College Affairs Committee
Friday, April 12, 2024
10:00 – 11:30am

Virtual Zoom Meeting
Click the following link to attend via Zoom:
https://cocc.zoom.us/j/99550135827
Dial up: 669-444-9171 | Meeting ID: 995 5013 5827

1. **Old Business**
   a. Review minutes from March 8, 2024 meeting – Josh Evans
   b. Proposal to Increase HHPA Course Fees for Mt. Bachelor Access, 2nd Reading – Shannon Waller and Tony Russell
   c. Proposal for Inclusive Course Fees for Fall 2024 Term – 2nd Reading, Frank Payne
   d. Discussion Item: Generative Artificial Intelligence in Higher Education – Tim Peterson and Mal Sotelo

2. **New Business**
   a. Discussion Item: Proposed Updates to the Review and Support Committee's GPM Description – Mindy Williams
   b. G-21-8.4.1 Proceeds Received from the Sale of Surplus Property, 1st Reading – Sharla Andresen
   c. Proposal to Increase Fees for Automotive Technology Courses, 1st Reading – Jared Green
   d. Reschedule June 14 College Affairs Meeting? – Kyle Matthews

3. **Confidential Business** (Committee Members Only)
   a. Discussion Item: Bart Queary Lifetime Achievement Award Nominations – Josh Evans

Next Meeting: Friday, May 10, 2024, 10:00 – 11:30 a.m. via Zoom

Date: March 8, 2024
Time: 10:00 – 11:30am
Location: Zoom meeting

Attending	Absent	Guests
Joshua Evans, Interim Chair	Kara Rutherford, Chair	Annemarie Hamlin
Tracey Crockett		Frank Payne
Allison Dickerson		Shannon Waller
Tim Peterson		
Nicholas Recktenwald		
Mal Sotelo		
Sara Henson		
Erin Foote Morgan		
Laurie Chesley, COCC President		
Kyle Matthews, Recorder		

Meeting called to order at 10:01 am.

1. Old Business
a.   Minutes from February 9, 2024 – Josh Evans
Motion to approve meeting minutes from the February 9, 2024 meeting.
Motion made by Nick Recktenwald, seconded by Allison Dickerson.
☑   Motion passed unanimously by all members present.

b.   Discussion Item: Generative Artificial Intelligence (GenAI) in Higher Education – Annemarie Hamlin
- Evans reminded the College Affairs Committee (CAC) of the discussion that began in their previous meeting and mentioned another discussion he and Hamlin had the day before this meeting. In reviewing the minutes from February 9, the CAC had discussed hosting an open forum on GenAI for COCC at-large in order to maximize participation from COCC personnel and the greater Central Oregon community. There had also been discussion of speaking with COCC Library Systems and Discovery Librarian Michelle DeSilva, who is leading the COCC faculty group that is investigating GenAI. What are the next steps for the CAC? Do we move forward with organizing a forum? Who should we invite? What are the logistics?
- Henson recalled the conversation on February 9 went in different directions, suggesting more education on GenAI was needed before forming a strategy. Should both things happen simultaneously?
  - o   Hamlin felt they could happen simultaneously as one would inform the other.
- Hamlin shared a link to an article in the Zoom meeting chat from the WICHE Cooperative for Educational Technologies. This article discussed a framework for how institutions can begin using AI.
  - o   https://wcet.wiche.edu/frontiers/2023/12/07/developing-institutional-level-ai-policies-and-practices-a-framework/
  - o   Sotelo asked if there were other institutions with AI framework that COCC could look at to base its own framework on.

- o Hamlin said the most robust local example she knew of was Oregon State University as they have good resources available. She offered to resend a link to their resources to the CAC members via email. Other community colleges were developing their own frameworks as well, but she had not seen anything published yet.
- Evans asked who should take charge of coordinating an open forum and continuing education on GenAI. Should it be the CAC, the Vice President of Academic Affairs' office, or another party had not yet been considered?
  - o Chesley assumed that one reason Hamlin brought this topic to the CAC was because the Senior Leadership Team had discussed elevating the CAC to handle matters beyond college fees (which are still important). The CAC could form a taskforce that reports to them or collaborate with Academic Affairs as a joint effort. Or the CAC could decide to go a different route.
  - o Hamlin concurred and said Chesley's comments reflected a prior conversation between Chesley and Hamlin. She added that the CAC was considered for its broad representation and the fact that GenAI will affect the entire college.
  - o Sotelo suggested that it would be important for the whole CAC to learn more about GenAI before forming a taskforce. Hamlin concurred.
  - o Recktenwald suggested forming a taskforce would be good first step to strategize how to approach such a broad topic.
- Evans asked whether a taskforce should be members of the CAC or should they recruit other COCC personnel?
  - o Recktenwald felt it would make sense to have a CAC liaison as part of the taskforce and other COCC personnel being involved.
- Evans asked whether a charge needed to be drafted for the taskforce.
  - o Peterson said that COCC taskforces in the past drafted their own charges. They had been designed as non-formal groups to review or investigate a specific topic outside of regular committee work. He concurred with Reckenwald's point that a CAC member should be part of the taskforce while other COCC personnel could also be involved.
- Evans nominated Peterson as a member of this taskforce.
  - o Peterson accepted Evans' nomination.
  - o Sotelo offered to participate in the taskforce as well. Hamlin concurred and said it would be important to include a student voice in the group.
- Evans asked whether a motion was needed to form a taskforce.
  - o Henson suggested it would be more about developing an institutional framework, strategy or philosophy on GenAI. Rather than developing institutional practices, what are the principles behind such policies or actions?
  - o Sotelo reiterated that it would be important to also conduct further research (not necessarily in depth) about GenAI to be sure everyone is on the same page before coordinating a public forum. They suggested creating a pamphlet.
- Motion for the College Affairs Committee to form a taskforce to investigate generative artificial intelligence policies and practices at COCC.
  Motion made by Mal Sotelo, seconded by Tracey Crockett.

☑ Motion passed unanimously by all members present.

- Peterson and Sotelo agreed to meet in the coming weeks to discuss recruitment for the task-force. Hamlin agreed to make herself available to assist with taskforce matters when possible. Evans suggested they would spend the remainder of the 2023-24 academic year forming the committee and begin meeting during the 2024-25 academic year.

2. New Business

a. Proposal to Increase HHPA Course Fees for Mt. Bachelor Access, 1st Reading – Shannon Waller and Tony Russell

- Henson asked if equipment rental fees, chairlift tickets and other course expenses only applied to class time, or could they also apply to required activity time spent outside of class.
    - Waller understood them as only being applicable during class time, but students could keep using their rented equipment until the end of the day.
- Peterson asked whether these classes were full-term classes.
    - Waller said they are only eight weeks long.
    - Sotelo asked if that meant that students would attend class once per week for eight weeks, which Waller confirmed.
- Evans pointed out that several of the courses listed in the proposal were not HHPA courses and noted that many of them were identical to the courses in Payne's proposal.
    - Matthews suggested it was a PDF error that he would need to correct.
- Motion to approve first reading for the proposal to increase fees for HHPA 170, 171, 172, 178 and 179 courses upon correction of the PDF errors.
    Motion made by Tim Peterson, seconded by Nick Recktenwald.
    ☑ Motion passed unanimously by all members present.

b. Proposal for Inclusive Course Fees – 1st Reading, Frank Payne

- Payne explained for any CAC members who were unfamiliar with inclusive course fees that their purpose is to aid students who might not be able to afford expensive physical course materials like textbooks and digital alternatives are unavailable. Payne would research publishers, compare prices, inform the instructors and get their approval to bring them to the CAC.
    - Payne clarified that two of the three books for HST 201, 202 and 203 recently became available in a digital format. When he reached out to the faculty, it was decided that it would be best to make all three books for those courses available for inclusive access. He also clarified that two books for ES 211 were currently unavailable in digital format due to publisher restrictions.
    - Payne also pointed out that CIS 120, 125A and 131 had a $129.99 course fee for a four-month subscription to Cengage Unlimited. If a student took one of these courses and paid for the subscription, they would not need to pay for any additional Cengage products for any other CIS courses during the term.
- Motion to approve first reading of inclusive course fees for BA 177 and 178; CIS 120, 125A and 131; ES 211; HST 201, 202, 203 and 206; HS 260; and PSY 215, 228 and 233.
    Motion made by Tim Peterson, seconded by Tracey Crockett.

☑   Motion passed unanimously by all members present.

3. Confidential Business
a.   Discussion Item: Bart Queary Lifetime Achievement Award Nominations – Josh Evans
   - The CAC members were sent the nomination letters prior to this meeting. There were lengthy discussions on how the award should be given.
     - Committees that have decided other faculty and staff awards in the past had asked HR to review the nominees' personnel files, but only to confirm that the nominees were eligible based on the longevity requirements of the awards.
   - The CAC ultimately decided to table this decision and further examine the nomination letters before meeting again in April.
     - Chesley also suggested the CAC should consider revising section G-25-0 of the GPM in order to have more clear criteria and procedure for deciding how this award should be given in the future.

Motion to adjourn the meeting.
   Motion made by Mal Sotelo, seconded by Nick Recktenwald.
   ☑   Motion passed unanimously by all members present.

NEXT MEETING: Friday, April 12, 2024 at 10:00 a.m. via Zoom
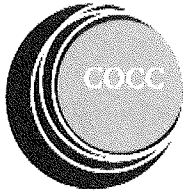
Presentation/Proposal Form

HHPA - Mt Bachelor Fees
(Snowboarding I, II, and III/ Alpine Skiing I and II)

Name: Shannon Waller

Date: 2/20/24

Department: HHP

Contact Information: swaller@cocc.edu

- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

We are once again bringing back winter courses at Mt Bachelor which have been on a bit of a hiatus. After a lot of discussion we felt the best way moving forward is to attach Mt Bachelor fees as a course fee to allow students to use financial aid to cover the expense. For the 2024/25 season, Mt Bachelor will be charging $440 for rentals, lifts, and other required expenses for the term.

2. TYPE OF PRESENTATION/PROPOSAL

- ☐ Information Item (requires approval of CA Chair)
- ☑ Action Item
    - ☐ Information and committee feedback
    - ☐ Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
    - ☐ Procedure—*new* (Attach proposed procedure separately.)
        - ☐ Identify suggested location in *General Procedures Manual*: _____

☐ Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)

☐ Policy—*new* (Attach proposed policy separately.)

    ☐ Identify suggested location in *General Policy Manual*:_____

☑ Other: **course fee** _____

3. BUDGET IMPACT

HHPA 170 Snowboarding I
HHPA 171 Snowboarding II
HHPA 172 Snowboarding Freestyle
HHPA 178 Ski Alpine I
HHPA 179 Ski Alpine II

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

There will be no instructional impact of this change.

5. OPERATIONAL IMPACT

Fees to be increased:

HHPA 170 Snowboarding I
HHPA 171 Snowboarding II
HHPA 172 Snowboarding Freestyle
HHPA 178 Ski Alpine I
HHPA 179 Ski Alpine II

6. STUDENT IMPACT

The increased fee would allow the students wanting to take HHP activity courses: snowboarding or apline skiing and be able to use financial aid to cover Mt Bachelor fees.

7. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2024

8. MOTION TO BE RECOMMENDED

Recommend an increase of course fees of $440 for the following courses:

HHPA 170 Snowboarding I
HHPA 171 Snowboarding II
HHPA 172 Snowboarding Freestyle
HHPA 178 Ski Alpine I
HHPA 179 Ski Alpine II

Also recommend that if in the future, any third party (Mt Bachelor) increase their fees, that the HHP department be able to automatically adjust the fees accordingly without having to come to College Affairs Committee for approval.

College Affairs Committee

Presentation/Proposal Form

Inclusive Access Course Fees

Name: Frank Payne   **Date:** 03/01/2024

Department: Bookstore

Contact Information: fpayne@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see <u>Instructions</u> form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

Similarly to what has already been approved in previous terms, this proposal is to offer instructor approved course materials through Inclusive Access beginning Fall 2024 term for the courses listed below. Rather than purchasing textbooks directly, students would pay a course fee and their course materials would be delivered through Canvas on the first day of class.

Using Inclusive Access reduces textbook costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have their course materials available on the first day of their classes. Inclusive Access also saves the college money, since using Inclusive Access removes the need for physical course material adoptions, so the college does not need to pay for shipping for orders or returns.

The College pays the publisher for the digital materials delivered via the course fees collected, which is based on enrollment in each class.

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☑ Action Item:

☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
  ☐ Identify suggested location in manual:

☑ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

☐ Other:

3. BUDGET IMPACT

BA 177 - $135.00 Course Fee
BA 178 - $45.00 Course Fee
CIS 120, 125A & 131 - $129.99 Course Fee
ES 211 - $22.98 Course Fee (For two books)
HST 201 - $22.00+ existing course fee of $50.00 (Now two Books Total)
HST 202 - $44.00+ existing course fee of $50.00 (Now three Books Total)
HST 203 - $22.00+ existing course fee of $50.00 (Now two Books Total)
HST 206 - $30.00 Course Fee (For two Books)

HS 260   - $85.00 Course Fee
PSY 215 - $80.00 Course Fee
PSY 228 - $60.00 Course Fee
PSY 233 - $37.00 Course Fee

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS
List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

N/A

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

BA 177 - $135.00 Course Fee

BA 178 - $45.00 Course Fee

CIS 120, 125A & 131 - $129.99 Course Fee

ES 211 - $22.98 Course Fee (For two books)

HST 201 - $72.00: adding $22.00 to existing course fee of $50.00 (Now two Books Total)

HST 202 - $94.00: adding $44.00 to existing course fee of $50.00 (Now three Books Total)

HST 203 - $72.00: adding $22.00 to existing course fee of $50.00 (Now two Books Total)

HST 206 - $30.00 Course Fee (For two Books)

HS 260 - $85.00 Course Fee

PSY 215 - $80.00 Course Fee

PSY 228 - $60.00 Course Fee

PSY 233 - $37.00 Course Fee

8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2024

9. MOTION TO BE RECOMMENDED

Approval of recommended course fees.

Allow for up to 20% increase to individual course fees each year without approval.

Presentation/Proposal Form

Updates to RSC Committee GPM Description

Name: Mindy Williams **Date**: 3/20/24

Department: Review and Support Committee

Contact Information: mwilliams10@cocc.edu

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

This is an information item presentation on updated language for the Review and Support Committee GPM description. This proposed update has been shared with the Faculty Forum Executive Committee (FFEC) and Chairmoot, and been formally presented to and approved by the Faculty Senate. As a faculty-specific committee, it only needs to be approved by Senate and shared with College Affairs as in informational item before moving on for formal adoption in the GPM.
The updated language is included in the email sent to the chair and committee support specialist.

2. TYPE OF PRESENTATION/PROPOSAL

[■] Information Item and/or Committee Feedback (requires approval of CA Chair)

[ ] Action Item:

  [ ] Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

  [ ] Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

  [ ] Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    [ ] Identify suggested location in manual:

  [ ] Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

  [ ] Other:

3. BUDGET IMPACT

n/a

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS
List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

n/a

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

n/a

6. OPERATIONAL IMPACT

n/a

7. STUDENT IMPACT

n/a

8. ANTICIPATED IMPLEMENTATION TIMELINE

asap

9. MOTION TO BE RECOMMENDED

n/a

G-6-9.7 REVIEW AND SUPPORT COMMITTEE: COURSE REVIEW (RSC)

The Review and Support Committee is subject to the terms articulated in the Faculty Collective Bargaining Agreement. Committee members should review the current CBA at the beginning of each academic year for a complete overview of the purposes of RSC and its processes (see Article 11.5 in the 2023-26 Faculty CBA.)

CHARGE:

1. Identify sets of courses at risk and seek remedies prior to any program closure decision.
2. Consult with affected faculty member(s), their department chair, and their Instructional Dean once a set of courses has been identified as "potentially at risk," to determine whether anomalies exist in the data.
3. For sets of courses determined to be "at risk," oversee and provide reasonable support during the remediation process.
4. Regularly review indicators and benchmarks and develop modifications if needed, in consultation with Chairmoot and Faculty Senate (at least every three years but potentially every year.)
5. Ensure regular and open communication with appropriate groups on campus, including FFEC, Faculty Senate, and Chairmoot.

Membership, Voting Status and Terms

Tenured Transfer Faculty	Elected by the Faculty Senate	Voting	Three years
Tenured Career/Technical Education Faculty	Elected by the Faculty Senate	Voting	Three years
Tenured Transfer Faculty	Elected by the ChairMoot	Voting	Three years

Tenured Career/Technical Education Faculty	Elected by the ChairMoot	Voting	Three years
Faculty Substitute	Elected by the Faculty Senate	Vote only as substitute	One year
Faculty Substitute	Elected by the ChairMoot	Vote only as substitute	One year
Vice President of Academic Affairs	Automatic	Voting	Standing

Voting committee members must recuse themselves from RSC review of programs or sets of courses in their departments. In such cases, a faculty substitute will assume their duties.

Chair Election:

The Vice President of Academic Affairs and a voting faculty member will co-chair this committee. The committee shall agree on the faculty co-chair at its first meeting of the academic year.

Tasks (as per 2023-26 Faculty CBA):

1. By November 1 each year, review key indicators and benchmarks and identify programs or sets of courses to be included on the "potentially at risk" list.
2. Before the end of Fall term, consult with affected faculty members, their chairs, and their Instructional Deans to determine if anomalies exist in the data.
3. If a set of courses is determined to be at risk, provide written notification and schedule a subsequent meeting to set up the remediation process; this process will extend for up to eight (8) contracted terms following notification (see Faculty CBA for timeline.)
4. When necessary, review indicators and benchmarks and begin collaborative development process with Chairmoot and Faculty Senate in the first two weeks of Spring term for revisions that will be implemented the following academic year.
5. Continue to monitor progress of all programs "at risk."

College Support for Programs at Risk: The College is committed to seeking remedies prior to any program closure decision and will provide reasonable support to the change process. Such support might include release time for curriculum work, pay for outside consultants, and alumni survey development and implementation.

Remediation Timeline: RSC will follow the timeline articulated in the 2023–26 Faculty CBA - Article 11.5(g). The remediation process will be terminated if all the specific benchmarks identified in RSC's written notice are met (see Article 11.5[i].)

Presentation/Proposal Form

G-31-8.4.1 Proceeds Received from the Sale of Surplus Property

Name: Sharla Andresen   **Date:** 3-6-24

Department: Risk Management/Contracts/HR

Contact Information: sandresen@cocc.edu x7208

- ❖ Complete Items 1–9 to the best of your ability (see <u>Instructions</u> form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

It is requested that the highlighted changes be made to G-31-8.4.1 Proceeds Received from the Sale of Surplus Property to bring the Policy inline with current College practice. Please see attached.

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☑ Action Item:

    ☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

    ☑ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

    ☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
        ☐ Identify suggested location in manual:

    ☐ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"):

    ☐ Other:

3. BUDGET IMPACT

There are no budget impacts related to this request.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS
List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

There are no department or programs impacted by this request.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

There are no Instructional requirements/impacts related to this request.

6. OPERATIONAL IMPACT

This request would bring the policy inline with current operational practices.

7. STUDENT IMPACT

There are no student impacts related to this request.

8. ANTICIPATED IMPLEMENTATION TIMELINE

The requested changes have been in operation since 2020.

9. MOTION TO BE RECOMMENDED

Motion to approve the requested changes to G-31-8.4.1 Proceeds Received from the Sale of Surplus Property to bring the Policy inline with current College practices.

G-31-8.4.1 Proceeds Received from the Sale of Surplus Property

The proceeds received from the sale of goods and/or services belong to the College as a whole and not specifically to a particular area or Department of the College. All sales of surplus College property with a value greater than $5,000 must be approved in advance by the Vice President for ~~Administration~~Finance and CFO. All sales of surplus College property with a value less than $5,000 must be approved in advance by the Director of Contracts and Risk Management. As a general rule, all such proceeds shall be receipted into miscellaneous income in the General Fund. The following exceptions allow for the receipt of funds from the sale of surplus property into an enterprise or auxiliary fund of the College:

1. Sale of equipment used in operation of the motor pool, bookstore, cafeteria, or residential hall~~, or COCC copy center~~.
2. Sale of parts and services associated with the automotive program's repair activities.
3. Sale of surplus library books.
4. Other activities specifically approved by the President.

The provisions of this section do not apply to the sale of educational or training services.

Presentation/Proposal Form

Add Title Here

Name: Jared Green   **Date:** 3/21/24

Department: Automotive Technology

Contact Information: Jgreen9@cocc.edu 541-383-7422

- ❖ Complete Items 1–9 to the best of your ability (see Instructions form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A.*
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

We are in need of raising the course fee in all courses for printing purposes. When the print shop closed, we have been forced to use outside vendors for the printing of our course packs. We have taken everything digital that we can, however, when surveyed our students still overwhelmingly wanted their lab exercises to be turned in on paper. each course has approximately 25 exercises and are printed into a spiral bound note book. These course packs were previously printed and sold at the COCC bookstore and now must done with an outside vendor. We tried to have the students print them themselves and this turned out to be a serious logistical hurdle. I would like to raise course fee's by 20.00 per course. The books cost around 14-16 dollars each currently (with out shipping, I pick them up). However, I am accounting for cost fluctuation and in case shipping is ever needed. Conversely, the COCC book store used to charge between 20 to 30 dollars per course pack, so the student is still paying less over all.

2. TYPE OF PRESENTATION/PROPOSAL

☐ Information Item and/or Committee Feedback (requires approval of CA Chair)

☐ Action Item:

    ☐ Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

    ☐ Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

    ☐ Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
        ☐ Identify suggested location in manual:

    ☒ Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed $X"): Flat fee of 20.00/CRN

    ☐ Other:

3. BUDGET IMPACT

Since the close of the COCC print shop we have absorbed the cost in materials and supply budget for the department. However, this model is not sustainable.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS
List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

N/A

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

This will be cheaper overall for the students, much more convenient and more equitable.

8. ANTICIPATED IMPLEMENTATION TIMELINE

July 1 2024

9. MOTION TO BE RECOMMENDED

Increase in course fee's for all Automotive courses of 20.00/CRN for printing cost