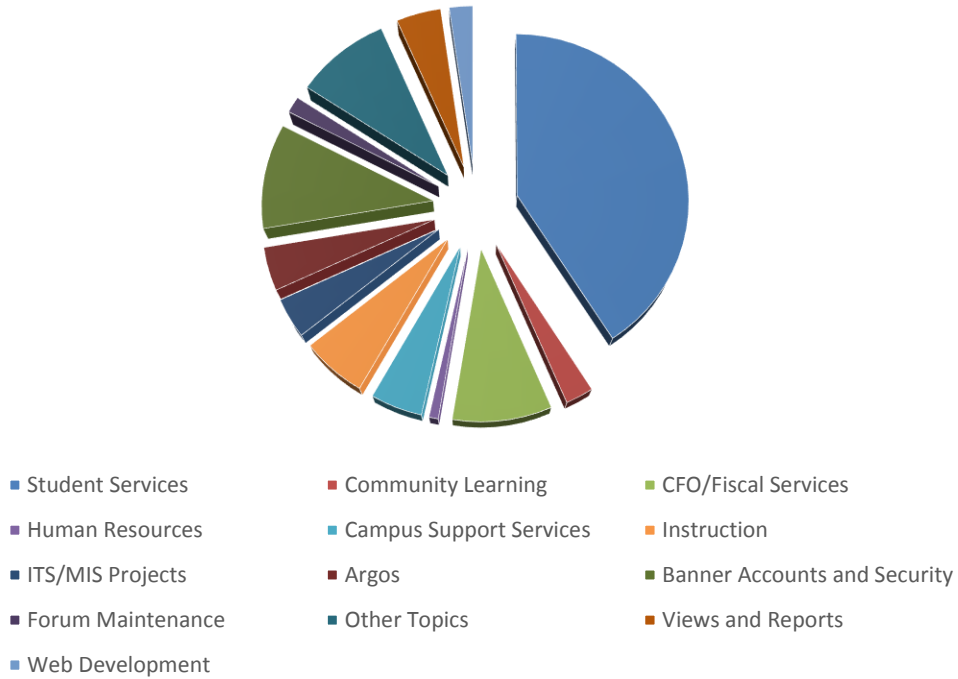2009-2016
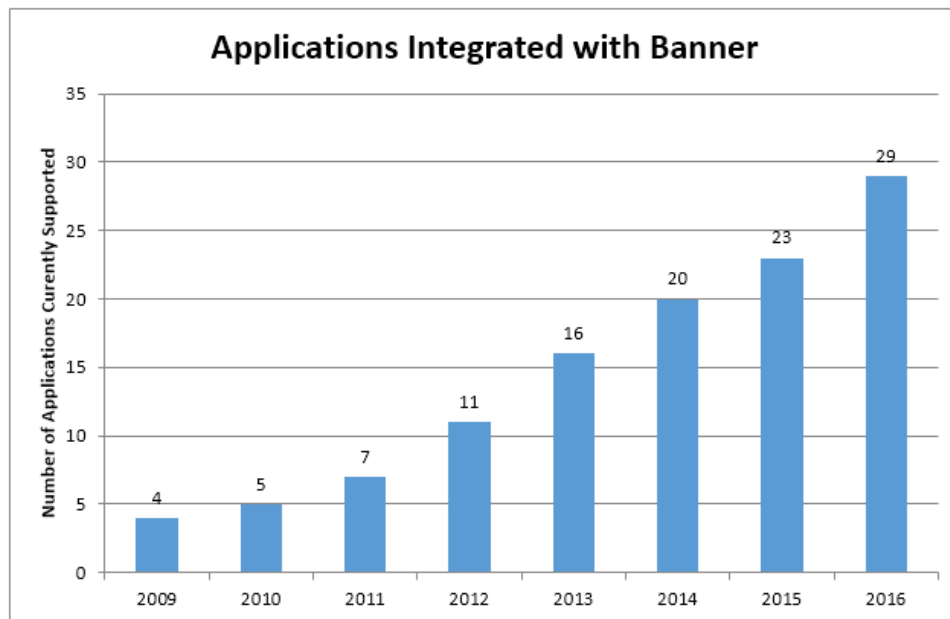
The image below depicts the concept behind the complexity of a heavily integrated IT ERP system, such as Banner at COCC. This leads to added labor resources needed to maintain and support it, as a way to keep it reliable and robust for students, faculty, and staff.
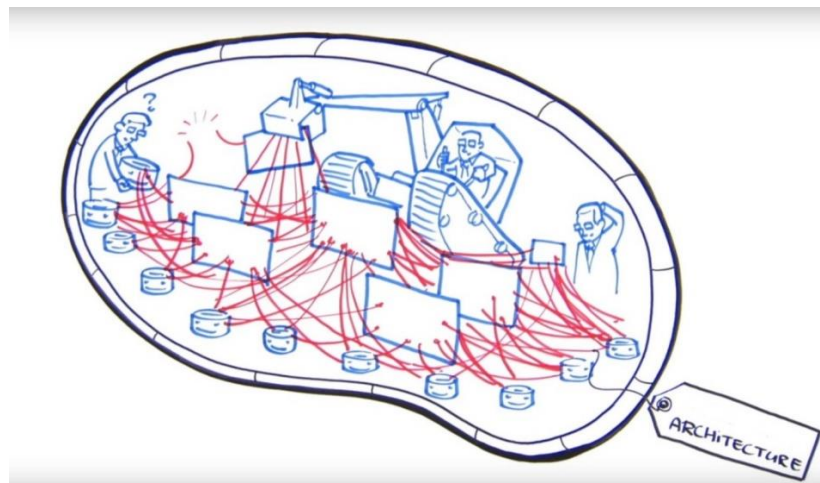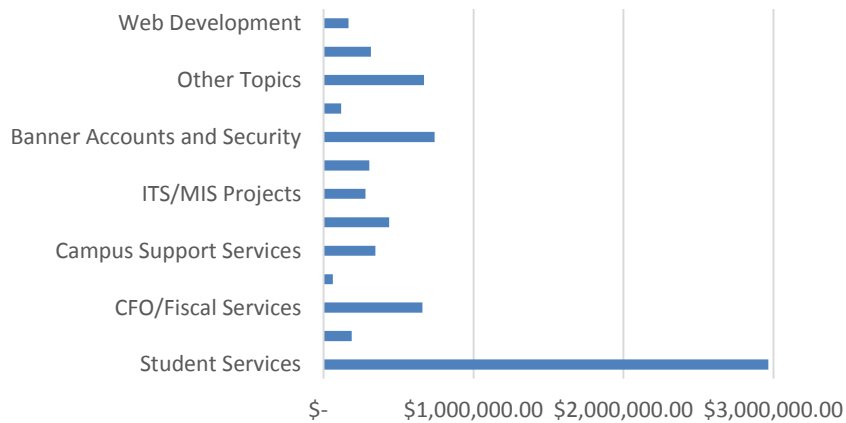
The graphs below depict the distribution of MIS resources by COCC organization. Justifiably, the largest single area utilizing MIS resources is Student Services, which falls in line with our goal of supporting student success at COCC.

MIS Tickets July 2009 to March 2016

- Student Services
- Community Learning
- CFO/Fiscal Services
- Human Resources
- Campus Support Services
- Instruction
- ITS/MIS Projects
- Argos
- Banner Accounts and Security
- Forum Maintenance
- Other Topics
- Views and Reports
- Web Development

MIS Total Cost Based on Tickets by Category from 2009-2016

Annual Software Application Systems and Support Costs

The graph below shows the allocation of licensing, support, and maintenance contracts for IT systems across COCC. Approximately 75% of these costs are associated with Instruction, which again falls in line with the importance of focusing ITS/MIS systems and resources very close to our students via instructional technologies and the direct support of instruction.

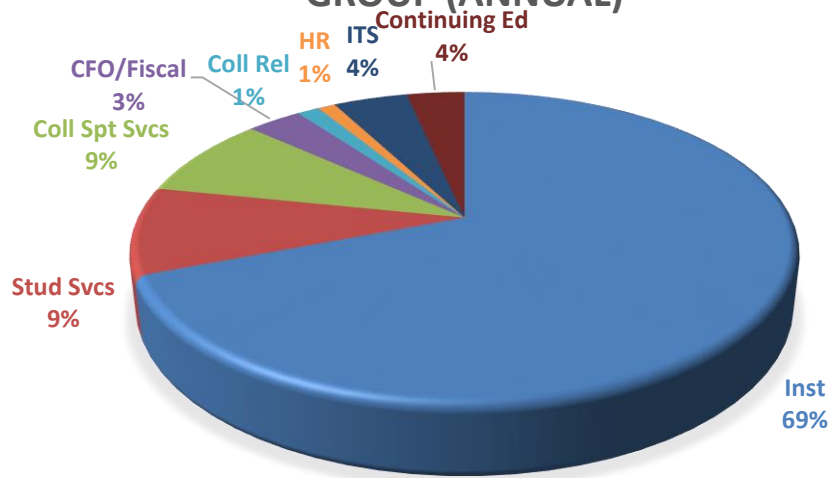Annual Software Systems & Support
Cost Allocation by Department for FY 16'
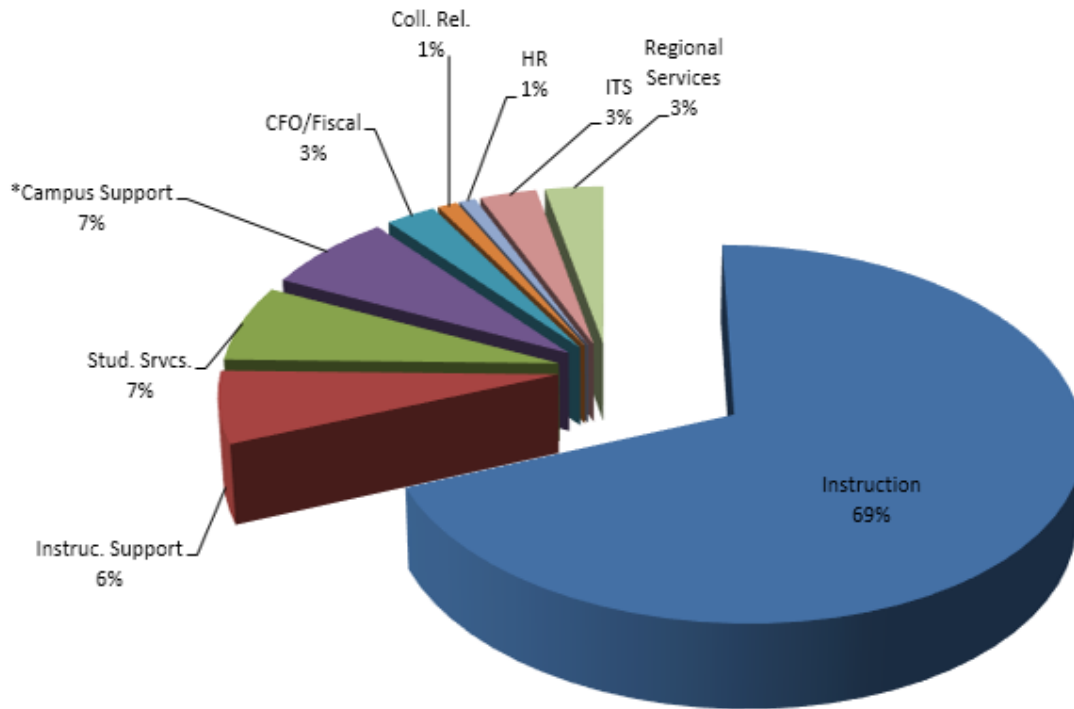
Instruction	$ 463,682.38	68.89%
Instructional Support	$ 43,435.24	6.45%
Student Services	$ 46,153.70	6.86%
*Campus Support Services	$ 47,299.90	7.03%
CFO/Fiscal	$ 18,045.07	2.68%
College Relations	$ 7,163.57	1.06%
HR	$ 5,921.70	0.88%
ITS	$ 20,468.53	3.04%
Regional Services	$ 20,946.80	3.11%
Total	**$ 673,116.89**	**100.00%**

- *"College Support Services"* includes Campus Services, Campus Public Safety, Institutional Effectiveness, COCC Foundation and any other employees that did not fall into one of the categories listed above.
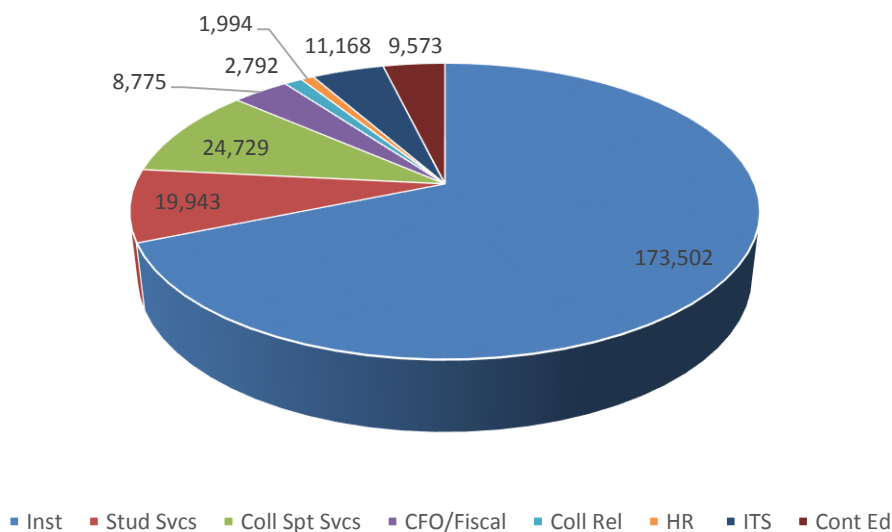
COCC Infrastructure Support

The ITS Infrastructure team provides the core physical infrastructure and support for the phones, wi-fi, networks, email, desktop support, AV support, data storage, and data center management for the college. The charts below show the allocation of the overall ITS Infrastructure costs and services across the college to the various divisions and departments, as well as comprehensive resource utilization, and volume of activity. It can be seen that the lion's share of the ITS Infrastructure costs (75%) are allocated to the Instructional division—again, a good indicator that the vast majority of ITS services are being delivered very closely to the students, enhancing the opportunity for COCC student success.
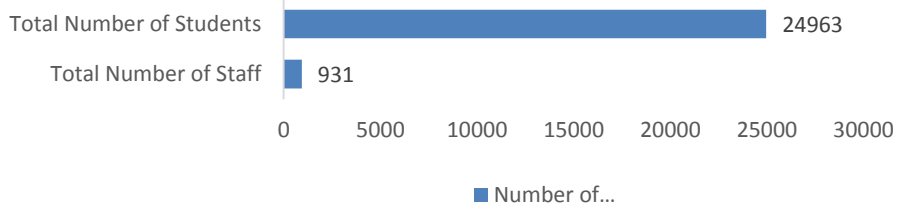
TOTAL ITS INFRASTRUCTURE COST BY GROUP (ANNUAL)

- Continuing Ed 4%
- ITS 4%
- HR 1%
- Coll Rel 1%
- CFO/Fiscal 3%
- Coll Spt Svcs 9%
- Stud Svcs 9%
- Inst 69%

Network Cost Distribution (Annual)

- 1,994
- 11,168
- 9,573
- 2,792
- 8,775
- 24,729
- 19,943
- 173,502

Legend: Inst — Stud Svcs — Coll Spt Svcs — CFO/Fiscal — Coll Rel — HR — ITS — Cont Ed

COCC Email Accounts

Total Number of Students — 24963
Total Number of Staff — 931

| 0 | 5000 | 10000 | 15000 | 20000 | 25000 | 30000 |

■ Number of…

Total Email Disk Space: 800 GB
Staff get 2GB each…

Helpdesk Ticket Cost Distribution (annual)

6,783   6,706   9,957   3,691
5,723
5,723
45,220
210,315

■ Inst   ■ Stud Svcs   ■ Coll Spt Svcs   ■ CFO/Fiscal   ■ Coll Rel   ■ HR   ■ ITS   ■ Continuing Ed
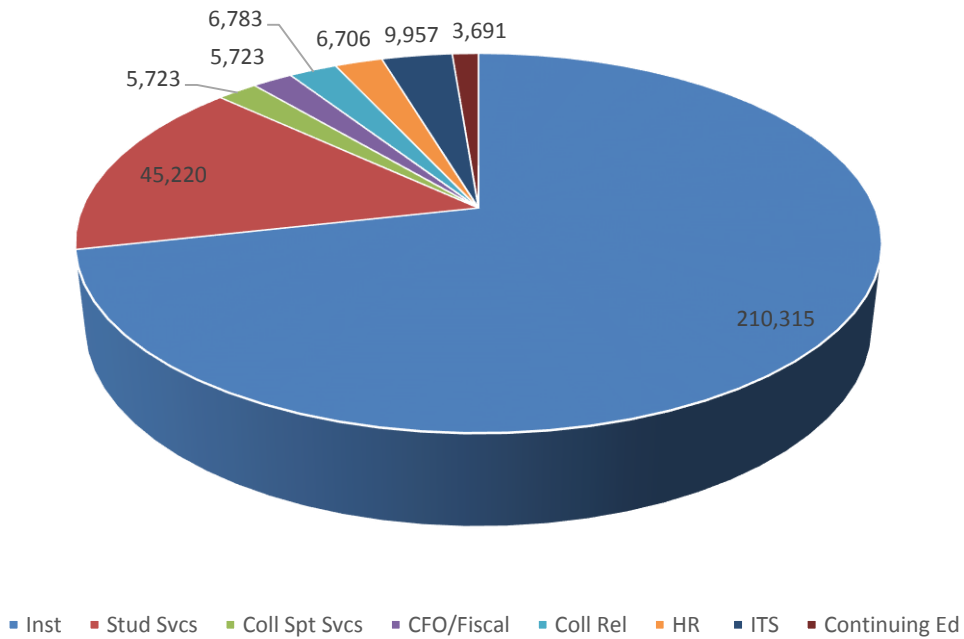
COCC Campus Bandwidth Growth 2011-2016

7/1/2011, 100
7/1/2011, 60
7/1/2011, 10

7/1/2016, 200
7/1/2016, 150
7/1/2016, 100

Bandwidth Mb/s

■ Bend Bandwidth   ■ Redmond Bandwidth   ■ Madras Bandwidth   ■ Prineville Bandwidth
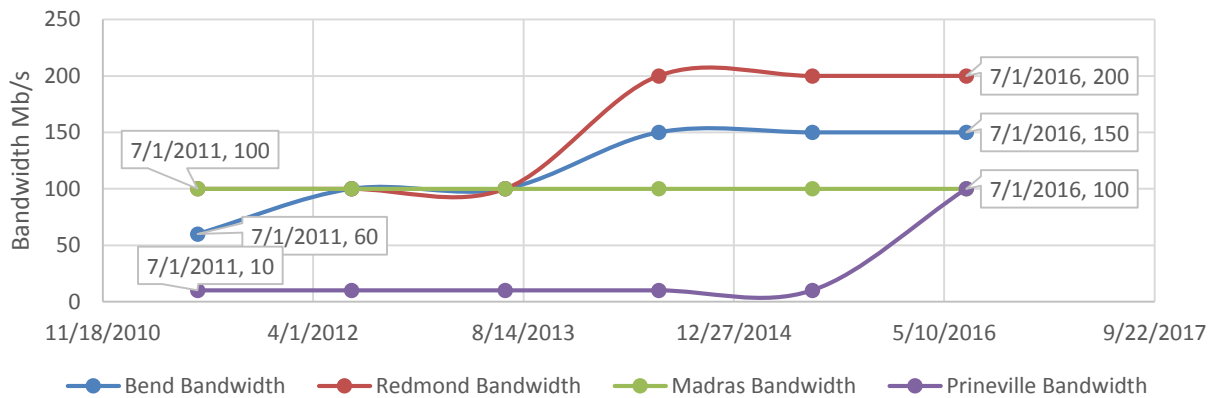
Network Storage (SAN) Growth 2005-2016

TeraBytes of Data

188
150
114
42
29
5

9/21/2005 9/21/2006 9/21/2007 9/21/2008 9/21/2009 9/21/2010 9/21/2011 9/21/2012 9/21/2013 9/21/2014 9/21/2015
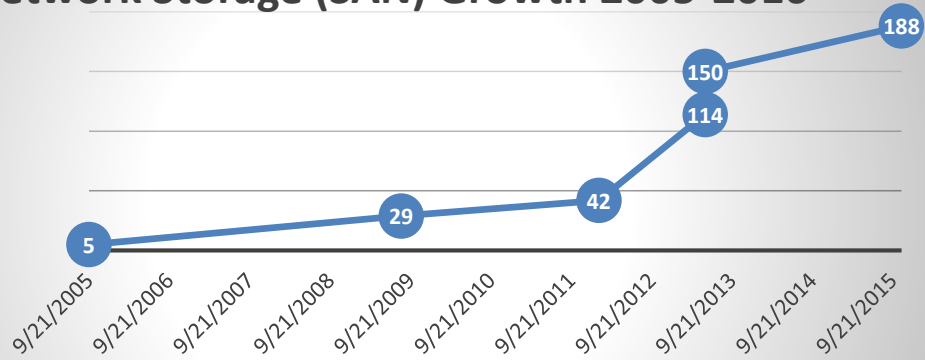
	9/21/2005	8/10/2009	1/25/2012	5/22/2013	5/22/2013	10/31/2015
Tot TB owned	5	29	42	114	150	188

PC and Printer Fleet Growth 2004-2016

Number of Items

847 943 944 955 974 968 1040 1182 1482 1550 1735 1800 1979

95 102 101 103 102 102 104 104 162 162 163 164 164
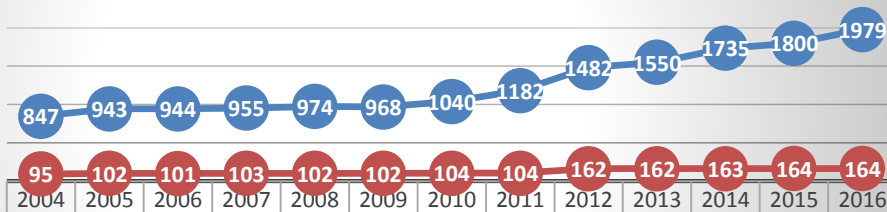
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Total PCs	847	943	944	955	974	968	1040	1182	1482	1550	1735	1800	1979
Total Printers	95	102	101	103	102	102	104	104	162	162	163	164	164

AV Systems: Projector and Crestron Growth 2004-2016

Number of Items

100 100 102 102 105 105 107 113 118 120 122 124 126

0 0 10 20 30 40 60 75 80 90 95 97 99
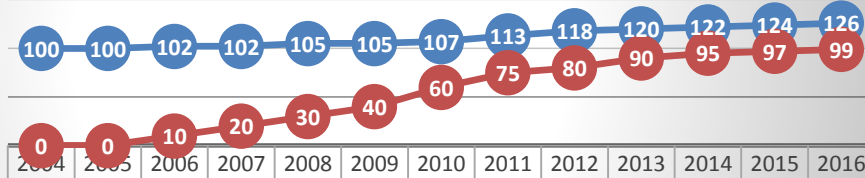
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Total Projectors	100	100	102	102	105	105	107	113	118	120	122	124	126
Total Crestrons	0	0	10	20	30	40	60	75	80	90	95	97	99

COCC Information Security

COCC Information Security (InfoSec) efforts are focused on the growing and rapidly evolving threat to network and computer infrastructure everywhere. COCC has taken a holistic approach to protect the information and data assets entrusted to the college. Our efforts include education, training, prevention, detection, remediation, and disaster recovery planning and exercises. As part of the InfoSec education and outreach efforts we have created a specific email box (Abuse@cocc.edu) where suspicious emails can be sent for review; the chart below shows number of suspicious emails sent in for evaluation and follow-up.
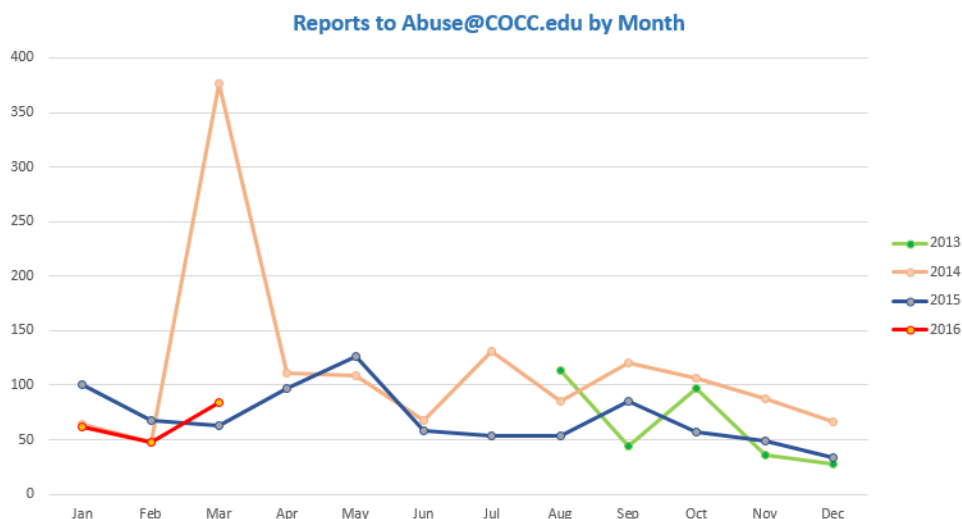
The following graphs show a recent six-week overview of email message types received by the College and the volume of Email-related spam being **_denied_** by our spam filter *(over 2 million potentially dangerous emails in six weeks)*. Without these sophisticated systems in place the email system would soon be unusable due to the sheer volume of spam and potential malware as payloads on that spam, which would result in serious degradation of all electronic IT systems at the college.
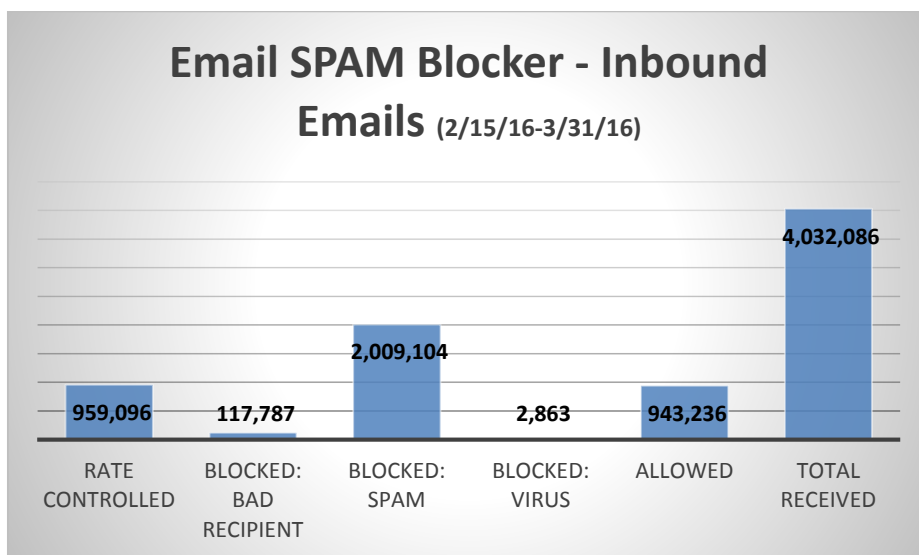
HOUSING OPERATIONS REPORT
Board of Directors' Meeting – May 2016

STRATEGIC PLAN CONNECTION

Institutional Sustainability: Objective IS.4, IS.6, IS.7
Transfer and Articulation: Objective TA.1
Workforce Development: Objective WD.1

BUDGET UPDATE

2015-16 Budget
The May budget projection shows annual operating income of $589 thousand, a slight increase of $6,881 from the April projection. This reflects the increase of $17,424 in operating revenue less the increase in operating expenses of $10,543. This increase in operating income will reduce the projected net deficit to $783 thousand after debt service and reserve transfers, with an ending fund balance of $617 thousand. An updated 2015-16 housing budget projection, based on actual spring term occupancy of 61%, is included in Appendix A.

Construction Budget
Matt McCoy will provide an update regarding the residence hall construction budget during the Board meeting.

2016-17 APPLICATION TRACKING

Summer
Historically, COCC first started allowing students to live on campus during summer term approximately three years ago; relatively few students took advantage of this opportunity. Regardless, doing so for new student housing has been a consideration since the planning phase and as such, applications for students to live in housing during summer term went live on May 2. Summer term occupancy updates will be provided in the June report.

Fall
As of May 2, 195 students have submitted an application and 100 paid the application fee. The next step in the application process is to complete a "budget worksheet" (see Appendix B) and a background check. Updates on the number of students who complete these steps will be provided in future reports.

As discussed in previous Housing Operations' Reports, new students applying for on-campus housing have a vastly different process than last year. As such, a point-in-time comparison of this year's numbers compared to last year is not possible.

MARKETING UPDATES

Counselor Feedback
During mid-March, COCC Admissions & Records staff provided a campus tour—including the residence hall—for a high school counselor from Homer, Alaska. She has since stayed in contact with Admissions

staff and sent a letter in which she expresses her support for community colleges, COCC's campus, and the new residence hall. See Appendix C for a copy of the letter.

General Update
While details of current marketing and promotional work have been shared in previous Board reports, a few highlight of note include:

- Completion of a heavy ad campaign via Pandora targeted towards local residents. A similar campaign will run again in early summer.
- Facebook promotional work continues.
- With the increased marketing, there has been a consistent increase in traffic to COCC's new student "welcome" page (https://www.cocc.edu/future-students/).
- COCC has again purchased space in the Oregonian's "Education Guide" and will again be the only community college featured in the guide.

While the messaging behind the above work highlights living on campus, it also emphasizes excellent educational opportunities, small class sizes, and affordability. As such, these campaigns also target general student enrollment.

Appendix A: 2015-16 Residence Hall – Budgeted vs. Projected

				RH REF: b.5
				4/28/2016
Residence Hall				
Budget vs. Projected				
	Fiscal Year 2015-16			
	Annual	**Annual**	**Variance**	**Variance**
	Budget	**Projected**	**$**	**%**
Operating Revenue				
Room Revenue	2,162,000	1,448,525	(713,475)	-33%
User Charges	110,000	61,500	(48,500)	-44%
Other Income	2,067	2,000	(67)	-3%
Total Operating Revenue	2,274,067	1,512,025	(762,042)	-34%
Operating Expenses				
Salaries	212,671	206,700	(5,971)	-3%
Payroll Assessments	170,047	150,165	(19,882)	-12%
Materials Services	877,050	555,350	(321,700)	-37%
Capital	15,000	10,139	(4,861)	-32%
Total Operating Expenses	1,274,768	922,354	(352,414)	-28%
Operating Income (Loss)	999,299	589,671	(409,628)	-41%
Transfer out - Debt Service	1,263,188	1,263,188	-	0%
Transfer out - Building Reserve	80,000	80,000	-	0%
Transfer out-Technology Reserve	-	30,000	30,000	NA
Total Transfers	1,343,188	1,373,188	30,000	2%
Net Surplus (Deficit)	(343,889)	(783,517)	(439,628)	128%
Beginning Balance	1,000,000	1,400,970	400,970	40%
Ending Balance	656,111	617,453	(38,658)	-6%

Appendix B: Budget Worksheet

Note that the information below is provided via a protected Excel spreadsheet that auto-calculates many of the elements Student complete only the sections in green. This information is then used to auto-calculate remaining worksheet elements (e.g., students enter their residency and anticipated number of credits; the worksheet auto-calculates the estimated tuition and fees).

Central Oregon Community College

2016-2017 BUDGET WORKSHEET
Housing and Residence Life

Student Name:	Enter your name		Questions about this worksheet or Housing? **541.383.7545**
Student ID:	Enter your Student ID		Questions about your Financial Aid? **541.383.7260**
Contact Number:	Enter your telephone number		

1. ESTIMATED CHARGES/EXPENSES

Enter information to create an estimate of your expenses.

		Fall 2016	Winter 2017	Spring 2017
Select your Residency:	**Your Credit Hours:**	12	12	12
Select Residency	Look up credit costs by residency			
Select your Housing preference	**Your Major or Program:**	Enter your Major or Program		
Select Room/Meal Plan				
Are you new to housing?	**Additional program fees:**	0.00	0.00	0.00
I am new to housing ▼	Look up additional academic program fees			

2. ESTIMATED ANTICIPATED FINANCIAL AID (COCC or OSU-C)

Enter information from your Financial Aid Award. Do NOT include Federal work-study. If you are not using Financial Aid, skip to step 3. Note: Only list loans and amounts that you are planning to accept.

Name of Grant, Loan or Scholarship:		Fall 2016	Winter 2017	Spring 2017	Total 2016-17
	Award amounts:				0

3. ESTIMATED DUE

Review your Estimated Due amount. These are the charges you can expect to pay out-of-pocket. Note: These charges are estimated until you are assigned a specific Residence Hall room and your class schedule is set.

	Fall 2016	Winter 2017	Spring 2017	Total 2016-17
Total Estimated Expenses (from above)	0	0	0	0
plus Estimated Books and Supplies	0	0	0	0
minus Anticipated Financial Aid	0	0	0	0
Estimated Due (out of pocket)	**0**	**0**	**0**	**0**

4. PAYMENT SCHEDULE

Review your expected payment schedule and amounts. Note: These amounts are estimated and may change based on your class schedule, housing assignment and/or financial aid decisions.

	Due Date	Payment
Down Payment	Due with Agreement	$ -
Security Deposit	Due with Agreement	$ 200

		Estimated Payment
FALL Housing Pre-Payment:	Due September, 9, 2016	$ -
FALL Tuition, Fees, Housing Payment:	Due October 7, 2016	$ -
WINTER Housing Pre-Payment:	Due December 23, 2016	$ -
WINTER Tuition, Fees, Housing Payment:	Due January 20, 2017	$ -
SPRING Housing Pre-Payment:	Due March 17, 2017	$ -
SPRING Tuition, Fees, Housing Payment:	Due April 14, 2016	$ -

PAYMENT PLAN OPTION
A payment plan option is available. For details, please contact Enrollment Services or visit our website.

5. SAVE, PRINT AND SUBMIT

Save and print this document for your records. Submit the completed form to the Housing Office at Housing@cocc.edu.

Housing and Residence Life Office // cocc.edu/Housing // 541.383.7545 // housing@cocc.edu

Homer High School
Mariners

Kenai Peninsula Borough School District

Douglas Waclawski, Principal
Lin Hampson, Counselor
Joycly Graham, Counseling Asst.

Dear Dr. Moore;

As a high school counselor, I received notification of your new student housing and after some consideration and planning it led to my visiting your beautiful campus on March 17 and getting a tour from Drew Jones and Lindsay Buccafurni.

Students in Alaska face a limited number of locally available college choices. When looking at out-of-state schools, on-campus student housing is at the top of the list of desirable features. You new facility is beautiful and should be a big draw Alaskan students hoping to study away from home.

Lindsay and Drew did a great job of both showing me around and describing your programs and courses. I know that any student coming from this high school would be impressed with the campus and the enthusiasm of these two wonderful young women— their energy and knowledge were certainly contagious!

Since returning home, I have been promoting COCC and handing out materials Lindsay mailed to me. A couple of weeks ago, I did a short presentation about the community colleges I had visited in March for a quarterly meeting of district counselors and have gotten interest and requests from their high school as well (including a call from the Asst. Superintendent's office thanking me for making the info. available). I can see that overcoming old attitudes about the concept of community colleges not being serious options will take some time to change. With the excellence of your school and the strikingly reasonable price tag, I think that can happen.

The single most effective tool for recruiting students both in our town of Homer and the surrounding area, would be for your staff to attend the annual college fair which is held in October in the neighboring town of Soldotna. Twelve high schools attend so it is an opportunity to meet with students and counselors from all over the Kenai Peninsula. I know that budgets are tight, but I believe that the market for schools like yours is both considerable and untapped.

Yours truly,

Lin Hampson, Counselor

600 East Fairview Avenue, Homer, AK 99603 Telephone: 907-235-4600 FAX: 907-235-8933

600 East Fairview Avenue, Homer, AK 99603 Telephone: 907-235-4600 FAX: 907-235-8933

Central Oregon Community College
Board of Directors: Resolution

Subject	Credit Academic Program Changes (new, deleted, suspended) for 2016-17
Strategic Plan Theme(s) and Objectives	
Workforce Development	**WD.2** Deliver CTE curricula that aligns with current industry standards.
Prepared By	Dr. Jenni Newby, Interim Chief Academic Officer

A. Background

Excerpt from Oregon Administrative Rules (OAR 589-006-0150): *Community college boards are responsible for approving their college's certificate of completion, associate degree and associate degree option requirements.*

All of the proposed new, deleted and suspended degree and certificate proposals attached meet COCC, state, and regional accreditation (Northwest Commission on Colleges and Universities) standards. All deleted and suspended programs have been reviewed and approved by COCC's Curriculum Committee with teach-out and communication plans. Upon approval by the COCC Board these program changes will be submitted to the Oregon Higher Education Coordinating Commission and then to the Northwest Commission on Colleges and Universities.

B. Options/Analysis

Approve the proposed new, deleted, and suspended academic programs.
Decline approval of the proposed new, deleted, and suspended academic programs.

C. Timing

The new programs would be available under the 2016-17 Catalog that begins Fall term, 2016.
The deleted and suspended programs would be immediately unavailable for students to declare.

D. Budget Impact

All *new programs* are reorganizations of existing courses using current faculty and facilities (with the exception of three new Hospitality Management courses) and require no additional resources. *Deleted programs* due to reorganizations in Business and Culinary will result in an efficiency with fewer sections required, which aligns with our decrease in enrollment. The *suspended* Non-destructive Testing programs result in two budget impacts. The unfilled faculty position was included as a budget reduction in the 2016-17 budget, and funds allocated to ancillary department expenses have been reallocated within the instructional budget.

E. Proposed Resolution

Be it resolved that the Central Oregon Community College Board of Directors approves the following academic changes:

<u>New programs effective Fall 2016 (see attached 16-17 Catalog draft copy)</u>
1. Developmentally Appropriate Learning Environments (DALE) Short-term Certificate of Completion
2. Hospitality Management AAS
3. Hospitality Management Certificate of Completion
4. Nursing Assistant Certificate of Completion

<u>Deleted programs (see attached Curriculum Committee forms)</u>
1. Business Administration with Specialization in Hotel, Tourism, and Recreation Management AAS
2. (Cascade Culinary Institute) Nutrition and Dietary Management Certificate of Completion
3. (Cascade Culinary Institute) Restaurant Management and Systems Certificate of Completion
4. (Cascade Culinary Institute) Sustainable Food Systems Certificate of Completion
5. (Center for Entrepreneurial Excellence & Development) Entrepreneurial Management AAS
6. (Center for Entrepreneurial Excellence & Development) Strategic Product Management Certificate of Completion
7. (Center for Entrepreneurial Excellence & Development) New Venture Creation Certificate of Completion

<u>Suspended programs (see attached Curriculum Committee forms)</u>
1. Non Destructive Testing and Inspection AAS
2. Non Destructive Testing and Inspection Eddy Current Certificate of Completion
3. Non Destructive Testing and Inspection Dye Penetrant Certificate of Completion
4. Non Destructive Testing and Inspection Radiography Certificate of Completion
5. Non Destructive Testing and Inspection Ultrasonic Certificate of Completion

Developmentally Appropriate Learning Environments (DALE) Short-term Certificate of Completion (new program, draft Catalog copy)

DEVELOPMENTALLY APPROPRIATE LEARNING ENVIRONMENTS
Short Term Certificate of Completion - 21 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Short Term Certificate of Completion in Developmentally Appropriate Learning Environments (DALE)

CERTIFICATE DESCRIPTION

The DALE certificate supports students seeking careers in early learning settings. Credits will apply toward the Head Start Reauthorization Act for highly qualified lead and assistant teachers and family advocates. Students considering the Early Childhood Development program at Southern Oregon University or the HDFS program through OSU may apply to program requirements. The DALE certificate is a step along the pathway to the AAS in Early Childhood Education, and it invites students to apply theories and applications toward early learning environments.

CERTIFICATE REQUIREMENTS

ED 140	Introduction to Early Childhood Education	4
ED 150	Environments and Curriculum in ECE	4
ED 151	Observation and Guidance in ECE	4
ED 152	Families, Schools and Communities	3

Choose two from the following list:

ED 112	Children's Literature & Curriculum	3
or ED 172	Language & Literacy in ECE	3
or ED 173	Movement, Music & Arts in ECE	3
or ED 174	Math, Science & Tech in ECE	3
or ED 176	Social, Emotional & Mental Health in ECE	3

Hospitality Management AAS (new program, draft Catalog copy)

HOSPITALITY MANAGEMENT
Associate of Applied Science (AAS) Degree
93-97 credits

DEGREE AS AWARDED ON TRANSCRIPT
Associate of Applied Science, Hospitality Management

PROGRAM DESCRIPTION
The AAS coursework prepares students for immediate employment in hospitality occupations. Hospitality Management (HM) AAS will provide students with the skills the hospitality industry requires — specifically, skills in management, hospitality technology, food and beverage operations, and basic business fundamentals of marketing, customer service and financial analysis.

COST OF PROGRAM
In addition to standard COCC tuition rates; students should anticipate the following estimated program costs:
- $23 OLCC Liquor Control Card
- $185 per credit for classes taught at Cascade Culinary Institute
- Additional costs for supplies, toolkit, uniforms and textbooks

PROGRAM PREPARATION AND PREREQUISITES
Recommend
- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)

MINIMUM GPA OR GRADE REQUIREMENTS
All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

REGISTRATION INFORMATION
The following is provided to assist students in planning their schedule. Students should take as many Level 1 courses as possible before attempting Level 2 courses, Level 2 courses before Level 3 courses, etc. This will enable students to approach each class with the background necessary to succeed and enjoy the course content.

TRANSFER INFORMATION
This degree is designed for students planning to enter their chosen career upon graduation. Only selected credits are considered transferrable to public or private baccalaureate institutions. See advisor for additional information.

PROGRAM COURSE REQUIREMENTS

Level 1 Foundation Courses
Foundation courses ensure that students have basic skills and basic business concepts to address further skill development. Foundation courses include math, computer and writing skills. Students should take:
MTH 060
or have a placement score above MTH 060

CIS 120	Computer Concepts	0-4
or Computer Competency Test		
WR 121	English Composition	4
or BA 214	Business Communications	
BA 217	Accounting Fundamentals	4
CIS 131	Software Applications	4
CUL 90	Culinary Math	4
CUL 101	Introduction to Culinary Arts	4
CUL 102	Food Safety and Sanitation	2
HM 101	Introduction to Hospitality	4
HM 130	Hospitality Supervision	4

Level 2 Core Courses
Core courses that will allow students to begin to understand concepts in their specialization courses taken in Level 3.

BA 178	Customer Service	3
BA 223	Marketing Principles I	4
BA 250	Entrepreneurship	4
CIS 125E	Excel	4
HM 106	Lodging Management	3
HM 150	Procurement	4
HM 160	Wine and Beverage Management	4
HM 190	Dining Room Operations	5
HM 210	Menu Composition and Analysis	4
HM 240	Hospitality Law	4
HM 280	Hospitality Management Internship	6
HM 290	Career Success and E-Folio Presentation	2

Level 3 Specialization Courses
Select 16 credits from the following:

BA 101	Introduction to Business	4
BA 224	Human Resource Management	4
BA 249	Retailing	4
BA 261	Consumer Behavior	4
CIS 178	Internet in Depth	4
HHP 268	Sustainable Food and Nutrition	4
HM 275	Mixology and Beverage Operations	4

Hospitality Management Certificate of Completion (new program, draft Catalog copy)

HOSPITALITY MANAGEMENT

Certificate of Completion

50-54 credits

CERTIFICATE AS AWARDED ON TRANSCRIPT

Certificate of Completion, Hospitality Management

PROGRAM DESCRIPTION

COCC's Hospitality Management certificate is designed to give students a foundation for careers in hospitality management. All coursework may be applied to an AAS Hospitality Management degree.

COST OF PROGRAM

In addition to standard COCC tuition rates; students should anticipate the following estimated program costs:

- $23 OLCC Liquor Control Card
- $185 per credit for classes taught at Cascade Culinary Institute
- Additional costs for supplies, toolkit, uniforms and textbooks

PROGRAM PREPARATION AND PREREQUISITES

Recommend

- High school diploma or GED
- Minimum placement scores resulting in WR 121 placement or completion of WR 065/095 ("C" or better)
- Minimum placement scores resulting in MTH 065 placement or completion of MTH 060 ("C" or better)

MINIMUM GPA OR GRADE REQUIREMENTS

All required courses must be completed at a "C" grade or better and graduates must have an overall 2.0 GPA or higher.

REGISTRATION INFORMATION

The required courses for the certificate are listed below under Program Course Requirements. Students should consult their advisor if they have transfer credits, are not able to attend full time or are not at college level in reading, writing and math.

PROGRAM STANDARDS

Academic dishonesty will not be tolerated and can result in the offending student being dropped from the program. Students wishing reinstatement must seek endorsement from the department chair after completing a progressive review.

TRANSFER INFORMATION

This certificate is designed for students planning to enter their chosen career upon graduation. Often only selected credits are considered transferrable to public or private baccalaureate institutions.

PROGRAM COURSE REQUIREMENTS1

The following is a suggested course of study for students interested in pursuing a Retail Management certificate and will depend on course availability. A recommended sequence of the courses required for this certificate is listed below.

First term

CIS 120	Computer Concepts	0-4
or Computer Competency Test		
WR 121	English Composition	4
or BA 214	Business Communications	
BA 217	Accounting Fundamentals	4
CIS 131	Software Applications	4
CUL 90	Culinary Math	4
CUL 101	Introduction to Culinary Arts	4
CUL 102	Food Safety and Sanitation	2
HM 101	Introduction to Hospitality	4
HM 130	Hospitality Supervision	4

Second term

HM 106	Lodging Management	3
HM 150	Procurement	4
HM 160	Wine and Beverage Management	4
HM 190	Dining Room Operations	5
HM 210	Menu Composition and Analysis	4

Nursing Assistant Certificate of Completion (new program, draft Catalog copy)

NURSING ASSISTANT
Certificate of Completion 36-41 credits

DEGREE AS AWARDED ON TRANSCRIPT
Certificate Of Completion, Nursing Assistant

The Nursing Assistant program is a three-term program that trains individuals to perform authorized duties of the Nursing Assistant in acute care, sub-acute care and skilled nursing facilities, and in other health care settings. Upon successful completion of all required support courses, nursing assistant level 1 with successful certification by the Oregon State Board of Nursing and CNA level 2, students are awarded a certificate of completion from COCC. The COCC Nursing Assistant level 1 and CNA level 2 courses are approved by the Oregon State Board of Nursing ([971] 673 - 0685 or www.oregon.gove/OSBN).

TRANSFER INFORMATION
This certificate is designed for students planning to enter the workforce upon graduation; most courses are not intended to transfer. However, some courses may be transferrable to public or private baccalaureate institutions for students who choose to pursue higher degrees.

COST OF PROGRAM
In addition to tuition and student fees there are material, service and supply costs associated with the program. The cost list is based on prices at the time the catalog is published and is only an approximation.

Stethoscope	$30
Uniform	$30
Books	$500 per term
Course and lab packets	$100 per term
Immunizations & titers	$600
Immunizations tracking	$10
Criminal background check	$55
Urine drug screen	$45
Nursing Assistant Competency Examination	$106
Electronic Fingerprinting	$63.50
AHA Healthcare Provider CPR Card	$60

PROGRAM REQUIREMENTS
Documents required for entry into the Nursing Assistant Program must be submitted AFTER students register for the program. A letter of instruction will be e-mailed to all registered and waitlisted students four weeks prior to fall term with assigned due dates. Failure to initiate requirements by the assigned date will result in administrative withdrawal from the program. The Oregon Health Authority and/or Oregon State Board of Nursing require the following documents, prior to entry into the Nursing Assistant program:

- Initiation of a criminal history check with Verified Credentials, as a condition of acceptance into the program.
  - Students with criminal convictions, noted on the Oregon State Board of Nursing; Nurse Practice Act; Division 63 - 851-063-0110: Criminal Conviction History/Falsification of Application: Denial of Certification / Grounds for Discipline or the DHS permanent, 10-year or 5-year review list, which prevents them from attending clinical, will be disqualified from the Nursing Assistant program. The list of disqualifying crimes for the Oregon State Board of Nursing and the Department of Human Services is in the pre-registration information packet that every student receives before registration. The DHS disqualifying crimes list is also available at: www.arcweb.sos.state.or.us/pages/rules/oars_400/oar_407/407_007.html
- 10-panel drug screen completed as a condition of acceptance into the program.
  - Students must complete a 10-panel urine drug screen, with Verified Credentials, prior to entry into the Nursing Assistant Program. With the exception of certain prescribed medications, students with a positive drug screen which prevents them from attending clinical, will be disqualified from entering the program. Please refer to the Nursing Assistant Program Handbook for more detailed information.

- Documentation of current immunizations (CDC adult schedule) by the assigned due date.
- Successful acquisition of a current American Heart Association [JLCOR compliant] Health Care Provider CPR card by the assigned due date.

REGISTRATION INFORMATION
The Nursing Assistant Program begins once per year in fall term and does not have a selective admissions process. Students may register according to seat availability on a first-come, first-served basis as determined by the priority registration schedule. Students may view the priority registration schedule at www.cocc.edu/registration-home.

The courses in the Nursing Assistant program should be carefully planned. Students must successfully complete NUR 103 before they can enroll in NUR 104. For patient and personnel safety reasons, students are discouraged from working more than 20 hours or working a night shift during the term(s) they are taking NUR 103 and NUR 104. Please contact the Nursing Assistant Program Director and/or the CAP Center for question regarding the program.

PROGRAM COURSE REQUIREMENTS
All courses must be completed with a grade of "C" or better. All classes marked with * are general education requirements.

Fall Term

HD 101	Study Strategies	3
or HD 100	CS College Success	
HHP 248	Health Psychology	3-4
or HHP 210	Introduction to the Health Care System	
MTH 20*	Pre-Algebra	4
or MTH 58	Math Literacy	
(or higher)		
WR 65*	Rhetoric and Critical Thinking I	4
or WR 121	English Composition	
(or higher)		

Winter Term

NUR 103	Nursing Assistant	7
PSY 215	Developmental Psychology	4
or PSY 215N	Developmental Psychology	
SP 218*	Interpersonal Communication	3

Spring Term

CIS 120	Computer Concepts	0-4
or Computer Competency Test		
HD 109	Successful Job Search Strategies	2
NUR 104	CNA Level 2	6

CENTRAL OREGON community college

2015-16 SUSPEND/DELETE A PROGRAM Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	1/25/2016
Program Director or contact person	Theresa Freihoefer, Dept Chair
Is this a suspension or deletion?	Deletion (can't be reactivated)
COCC Banner major code	HTRM specialization -- 5164
List the complete name of program to be suspended, as written in the most recent catalog:	AAS Business Administration, Hospitality, Tourism, Recreation Management specialization
Location of suspended program:	Bend
Effective date of program suspension (term and year):	Fall, 2016
Number of students currently declared in this program, by catalog year	2013-14 – 16 2014-15 – 5 2015-16 – 11

1. Rationale: Why are you recommending that COCC discontinue this program? **We are replacing this specialization with an AAS Hospitality Management degree and certificate which better addresses industry needs.**

2. Insert or attach your teach-out plan. This will be used in communication as well as submitted to CCWD and NWCCU for approval to suspend/delete the program. **All courses are pre-existing. For the 3 HTRM classes in the specialization, the following substitutions can be made:**

   For HTRM 105 Food Service Management substitute CUL 101 Introduction to Culinary Arts
   For HTRM 106 Lodging Management substitute HM 106 Lodging Management
   For HTRM 233 Event Planning substitute HM 190 Dining Operations

3. Insert or attach your communication plan. Catalog, College Website, emailing students who have declared this degree the teach out plan. **Within two week of curriculum approval (2ⁿᵈ reading and minutes posted to appropriate campus folders 1) affected major students will be emailed, department program web information will be updated, 2016-17 college catalog has already be proposed within appropriate folder.**

CENTRAL OREGON
community college

2015-16 SUSPEND/DELETE A PROGRAM Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	11/18/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Cascade Culinary Institute Nutrition and Dietary Management certificate
Location of suspended program:	Bend
Effective date of program suspension (term and year):	Winter, 2016

Rationale: Why are you recommending that COCC discontinue this program?

> This certificate is misleading to the student as upon achieving the certificate they are not "certified dietary managers (CDM)". They will be prepared to take the exam and they do not need this certificate to pass the exam. Our existing Culinary Arts degree would also prepare the student to sit for the exam.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

Because of the low numbers of students currently declared in this program, students will be advised as to which courses to take to complete their certificates and any substitutions, if needed to complete the program, will be requested individually by students and their advisors.

RMGT 90	→	CUL 90	
NUTR 100s	→	HHP 266	
CUL 110	→	no change	
CUL 102	→	no change	
WR 121	→	no change	
RMGT 130	→	HM 130	
CUL 140	→	no change	
RMGT 150	→	HM 150	
NUTR 230	→	CUL 230	
CUL 170	→	no change	
NUTR 280	→	CUL 280	with nutrition focus
RMGT 290	→	HM 290	

CENTRAL OREGON
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2015-16 **SUSPEND/DELETE A PROGRAM** Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	12/14/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Restaurant Management and Systems Certificate
Location of suspended program:	Bend
Effective date of program suspension (term and year):	Fall, 2016

Rationale: Why are you recommending that COCC discontinue this program?

We are replacing this certificate with our new Hospitality Management certificate.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

Because of the low numbers of students currently declared in this program, students will be advised as to which courses to take to complete their certificates and any substitutions, if needed to complete the program, will be requested individually by students and their advisors.

RMGT 90	→	CUL 90
SUST 100s	→	HM 101 or HHP 268
CUL 110	→	no change
CUL 102	→	no change
WR 121	→	no change
RMGT 130	→	HM 130
RMGT 150	→	HM 150
RMGT 200	→	HM 200
RMGT 160	→	HM 160
RMGT 190	→	HM 190
RMGT 210	→	HM 210
RMGT 280	→	HM 280
RMGT 290	→	HM 290

All additional course required for the RMGT Certificate are specializations and are all current BA courses.

(Cascade Culinary Institute) Sustainable Food Systems Certificate of Completion

2015-16 SUSPEND/DELETE A PROGRAM Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	11/18/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Cascade Culinary Institute Sustainable Food Systems
Location of suspended program:	Bend
Effective date of program suspension (term and year):	Winter, 2016

Rationale: Why are you recommending that COCC discontinue this program?

> This certificate does not lead to careers for students and our core culinary curriculum already has sustainable practices throughout. This certificate is not an industry-recognized value to our students.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

Because of the low numbers of students currently declared in this program, students will be advised as to which courses to take to complete their certificates and any substitutions, if needed to complete the program, will be requested individually by students and their advisors.

RMGT 90	→	CUL 90	
CUL 102	→	no change	
SUST 100s	→	HHP 268	
CUL 110	→	no change	
WR 121	→	no change	
RMGT 130	→	HM 130	
CUL 140	→	no change	
SUST 150s	→	CUL 101	
SUST 180s	→	CUL 225	
SUST 190s	→	CUL 235s	
RMGT 200	→	CUL 200	
CUL 240	→	no change	
SUST 255s	→	BAK 255s	
SUST 280	→	CUL 280	with sustainability focus

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2015-16 **SUSPEND/DELETE A PROGRAM** Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
*Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for
state and accreditation guidelines.*

Date of submission	11/18/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Center for Entrepreneurial Excellence & Development Entrepreneurial Management AAS degree
Location of suspended program:	Redmond
Effective date of program suspension (term and year):	Winter, 2016

Rationale: Why are you recommending that COCC discontinue this program?

We have five different pathways for students interested in pursuing a degree or certificate in Entrepreneurship. This has led to confusion as to which path to take for a student and the confusion is campus wide with advisors, CAP center, and Admissions. Additionally, this degree involves several transfer courses that have imbedded prerequisites that are not included in the degree. This causes issues for students seeking financial aid. Lastly, the degree is very advanced for our students without leading to a Bachelor's.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

All the courses are taught with the exception of CEED 213 Marketing Research. We could substitute any BA prefix course (that is not already required for the degree).

(Center for Entrepreneurial Excellence & Development) Strategic Product Management Certificate of Completion

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ *for state and accreditation guidelines.*

Date of submission	11/18/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Center for Entrepreneurial Excellence & Development Strategic Product Management certificate
Location of suspended program:	Redmond
Effective date of program suspension (term and year):	Winter, 2016

Rationale: Why are you recommending that COCC discontinue this program?

We have five different pathways for students interested in pursuing a degree or certificate in Entrepreneurship. This has led to confusion as to which path to take for a student and the confusion is campus wide with advisors, CAP center, and Admissions. It is also similar to our Entrepreneurship certificate.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

All the courses are taught with the exception of CEED 213 Marketing Research. We could substitute any BA prefix course (that is not already required for the degree).

(Center for Entrepreneurial Excellence & Development) New Venture Creation Certificate of Completion

2015-16 **SUSPEND/DELETE A PROGRAM** Approval

DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	11/18/2015
Is this a suspension or deletion?	Deletion (can't be reactivated)
List the complete name of program to be suspended, as written in the most recent catalog:	Center for Entrepreneurial Excellence & Development New Venture Creation certificate
Location of suspended program:	Redmond
Effective date of program suspension (term and year):	Winter, 2016

Rationale: Why are you recommending that COCC discontinue this program?

We have five different pathways for students interested in pursuing a degree or certificate in Entrepreneurship. This has led to confusion as to which path to take for a student and the confusion is campus wide with advisors, CAP center, and Admissions. It is also similar to our Entrepreneurship certificate.

Use the space below and/or attach the Teach-out plan (From NWCCU policy: A teach-out plan is a written plan that provides for the equitable treatment of students if an institution of higher education ceases to operate or ceases instruction at one or more locations that provide 100% of at least one degree program or in one or more degree programs before all students have completed their program of study.)

All the courses are taught with the exception of CEED 213 Marketing Research. We could substitute any BA prefix course (that is not already required for the degree).

AAS in Non Destructive Testing and Inspection
Non Destructive Testing and Inspection Eddy Current Certificate of Completion
Non Destructive Testing and Inspection Dye Penetrant Certificate of Completion
Non Destructive Testing and Inspection Radiography Certificate of Completion
Non Destructive Testing and Inspection Ultrasonic Certificate of Completion

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DEADLINES for the 16-17 Catalog: January 22, 2016
Please review the web site http://www.cocc.edu/curriculum/program-development/suspending-a-program/ for state and accreditation guidelines.

Date of submission	03/15/16 (edited 4/8 MF, 4/13 VV)
Program Director or contact person	Bruce Emerson
Is this a suspension or deletion?	Suspension
COCC Banner major code	5470 Non Destructive Testing and Inspection AAS 5471 Eddy Current Testing CC 5472 Magnetic/Dye Penetrant Testing CC 5473 Radiographic Testing CC 5474 Ultrasonic Testing CC
List the complete name of program to be suspended, as written in the most recent catalog:	Non Destructive Testing and Inspection AAS Non Destructive Testing and Inspection Eddy Current Certificate Non Destructive Testing and Inspection Dye Penetrant Certificate Non Destructive Testing and Inspection Radiography Certificate Non Destructive Testing and Inspection Ultrasonic Certificate
Location of suspended program:	COCC Redmond Campus
Effective date of program suspension (term and year):	ASAP (Spring 2016)
Number of students currently declared in this program, by catalog year	As of 4/13 2016, 7 students are declared seeking NDT certificates or degrees.

1. Rationale: Why are you recommending that COCC discontinue this program?
In two national searches for a qualified faculty member we have been unable to find or hire a suitable candidate. As a result we have only offered three sections of NDT courses with a combined enrollment of 12 students.

2. Insert or attach your teach-out plan. This will be used in communication as well as submitted to CCWD and NWCCU for approval to suspend/delete the program.
There are a small number of students who have completed some prerequisite courses, and a smaller number who have completed any of the three sections of NDT offered. COCC advisors will work individually with each student to meet their goals either with our related Manufacturing programs or another program, and if relevant, the College will mitigate any negative financial impact of their transition.

3. Insert or attach your communication plan.
Declared students: The following message will be emailed to all students currently declared in the program: Beginning in Spring term of 2016 this program is no longer accepting new students. Students who are currently declared in these programs should contact program director Bruce Emerson to develop an academic plan.
Advisor Committee: COCC did not create an advisor committee for these programs.
COCC Admissions and Records, CAP Center advisor, and Financial Aid: Will receive direct communication from the program director.
NDT web site: A message similar to the one above will be added to the NDT program web site.

This message will be sent out as soon as we have permission to do so. We would hope this would be before registration opens for Fall term 2016.