



## **FORM 1: Presentation Checklist**

Please review the following list of items that must be considered by new programs or significant changes to current programs or policy. Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs 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 with Academic Affairs.

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

### **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).

### **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.

### **INSTRUCTIONAL REQUIREMENTS**

- Review requirements.
  - Current availability of faculty, administration and/or staff.
  - Potential impacts to all affected academic and other departments.
  - Minimum qualifications for faculty, administration and/or staff.

## 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
  - Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.
- Required administrative support.
- Facility needs, including location, amount of space, construction or remodeling requirements.

## 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.

## ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated Timeline
  - Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.
  - Identify current process adjustments.
  - Change General Procedures Manual as needed.
  - Communication planning.

# Academic Affairs Presentation Checklist

Name: \_\_\_ Courtney Whetstine \_\_\_\_\_

Date: \_\_\_ 11/30/17 \_\_\_

Department: \_\_\_\_\_ Admissions & Records \_\_\_\_\_

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

## OVERVIEW OF PROGRAM OR POLICY

In 2010(ish) the Oregon legislature passed a bill requiring community colleges to waive tuition for any course audited by an Oregon resident 65 years of age or older. This is on a space-available basis, at the start of the term, with instructor approval, with term registration of no more than 8 credits. These students cannot use the waiver if they plan to take the class for credit.

Under our current system all students, with the exception of HHP, Foreign Language, CIS courses less than 100 level, studio art, and music performance classes, are required to provide math and writing placement by such means as placement exams (ACCUPLACER), evidence of math and writing on an academic transcript, etc. This includes student who are using a 65+ waiver.

Currently, students who use this benefit are required to provide math and writing placement. We would like to propose that any community member using the 65+ waiver be exempt from placement test for all classes for which the waiver is used.

Supporting this proposal is the fact that a low number of 65+ students are registered (36 in fall term) these students are degree-seeking. The override would be term-specific and temporary, so if a 65+ student does wish to take courses for credit, then placement would have to be met.

## BUDGET

If approved, this proposal will save COCC the cost of placement test administration (up to \$8.80 per test), as well as save staff administrative time to administer the placement test and evaluate transcripts for writing and math courses. There will be no additional financial impact to COCC. Given that these students are not paying any tuition or fees, these costs are currently being absorbed by the college.

## INSTRUCTIONAL REQUIREMENTS

There will be no impact on instruction. Instructors will still be required to provide overrides for these students to add a class. Currently, the most (if not all) overrides are done via blue form that override placement prerequisites anyway.

## OPERATIONAL NEEDS, CURRENT AND FUTURE

A&R staff would need to place the temporary override for these students each term. Similar to what we are already doing for the placement-exempt courses listed above.

## STUDENT IMPACT

There would be minimal impact to most students. Our research shows that in the 2015-2016 year 231 tuition waivers were coded with students using the 65+ tuition waiver. Of those, 208 classes fell under the current policy of not requiring placement testing (MUS, ART, Languages, HHP & MUP). That means that 23 classes would have required some form of placement testing or transcript activity. When we look at the individuals taking the classes the number is even smaller because a single person could, and did, take multiple classes. Although it is a very small percentage of our student population it would be very impactful as some, automotive for example, have asked about this waiver as they anticipate a possible increase in activity in their classes.

MUS	139
ART	11
AUT	6
CEED	2
CH	4
CIS	1
EC	1
ENG	1
Languages	16
GS	1
HHP	12
MTH	3
MUP	25
PHL	1
PSY	1
WR	2
<b>Total Classes</b>	<b>226</b>

MUS, ART, Languages, HHP, & MUP	203
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**ANTICIPATED IMPLEMENTATION TIMELINE**

We would like to implement this immediately upon approval.