



# FORM 1: Presentation Checklist

## Academic Affairs

### Syllabus Template – Title IX Statement

*Please review the following list of items and thoroughly outline any new items or significant changes to policy or procedure. Not every item listed is required for a presentation to the respective policy committee. This list serves as a review of potential questions addressed by a policy committee.*

*Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading.*

*Please note: If an item listed is not relevant to your specific presentation to the respective policy committee, please mark it as **N/A**. Use the last page for your remarks.*

**Proposal Name:** Syllabus Template – Title IX Statement

**Nature of Proposal (information / policy / procedure / feedback):** Policy

**Presenting Individual/Body:** Betsy Julian, VPI

**Responsible Body (Office / Committee / Individual) for review and update:** Academic Affairs

**Date(s) of review and actions by Responsible Body:** Academic Affairs- First Reading 4-3-17

**Effective Date:** Implement in Fall 2017

**Prior Version:** (see additional handout)

#### OVERVIEW OF PROGRAM OR POLICY

- Give rationale for new program or changes in current program or policy, including data to support rationale (attach any necessary documents).*

#### Background

The current Syllabus template includes the following statements:

##### Americans with Disabilities Statement:

Students with documented disabilities who may need accommodations, who have any emergency medical information the instructor should know of, or who need special arrangements in the event of evacuation, should make an appointment with the instructor as early as possible, no later than the first week of the term. Students may also wish to contact the COCC Disability Services Office in the Boyle Education Center, (541) 383-7583.

COCC Non-Discrimination Policy:

It is the policy of the Central Oregon Community College Board of Directors that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran status or any other protected classes under Federal and State statutes in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Equal Employment Officer, c/o COCC's Human Resources office, 541.383.7216.

**Proposal**

Add the following Title IX Statement to the syllabus template and have it required on all syllabi.

Title IX Statement:

Title IX protects people from discrimination based on sex in education programs and activities. This includes conduct such as: gender discrimination (includes males, females, transgender, gender identity, etc.), sexual harassment, sexual assault, stalking, intimate partner/relationship violence, bullying and cyberbullying, retaliation, the failure to provide equal opportunity in athletics and discrimination based on pregnancy. Persons having questions about Title IX should contact Diane Ross, Title IX Officer, 541-383-7218, x7218, [dross3@cocc.edu](mailto:dross3@cocc.edu) .

**BUDGET**

- Review key budget items.
- *Revenue projections based on student enrollment projections or other sources of income, including tuition and fees. N/A*
  - *Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities*
  - *Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.*

**INSTRUCTIONAL REQUIREMENTS**

- Review requirements.
- *Current availability of faculty, administration and/or staff. N/A*
  - *Minimum qualifications for faculty, administration and/or staff.*

- Potential impacts to all affected academic and other departments.

### OPERATIONAL NEEDS, CURRENT AND FUTURE

- |   |  |     |
|---|--|-----|
| <input type="checkbox"/> Review possible operational needs. | <ul style="list-style-type: none"> <li>• Existing resources including faculty, administration, staff, equipment.</li> <li>• Involvement of department with oversight of program or process</li> <li>• Required administrative support.</li> <li>• Facility needs, including location, amount of space, construction or remodeling requirements.</li> <li>• Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.</li> </ul> | N/A |
|---|--|-----|

### STUDENT IMPACT

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Identify student impact | <ul style="list-style-type: none"> <li>• Identify and quantify potential student impact.</li> <li>• Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.</li> <li>• Communication planning.</li> </ul> | The additional statement provides important information for students. |
|--|---|---|

### IMPLEMENTATION

- |   |  |                        |
|---|--|------------------------|
| <input type="checkbox"/> Anticipated Timeline | <ul style="list-style-type: none"> <li>• Designate affected department(s) and include</li> </ul> | Implement in Fall 2017 |
|---|--|------------------------|

names and positions of faculty,  
administration and staff  
involved in implementation.

- Identify current process adjustments.
- Change General Procedures Manual as needed.
- Communication planning

## **ADDITIONAL INFORMATION**