



2600 NW College Way  
Bend, OR 97703  
P. 541.383.7700  
cocc.edu

### **College Affairs Committee**

Friday, April 14, 2023

10:00 – 11:30am

#### **Virtual Zoom Meeting**

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/91956886292>

Dial up: 669-900-6833 Meeting ID: 919 5688 6292

#### **1. Old Business**

- a. Review minutes from March 10, 2023 meeting – Kirsten Hostetler
- b. Proposal to add course fees to NUR-103 and NUR-104, 2<sup>nd</sup> Reading – Megan Michell
- c. Proposal to add additional course fees to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208, 2<sup>nd</sup> Reading – Jane Morrow

#### **2. New Business**

- a. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 1<sup>st</sup> Reading – Darren McCrea
- b. Proposal to Dissolve the Technical Advisory Committee, 1<sup>st</sup> Reading – Darren McCrea
- c. Proposal for Fall 2023 Inclusive Access Course Fees, 1<sup>st</sup> Reading – Frank Payne and Jessica Giglio
- d. Proposal for revisions to G-6-2 College Affairs Committee, 1<sup>st</sup> Reading – Kirsten Hostetler
- e. Shared Governance Survey Results, Discussion Item – Tom Barry

Next Meeting: Friday, May 12, 2023, 10:00-11:30am via Zoom

<https://cocc.zoom.us/j/91956886292>



Date: March 10, 2023  
10:00 – 11:30am  
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Laurie Chesley	Rachel Knox
Seana Barry	Alan Unger	Megan Michell
Allison Dickerson	Josh Evans	Jane Morrow
Faculty Forum Representative	Tracy Crockett	
Kara Rutherford		
Taleah Zueger, Student at Large		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from February 10, 2023 – Kirsten Hostetler

Motion to approve meeting minutes from the February 10, 2023 meeting.

Motion made by Seana Barry, seconded by Dray Aguirre.

Motion passed unanimously by all members present.

b. Proposal for G-32-21 Sick Time/Sick Leave Policies – Revision, Update and Addition to, 1<sup>st</sup> and 2<sup>nd</sup> reading – Rachel Knox

- Proposal was discussed at the February 10<sup>th</sup> CAC meeting and was tabled for clarity on the 90-day waiting period
- Requesting a 1<sup>st</sup> and 2<sup>nd</sup> reading on the updates to the policy with the understanding that HR will continue to explore the 90-day waiting period and return to College Affairs with any further changes

Motion to approve for 1<sup>st</sup> and 2<sup>nd</sup> reading the proposal for the changes to G-32-21 Sick Time/Sick Leave Policies

Motion made by Allison Dickerson, seconded by Seana Barry.

Motion passed unanimously by all members present.

2. New Business

a. Proposal to add course fees to NUR-103 and NUR-104, 1<sup>st</sup> reading – Megan Michell

- Currently there are no course fees for either course
- Requesting to add a course fee of \$5 to NUR-104 to pay for a required identification badge
- Requesting to add a course fee of \$10 for NUR-103 to pay \$5 for a required identification badge and \$5 for incentive spirometer (required by Oregon State Board of Nursing)
- The committee suggested adding a cap to each of the requests for future years to eliminate the need for the department to request a change in course fees each year



Motion to approve at 1<sup>st</sup> reading the proposal to add a \$5 course fee to NUR-104 with a \$20 cap and add a \$10 course fee to NUR-103 with a \$30 cap.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

b. Proposal to add additional course fees to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208, 1<sup>st</sup> reading – Jane Morrow

- Current student fee is a \$450 course fee for each of the above courses and the fee goes into the general fund
- Requesting a second fee of \$120 for each of the above courses to go directly to the nursing department to cover the NurseThink software program for each student
- Also requesting that any additional fee increases are automatic
- Additional fee would be effective for fall 2023 registration

Motion to approve at 1<sup>st</sup> reading a \$120 course fee for NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208 effective fall 2023 term with a 20% increase cap

Motion made by Allison Dickerson, seconded by Seana Barry.

Motion passed unanimously by all members present.

Seana Barry made a motion to adjourn the meeting - meeting adjourned at 10:34am.

NEXT MEETING: Friday, April 14, 2023, 10:00-11:30am via Zoom

Meeting Recording:

[https://cocc.zoom.us/rec/share/zMDhTZJTWM4N\\_CJ8oa3gHqWW2aTllmzqBR38W7ubiCHRU9wM9Lnq7jQOiltNgQ53.qVbwKU7pmNmJFhzq?startTime=1678470990000](https://cocc.zoom.us/rec/share/zMDhTZJTWM4N_CJ8oa3gHqWW2aTllmzqBR38W7ubiCHRU9wM9Lnq7jQOiltNgQ53.qVbwKU7pmNmJFhzq?startTime=1678470990000)



# Presentation/Proposal Form

Revise GPM Policy 23-3-0

Name: Darren McCrea

Date: 3/7/23

Department: Information Technology Services

Contact Information: dmccrea@cocc.edu / 541-383-7741

- ❖ Complete Items 1-9 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. Include a copy of your proposal in either a PDF Editable or MS Word document.

## 1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

After working with an external consultant, the ITS Department would like to propose several changes to the language and structure of the Network Technology Resources Policy (G-23-0 NETWORK TECHNOLOGY RESOURCES) to better reflect changes in technology and technology best-practices:

- a. As the Technology Resource policy is one of several ITS policies, we propose a new introductory paragraph referred to as G-23-0 (see attached), similar to the introductory paragraph in Policy G-28-0.
- b. Assuming an introductory policy is accepted, we would then like to propose that the existing "Network Technology Resources" policy be retitled more broadly as "Technology Resources" and moved to section G-23-2.
- c. Finally, we would like to propose the attached revisions to the policy language to include all technology resources, and not just network technology resources. Revised language to also include advances in technology, including cloud storage.

## 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*: G-23-0

Other: \_\_\_\_\_

### 3. BUDGET IMPACT

No budget impact

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

While there is no direct impact to any specific department or program other than the Information Technology Services department, this policy does apply to all COCC staff and faculty who use COCC technology resources.

No direct instructional impact.

No operational impact.

### 7. STUDENT IMPACT

No student impact.

### 8. ANTICIPATED IMPLEMENTATION TIMELINE

Approval and implementation requested before end of 2023 Spring term.

### 9. MOTION TO BE RECOMMENDED

I move to revise and update the structure and language for policy G-23-0 as proposed.

# G-23-0 INFORMATION TECHNOLOGY INTRODUCTION

The Central Oregon Community College Information Technology Services (ITS) department is committed to providing an efficient, secure computing environment for all students, employees, contractors, and guests. To achieve these goal, Central Oregon Community College has developed IT policies and procedures that outline the acceptable use of company technology resources, the security measures required to protect company data and systems, and the consequences of violating these policies.

These IT policies and procedures are designed to protect the company's information assets and intellectual property while ensuring compliance with legal and regulatory requirements. The policies cover a wide range of topics, including remote access, password management, storage, data backup and recovery, network security, disaster recovery and mobile device management.

By adhering to these policies and procedures, students, employees, contractors and guests can help maintain the integrity and confidentiality of the college's information systems, and prevent unauthorized access, modification, or disclosure of sensitive data. Any violation of these policies and procedures may result in disciplinary action, up to and including termination of employment or contract.

If you have any questions or concerns regarding the IT policies and procedures, please contact the ITS department for assistance.

# G-23-0 NETWORK TECHNOLOGY RESOURCES

**Policy Overview:** COCC network technology resources used for college business require stewardship. These resources include, but are not limited to: College owned PCs, servers, network storage, network bandwidth, wireless services and classroom technologies. This policy establishes the proper use and guidelines pertaining to COCC network technology resources available to COCC employees. Any system that connects to COCC's network infrastructure is governed by this policy.

## Policy Information

The policy outlines the appropriate use of network storage and the available resources for College business purposes.

1. **Personal Responsibility:** Departments and individuals are responsible to manage their data storage needs. Employees may only maintain files on COCC-owned resources that are necessary for COCC business purposes.
  - a. This policy is associated with the ITS Acceptable Use Policy governing the proper use of COCC technology resources.
2. **Acceptable Storage:** Two types of network storage are available at COCC -
  - 1) My Documents and 2) Network N: Drive Department Folder Storage
    - a. My Documents - this folder is assigned to each employee of COCC. The intent of this individual storage allows the following types of work to be stored:
      - i. COCC business-related documents that are pertinent to an individual's specific job
      - ii. Confidential documentation related to an individual's specific job
    - b. N: drive department folders - these folders are provided to share departmental information. The intent of these department storage areas allows the following types of work to be stored:
      - i. COCC business-related documents that are shared across the department
      - ii. Instructional or Course materials that are related to department curriculum and courses
      - iii. Process and procedural documentations relevant to the department
3. **Unacceptable Storage:** Documents not approved to be stored on COCC technology resources:
  - a. Personal documents including photos, music, and video files
  - b. Any documents not related to college business and /or your job at COCC.
4. **Network Storage Management includes:**
  - a. **Storage Capacity:** COCC will provide a limited amount of network storage to all COCC employees and departments. Storage resources will be allocated, monitored and managed for My Documents and N: Drive



Department folders for employees and departments to ensure that storage remains within total available resources. See 4c for link to guidelines

- b. Backup: COCC will back up the contents of the N: drive Department folders and individual My Documents folders per allocated storage guidelines - See 4c for link to guidelines
- c. Technical Assistance: COCC ITS department will work with individuals and departments to assist in network storage management. The ITS website provides guidelines and help documents to aid end users and departments: See Network File and Print Services on the Employee Intranet. An ITS helpdesk ticket may be created from the Employee Login page.
- d. Security Guidelines: Departments and individuals are responsible for understanding and following guidelines that ensure secure storage of protected student, college and donor information. These guidelines are available on the ITS security website located at [Information Security](#).



# G-23-~~20~~ NETWORK TECHNOLOGY RESOURCES

**Policy Overview:** COCC ~~network~~ technology resources used for college business require stewardship. These resources include, but are not limited to: College owned PCs, servers, network storage, network bandwidth, wireless services and classroom technologies. This policy establishes ~~the proper use and~~ guidelines pertaining to the proper use of COCC network technology resources available to COCC employees. Any system device that connects to COCC's network infrastructure is governed by this policy.

## Policy Information

This ~~se~~ policy outlines the appropriate use of ~~network both cloud-based and network storage technology~~ and the ~~available~~ resources available for to College employees. ~~business purposes.~~

1. **Personal Responsibility:** ~~Departments and individuals are responsible~~ Employees are responsible for managing ~~to manage~~ their data storage needs. Employees may only maintain COCC business-related files on COCC-owned-managed resources, such as the employee "My Documents" and Department folders as well as OneDrive, Teams and SharePoint. ~~that are necessary for COCC business purposes.~~
  - a. This policy is associated with the ITS Acceptable Use Policy, G-22-0 Acceptable Use of Information Technology Resources, governing the proper use of COCC technology resources.
2. **Acceptable Storage:** ~~Two types of network~~ There are several types of storage ~~are~~ available at COCC and each has specific advantages and restrictions:-
  - 4)
    - a. My Documents and each COCC employee is assigned a "My Documents" folder. The intent of this individual storage allows the following types of work to be stored:
      - i. COCC business-related documents that are pertinent to an individual's specific job.
      - ii. Confidential documentation related to an individual's specific job that does not require collaboration or need to be shared with a larger group.
  - 2-2) Network "N: Drive" Department and Group Folder Storage – these
    - a. ~~My Documents~~ this folder is assigned to each employee of COCC. The intent of this individual storage allows the following types of work to be stored:
      - i. ~~COCC business-related documents that are pertinent to an individual's specific job~~

- ii. ~~Confidential documentation related to an individual's specific job~~
  - ~~b. N: drive department folders—these folders are provided to share departmental information and information that may need to be shared across departments as part of a committee, workgroup or other collaborative effort.~~ The intent of these department network storage areas allows the following types of work to be stored:
    - ~~iii.~~ COCC business-related documents that are shared across the department
    - ~~iv.~~ Instructional or Course materials that are related to department curriculum and courses
    - ~~v.~~ Process and procedural documentations relevant to the department
  - b. OneDrive, Teams and SharePoint Cloud Storage - through our partnership with Microsoft, the college provides OneDrive, Teams and SharePoint cloud storage that can be accessed using your COCC username and password. Cloud storage is for the following types of work when working or collaborating remotely for a period of time:
    - i. COCC business-related documents that are pertinent to an individual's specific job and that do not contain confidential, proprietary or personally identifiable information.
    - ii. COCC business-related documents that are shared across the department and that do not contain confidential, proprietary or personally identifiable information.
    - iii. Instructional or Course materials that are related to department curriculum and courses and that do not contain confidential, proprietary or personally identifiable information.
    - iv. Process and procedural documentations relevant to the department and that do not contain confidential, proprietary or personally identifiable information.

While COCC recommends that employees use OneDrive, Teams and SharePoint when cloud storage is required, we strongly discourage using cloud storage to store original documents, documents that you or the college considers business-critical, or any document that may contain PII, FERPA, or HIPAA information.

iii.

3. **Unacceptable Storage:** Documents not approved to be stored on COCC technology resources include:
  - a. Personal documents including photos, music, and video files
  - b. Any documents not related to college business and-/or your job at COCC.
4. **Network Storage Management includes:**
  - a. Storage Capacity: COCC ~~will~~ provides a limited amount of network storage to all COCC employees and departments. Storage resources will be allocated, monitored and managed for My Documents and N: Drive Department folders for employees and departments to ensure that storage

remains within total available resources. [See file storage management. See 4c for link to guidelines](#)

- b. Backup [Protection](#): COCC ~~will~~[routinely makes](#) back up [copies of](#) the contents of the N: drive Department folders and individual My Documents folders per allocated storage guidelines - See [4ed](#) for link to guidelines
- c. Technical Assistance: COCC ITS department will work with individuals and departments to assist in network storage management [as needed](#). The [General Policy Manual and](#) ITS website [pages](#) provides guidelines and help documents to aid end users and departments: ~~See Network File and Print Services on the Employee Intranet.~~ [If you cannot find what you are looking for, A](#)n ITS helpdesk ticket may be created from the Employee Login page.
- d. Security Guidelines: Departments and individuals are responsible for understanding and following guidelines that ensure secure storage of protected student, college and donor information. These guidelines are available on the ITS security website located at [Information Security](#).



## G-23-2 TECHNOLOGY RESOURCES

**Policy Overview:** COCC technology resources used for college business require stewardship. These resources include, but are not limited to: College owned PCs, servers, network storage, network bandwidth, wireless services and classroom technologies. This policy establishes guidelines pertaining to the proper use of COCC network technology resources available to COCC employees. Any device that connects to COCC's network infrastructure is governed by this policy.

### Policy Information

This policy outlines the appropriate use of both cloud-based and network storage technology and the resources available to college employees.

1. **Personal Responsibility:** Employees are responsible for managing their data storage needs. Employees may only maintain COCC business-related files on COCC-managed resources, such as the employee "My Documents" and Department folders as well as OneDrive, Teams and SharePoint.
  - a. This policy is associated with the ITS Acceptable Use Policy, [G-22-0 Acceptable Use of Information Technology Resources](#), governing the proper use of COCC technology resources.
2. **Acceptable Storage:** There are several types of storage available at COCC and each has specific advantages and restrictions:
  - a. My Documents – each COCC employee is assigned a "My Documents" folder. The intent of this individual storage allows the following types of work to be stored:
    - i. COCC business-related documents that are pertinent to an individual's specific job.
    - ii. Confidential documentation related to an individual's specific job that does not require collaboration or need to be shared with a larger group.
  - b. Network "N: Drive" Department and Group Folder Storage – these folders are provided to share departmental information and information that may need to be shared across departments as part of a committee, workgroup or other collaborative effort. The intent of these network storage areas allows the following types of work to be stored:
    - i. COCC business-related documents that are shared across the department
    - ii. Instructional or Course materials that are related to department curriculum and courses
    - iii. Process and procedural documentations relevant to the department
  - c. OneDrive, Teams and SharePoint Cloud Storage - through our partnership with Microsoft, the college provides OneDrive, Teams and SharePoint

cloud storage that can be accessed using your COCC username and password. Cloud storage is for the following types of work when working or collaborating remotely for a period of time:

- i. COCC business-related documents that are pertinent to an individual's specific job and that do not contain confidential, proprietary or personally identifiable information.
- ii. COCC business-related documents that are shared across the department and that do not contain confidential, proprietary or personally identifiable information.
- iii. Instructional or Course materials that are related to department curriculum and courses and that do not contain confidential, proprietary or personally identifiable information.
- iv. Process and procedural documentations relevant to the department and that do not contain confidential, proprietary or personally identifiable information.

While [COCC recommends](#) that employees use OneDrive, Teams and SharePoint when cloud storage is required, *we strongly discourage using cloud storage to store original documents, documents that you or the college considers business-critical, or any document that may contain PII, FERPA, or HIPAA information.*

**3. Unacceptable Storage:** Documents not approved to be stored on COCC technology resources include:

- a. Personal documents including photos, music, and video files
- b. Any documents not related to college business and/or your job at COCC.

**4. Network Storage Management includes:**

- a. Storage Capacity: COCC provides a limited amount of network storage to all COCC employees and departments. Storage resources will be allocated, monitored and managed for My Documents and N: Drive Department folders for employees and departments to ensure that storage remains within total available resources. [See file storage management.](#)
- b. Backup Protection: COCC routinely makes back-up copies of the contents of the N: drive Department folders and individual My Documents folders per allocated storage guidelines - See 4d for link to guidelines
- c. Technical Assistance: COCC ITS department will work with individuals and departments to assist in network storage management as needed. The General Policy Manual and ITS website pages provide guidelines and help documents to aid end users and departments. If you cannot find what you are looking for, an ITS helpdesk ticket may be created from the Employee Login page.
- d. Security Guidelines: Departments and individuals are responsible for understanding and following guidelines that ensure secure storage of protected student, college and donor information. These guidelines are available on the ITS security website located at [Information Security](#).



## Presentation/Proposal Form

Recommendation to Dissolve the  
Technical Advisory Committee

Name: Darren McCrea

Date: 3/7/23

Department: Information Technology Services

Contact Information: dmccrea@cocc.edu / 541-383-7741

- ❖ Complete Items 1–9 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. Include a copy of your proposal in either a PDF Editable or MS Word document.

### PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

*The Technical Advisory Committee recommends dissolution of the Technology Advisory Committee and that General Policy [G-6-8.1 TECHNOLOGY ADVISORY COMMITTEE \(TAC\)](#) be updated to reflect this change following a review and unanimous vote by the Technology Advisory Committee. It is also the recommendation of the Technical Advisory Committee that we keep the practices outlined in the TRT sub-committee policy, but that policy [G-6-8.1.2 TECHNOLOGY REVIEW TEAM \(TRT\)](#) also be deleted. Assuming these changes are adopted, it is also our recommendation that, in lieu of a formal committee, we insert a policy and language around IT governance as [G-23-1 INFORMATION TECHNOLOGY GOVERNANCE](#) (see attached).*

### 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*: G-23-1

Other: \_\_\_\_\_

## BUDGET IMPACT

*No budget impact.*

## IMPACTED DEPARTMENTS AND/OR PROGRAMS

*The Technical Advisory Committee (TAC) was formed in 2009 with the intent of providing judicious advice to Senior Leadership on technology issues from across all areas of the college, which also allowed the ITS department to use as a source for planning technology for the college. As the Technical Advisory Committee evolved, the New Project Evaluation Team (NPET) and Technology Review Team (TRT) sub-committees were formed and became part of the GPM. During the 2020 Winter Term, a work group was convened to review COCC's committee structure, responsibilities, and decision-making processes. In November of 2020 those recommendations, including the dissolution of the New Project Evaluation Team (NPET), were published to COCC Headlines. In March of 2021, NPET was formally dissolved. While having no direct impact on any specific department or program, the dissolution of the Technical Advisor Committee would require additional changes to the current business processes adopted by the college.*

## INSTRUCTIONAL REQUIREMENTS/IMPACTS

*No direct instructional impact.*

## OPERATIONAL IMPACT

*In February of 2020, it was stated that COCC's last accreditation evaluators noted a concern expressed by many regarding the large number of committees and their decision-making authority. Shortly thereafter, a Committee Review Work Group was created and specifically tasked with addressing these concerns. One of the recommendations of this work group was the dissolution of the New Project Evaluation Team (NPET), a TAC sub-committee. With the dissolution of G-6-8.1.1 [NEW PROJECT EVALUATION TEAM \(NPET\)](#) in March of 2021, attendance and participation in TAC has been in steady decline.*

*As part of our effort to streamline the technology project submission and review processes, we anticipate that the dissolution of TAC will have some minimal impact on how new technology projects are submitted and reviewed before going to SLT or FIAT.*



## STUDENT IMPACT

*No student impact.*

## ANTICIPATED IMPLEMENTATION TIMELINE

*No direct instructional impact.*

## MOTION TO BE RECOMMENDED

*I move to dissolve the Technical Advisory Committee (G-6-8.1) and Technical Review Team sub-committee (G-6-8.1.2) and, in lieu of a formal committee, that we insert a policy and language around IT governance as G-23-1 INFORMATION TECHNOLOGY GOVERNANCE.*

# G-6-8.1 TECHNOLOGY ADVISORY COMMITTEE (TAC)

**CHARGE:** The primary purpose of this advisory committee is to provide judicious advice on technology issues from across all areas of the college, which the President's Senior Leadership Team (SLT) and the ITS department can use as a source for planning technology for the college.

The Committee will collaborate with other college committees to prioritize technology initiatives across campus, and make recommendations to the SLT and the ITS Department to consider in the development and maintenance of a roll-forward three year technology plan.

With the growing importance of technology in all aspects of college affairs, it is important that the selected members of the committee represent a balanced cross-section of the college who have knowledge and an interest to contribute to discussions about technology on campus.

The ITS Directors will co-chair the committee. The committee will meet a minimum of once per term, or more often as appropriate.

Membership, Voting Status and Terms

## ~~G-6-8.1 TECHNOLOGY ADVISORY COMMITTEE (TAG)~~

~~CHARGE: The primary purpose of this advisory committee is to provide judicious advice on technology issues from across all areas of the college, which the President's Senior Leadership Team (SLT) and the ITS department can use as a source for planning technology for the college.~~

~~The Committee will collaborate with other college committees to prioritize technology initiatives across campus, and make recommendations to the SLT and the ITS Department to consider in the development and maintenance of a roll forward three year technology plan.~~

~~With the growing importance of technology in all aspects of college affairs, it is important that the selected members of the committee represent a balanced cross-section of the college who have knowledge and an interest to contribute to discussions about technology on campus.~~

~~The ITS Directors will co-chair the committee. The committee will meet a minimum of once per term, or more often as appropriate.~~

~~Membership, Voting Status and Terms~~

# G-6-8.1.2 TECHNOLOGY REVIEW TEAM (TRT)

**Charge:** The TRT sub-committee is charged with reviewing the technical scope, resource requirements and costs for all technology project requests. The TRT determines the technical feasibility of proposed technology projects. Upon receiving a technology project request, the TRT reviews the project and then provides its feasibility recommendations to either the FIAT, for projects requesting budget funds, or to the CIO and President, if the project does not require budget funding.

## **TRT Member Structure**

The TRT is chaired by the ITS Directors and is comprised of representatives and visitors from the Technology Advisory Committee (TAC), providing a broad representation of constituents across campus, including Instruction, Student Services, Continuing Education, HR, Fiscal, and ITS. Future sub-committee membership is recommended as follows:

<b>Membership</b>	<b>Voting Status</b>	<b>Term</b>
-------------------	----------------------	-------------

# ~~G-6-8.1.2 TECHNOLOGY REVIEW TEAM (TRT)~~

~~**Charge:** The TRT sub-committee is charged with reviewing the technical scope, resource requirements and costs for all technology project requests. The TRT determines the technical feasibility of proposed technology projects. Upon receiving a technology project request, the TRT reviews the project and then provides its feasibility recommendations to either the FIAT, for projects requesting budget funds, or to the CIO and President, if the project does not require budget funding.~~

## ~~**TRT Member Structure**~~

~~The TRT is chaired by the ITS Directors and is comprised of representatives and visitors from the Technology Advisory Committee (TAC), providing a broad representation of constituents across campus, including Instruction, Student Services, Continuing Education, HR, Fiscal, and ITS. Future sub-committee membership is recommended as follows:~~

~~**Membership**~~

~~**Voting Status**~~

~~**Term**~~

# G-23-1 INFORMATION TECHNOLOGY GOVERNANCE

The primary responsibility for information technology (IT) governance lies with the chief information officer (CIO) and the ITS Department, with a directive to ensure institutionally strategic oversight of technology resources at the college. IT governance establishes and maintains processes that create transparency, clarity, accountability, and equity in strategic IT investments; ensures alignment to college strategic priorities; and documents outcomes of strategic IT initiatives. Although the CIO and ITS are charged with leading this effort, they will collaborate with other college stakeholders to prioritize technology initiatives across campus and make recommendations to the Senior Leadership Team (SLT) on governance, risk management, and regulatory compliance (GRC) related to information technology.



## Presentation/Proposal Form

[Add Title Here]

Fall 2023 Inclusive Access Course Fees

Name: Frank Payne/Jessica Giglio

Date: 4-4-2023

Department: Bookstore/Instruction

Contact Information: fpayne@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)

Similarly to what has already been done in previous terms, including requests for 17 new Inclusive Access courses that began for Winter 2023, this proposal is to offer course materials through Inclusive Access beginning Fall 2023 term. Rather than purchasing textbooks directly, students would pay a course fee and receive access to their course materials through Canvas on the first day of class. The College would then pay the publisher for the digital materials via the course fees collected. 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.

### 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**

The following fees are requested:

AH 111: \$85.00 - The previous course fee this year was \$60.00 - This a fee increase.

BA 214 & BA 223: \$43.00 for each course

BA 261 & BA 285: \$42.00 for each course

CJ 101: \$75.00 - The previous course fee for this school year was \$71.00 - Price increase

MA 110 > 111: \$63.00 - This fee covers both courses

MA 120 > 121: \$63.00 - This fee covers both courses

MA 137: \$63.00 - Students taking the above MA courses should not have to pay this fee.

PSY 219: \$90.00 - The previous course fee for this year was \$84.00 - Price increase.

### **4. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

N/A

### **5. OPERATIONAL IMPACT**

N/A

## 6. STUDENT IMPACT

AH 111: \$85.00 - Physical version costs: \$118.95  
BA 214: \$43.00 - Physical version cost: \$206.75  
BA 223: \$43.00 - Physical version cost: \$140.00  
BA 261: \$42.00 - Physical version of book: \$80.75  
BA 285: \$42.00 - Physical version of book: \$164.75  
CJ 101: \$75.00 - Physical version of book: \$164.75  
MA 110 > 111: \$63.00 - This fee covers both courses - Physical Bundle \$220.95  
MA 120 > 121: \$63.00 - This fee covers both courses - Physical Bundle \$220.95  
MA 137: \$63.00  
PSY 219: \$90.00 - Physical version of book: \$200.00

## 7. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2023

## 8. MOTION TO BE RECOMMENDED

I recommend that the following fees be added to courses:

AH 111: \$85.00  
BA 214: \$43.00  
BA 223: \$43.00  
BA 261: \$42.00  
BA 285: \$42.00  
CJ 101: \$75.00  
MA 110 > 111: \$63.00 - This fee covers both courses  
MA 120 > 121: \$63.00 - This fee covers both courses  
MA 137: \$63.00



### Presentation/Proposal Form

[Add Title Here]

G-6-2 COLLEGE AFFAIRS COMMITTEE revisions

Name: Kirsten Hostetler

Date: 4/10/2023

Department: Library/College Affairs Chair

Contact Information: khostetler@cocc.edu

- ❖ Complete Items 1–9 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. Include a copy of your proposal in either a PDF Editable or MS Word document.

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

In response to the committee's recent approval of GPM revisions without a second reading, the chair reviewed the committee's charge to standardize this process so that second readings are not waived on substantial issues. This would impact G-6-2, but as part of this discussion, the committee should also review G-6-1.3 and compare it to <https://www.cocc.edu/policies/general-policy-manual/policies—review-and-approval.aspx> for consistency. Additionally, changes to the proposal form are suggested.

#### 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: \_\_\_\_\_

### 3. BUDGET IMPACT

n/a

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List the impacted departments and/or programs and describe the impact. Identify the steps you have taken to communicate the impacts on those departments and programs.

n/a

**5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

n/a

**6. OPERATIONAL IMPACT**

n/a

**7. STUDENT IMPACT**

n/a

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

n/a

**9. MOTION TO BE RECOMMENDED**

n/a

# G-6-2 COLLEGE AFFAIRS COMMITTEE (CAC)

**CHARGE:** The purpose of the College Affairs Committee is to function as a forum for College-wide issues and to manage the consensus-building process for key issues and functions of the College.

Additionally, the Collage Affairs Committee is responsible for selecting the Louis B. Bart Queary Lifetime Achievement in Higher Education Award (see G-25-0) and approving new or changes to existing course fees.

The College Affairs Committee may initiate studies, accept recommendations from committees or refer matters to other committees. It provides a forum where College-wide concerns and opportunities can be reviewed by all constituencies.

The committee acts as a sounding board for the COCC president, helping both to stay abreast of current campus issues and to get input from a cross-section of the campus.

All members of the Committee (except the Board member) are voting members\* and recommendations of the Committee are recommendations to the President.

Appointments shall be made annually with staggered two-year terms unless specified by a position (i.e., Faculty Forum Executive Committee Member). Student appointments may be made quarterly to maximize attendance and to accommodate schedules. During the last CAC meeting of the Academic Year, an election will take place to determine the chair of CAC for the following academic year. Nominees are to be current CAC members who will be on the CAC the following academic year.

## **Membership, Voting Status and Terms**

Administrator (2)	Appointment by the President	Voting	Two years
Any Faculty Forum Executive Committee Member	Automatic	Non-Voting	One year
Faculty Member At-Large	Elected by Faculty Forum	Voting	Two years
Faculty Member At-Large	Elected by Faculty Forum	Voting	Two years
President of the Classified Association (or designee)	Automatic	Voting	Two years
Classified Staff	Selected by CACOCC President or designee	Voting	Two years
ASCOCC Representative	ASCOCC President	Voting	One year



Student (At-Large) Representative	Appointed by ASCOCC Student Council	Voting	One year, but may be appointed quarterly as needed
COCC Board Member	Appointed by COCC Board of Directors	Non-Voting	Two years

\*With the exception of voting for Louis B. Bart Queary Lifetime Achievement in Higher Education Award recipients where only voting members who are also College employees participate in the vote.

### **Committee Process:**

All presenters will need to complete a Presentation/Proposal Form (found on the [College Affairs website](#)), and e-mail it to the College Affairs Chair and the Committee Specialist for College Affairs no later than the Friday prior to the scheduled College Affairs meeting. Please consult the Instructions for Presentation/Proposal Form, as a reference for completing the Presentation/Proposal Form (also found on the [College Affairs website](#)).

Types of items on the Presentation/Proposal Form:

- Information Items
  - Presenters may simply want advisory input or to notify the committee of campus discussions. It is recommended presenters fill out the Presentation/Proposal Form (found on the [College Affairs website](#)) to facilitate the discussion. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support, but no first or second reading is required. These situations will be noted in the Minutes. Information Items are subject to the approval of the College Affairs Chair and if presentations include issues not relevant to College Affairs, presenters will be referred to appropriate campus resources, including other committees.
- Action Items: Presenters are required to complete the Presentation/Proposal Form (found on the [College Affairs website](#)). Presenters should plan on attending at least one College Affairs meeting to be available for questions from Committee Members. Action Items may receive any of the following options:
  - Approve the proposal as submitted
  - Approve an amended proposal
  - Vote against a proposal
  - Create a task force, change the membership of a taskforce, and/or modify the task given to a task force.

### **Approval of Presentation/Proposals**

Final approval and communication of Actions and Recommendations of the College Affairs Committee shall be subject to the policies defined in G-6-1.3 and G-6-1.4.

Items and information added to the General Procedure Manual due to state and/or federal mandates and typographical corrections may be approved by College Affairs without requiring a first and second reading. A second reading will not be waived if the first reading vote is not unanimous. In these instances, College Affairs will function to review and clarify language and to facilitate communication of changes to the larger college community.

### **College Communication**

The College Affairs Chair will post agendas to COCC Headlines at least three business days prior to the scheduled meeting. Agendas include topics, first and second readings, action items, and time and location of coming meeting.

Approved minutes will be shared publicly on the College Affairs website.

Any approved substantive change to the General Procedure Manual shall be announced by the College Affairs Chair on COCC Headlines, in addition to announcing to the current presidents of the Faculty Forum, ABS Union, and CACOCC-Classified Association within two weeks of the College President approving the change, in order for them to notify their respective members. The College Affairs Chair shall post a summary of all changes to the General Procedure Manual COCC Headlines each quarter.

### **Chair Election:**

~~Chair to be elected annually.~~

College Affairs Committee Website: <https://www.cocc.edu/committees/college-affairs/default.aspx>



# Presentation/Proposal Form

[Add Title Here]

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Information: \_\_\_\_\_

- ❖ Complete Items 1–9 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 **no later than the Friday prior to the scheduled College Affairs meeting (by the specified deadline)**. Include a copy of your proposal in either a PDF Editable or MS Word document.

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

## 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair) Move information and committee feedback above Action Item add options for Course Fee—*revision* and for Course Fee—*new* and add a note like suggested location that says: If applicable, identify a suggested cap (for example, a percentage or "increase not to exceed \$X"). College Affairs will not approve an unlimited cap on course fees.
- 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*: \_\_\_\_\_

Add new boxes for both policy/procedure options that read — revision typographical or state/federal mandates

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: \_\_\_\_\_

### 3. BUDGET IMPACT

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List the impacted departments and/or programs and describe the impact. Identify the steps you have taken to communicate the impacts on those departments and programs.

**5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

**6. OPERATIONAL IMPACT**

**7. STUDENT IMPACT**

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

**9. MOTION TO BE RECOMMENDED**