



FORM 1: Presentation Checklist

Amendment to COCC Program: Accounting Clerk Certificate of Completion

11/16/17

Proposal Name:

(Modified) New Program: Accounting Clerk Certificate of Completion

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

(Modified) New program approval to request:

1. state approval of a one-year certificate of completion in Accounting Clerk, and
2. deletion of the career pathway certificate of completion in Accounting Clerk.

Presenting Individual/Body:

Michael Hansen, Chair, Business/Aviation Department

Theresa Freihoefer, Program Director, Business Administration

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

Shared: Business/Aviation Department, Curriculum Office, Curriculum Committee, Academic Affairs Committee

Date(s) of review and actions by Responsible Body:

NA

Effective Date:

Winter 2018 (Pending state approval)

Prior Version:

Approved 11/06/08 Curriculum Committee

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).

This amendment will remedy an issue related to our existing Accounting Clerk Certificate of Completion.

- In 2008, COCC proposed and approved a new program entitled Accounting Clerk.
- This program was proposed to and approved at the state level as a "career pathway certificate of completion."
- COCC has an award system that isn't the same as the state-approved awards; we don't have the award "career pathway" but it resembles our "short-term certificate of completion" (both awards are not financial-aid eligible).
- However, in 2008 COCC set up the program and has awarded it as a "certificate of completion."
- This has resulted in a discrepancy between what the state approved us to award (career pathway certificate) and what we have been awarding (one year certificate of completion).

- Recently, representatives from the state approval office clarified that if COCC wants to offer this program as a certificate of completion, we would need to end the old (career pathways) program and request approval for a new (certificate of completion).
- This proposal is a modified “new program” to request state approval for an aid-eligible certificate of completion and to delete the career pathway program with the same name.

BUDGET

- Review key budget items.
- *Revenue projections based on student enrollment projections or other sources of income, including tuition and fees.*
 - *Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities*
 - *Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.*
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- There are no budget implications since this is an existing program.

INSTRUCTIONAL REQUIREMENTS

- Review requirements.
- Current availability of faculty, administration and/or staff.
 - Minimum qualifications for faculty, administration and/or staff.
 - Potential impacts to all affected academic and other departments.
- There are no changes to COCC’s standards here since this is an existing program.

OPERATIONAL NEEDS, CURRENT AND FUTURE

- Review possible operational needs.
- Existing resources including faculty, administration, staff, equipment.
 - Involvement of department with oversight of program or process
 - Required administrative support.
 - Facility needs, including location, amount of space, construction or remodeling requirements.
- Not applicable; this is an existing program.

- Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.

Not applicable; this is an existing program.

STUDENT IMPACT

- Identify student impact
- Identify and quantify potential student impact.
 - Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.
 - Communication planning.

This proposal would result in no impact to students. No currently declared students will see a change; in Fall 2017, 39 students are declared in the current 5137 Accounting Clerk program and will remain in this program. The program is currently not accepting new students until this issue is resolved.

IMPLEMENTATION

- Anticipated Timeline
- Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.

Once approved by Academic Affairs, the Curriculum Committee will be notified of the approval and materials will be submitted for state approval. Once state approval is obtained, Admissions and Records will update the program in Banner and set it to allow students to declare it.

