



CENTRAL OREGON
community college

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

College Affairs Committee

Friday, May 12, 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 April 14, 2023 meeting – Kirsten Hostetler
- b. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 2nd Reading – Darren McCrea
- c. Proposal to Dissolve the Technical Advisory Committee, 2nd Reading – Darren McCrea
- d. Proposal for Fall 2023 Inclusive Access Course Fees, 2nd Reading – Frank Payne and Jessica Giglio
- e. Proposal for revisions to G-6-2 College Affairs Committee, 2nd Reading – Kirsten Hostetler

2. New Business

- a. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 1st Reading – Jessica Russell
- b. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 1st Reading – Sharla Andresen
- c. Proposal to add G-32-0 Workplace Fairness Policy to the General Procedures Manual (state requirement), 1st and 2nd Reading – Rachel Knox
- d. Proposal to revise ART course fee and establish fees for DSGN courses, 1st Reading – Lilli Ann Linford-Foreman
- e. Proposal to increase MA-110 and HIM-103 course fees, 1st reading – Shannon Waller and Christina Grijalva

Next Meeting: Friday, June 9, 2023, 10:00-11:30am via Zoom

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



Date: April 14, 2023
10:00 – 11:30am
Location: Zoom call

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

Meeting called to order at 10:00 am.

1. Old Business/Information Items

- a. Minutes from March 10, 2023 – Kirsten Hostetler
 - Motion to approve meeting minutes from the March 10, 2023 meeting.
 - Motion made by Seana Barry.
 - Motion passed unanimously by all members present.
- b. Proposal to add course fees to NUR-103 and NUR-104, 2nd reading – Megan Michell
 - Motion to approve at 2nd reading course fee changes to NUR-103 and NUR-104 as presented.
 - Motion made by Seana Barry, seconded by Dray Aguirre.
 - Motion passed by all members present with Josh Evans abstaining from the vote as he was absent from the previous meeting.
- c. Proposal to add additional course fees to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208, 2nd reading – Jane Morrow
 - Motion to approve at 2nd reading course fee changes to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208 as presented.
 - Motion made by Allison Dickerson, seconded by Kara Rutherford.
 - Motion passed by all members present with Josh Evans abstaining from the vote as he was absent from the previous meeting.

2. New Business

- a. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 1st Reading – Darren McCrea
 - Propose a new introductory paragraph
 - Propose retitling “Network Technology Resources” to a broader title of “Technology Resources” and move to section G-23-2



- Propose various revisions to the policy language to include all technology resources – not just network technology resources and also revise the language to include advances in technology, including cloud storage.
- Current G-23-0 would move to G-23-2 and the Introductory Policy would become G-23-0 and be an umbrella to sub-policies.
- In the document G-23-0, the committee recommended:
 - ✓ Editing the second sentence of the second paragraph to add “...but not limited to...” so the second sentence would read “The policies cover a wide range of topics, including, *but not limited to*, remote access....”
 - ✓ Adding text at the end of the third paragraph which addresses disciplinary action to read – “Any violation of these policies and procedures may result in disciplinary action *in accordance with any relevant COCC employment policies, Faculty, Classified or ABS Collective Bargaining Agreements and Employee Handbooks*, up to and including....”

Motion to approve at 1st reading the proposal to revise and update the structure and language for GPM Policy 23-3-0 as presented with the above edits.

Motion made by Seana Barry, seconded by Josh Evans

- Motion passed unanimously by all members present.

b. Proposal to Dissolve the Technical Advisory Committee, 1st reading – Darren McCrea

- Recommend dissolution of the Technology Advisory Committee and update GPM G-6-8.1 Technology Advisory Committee to reflect the change
- Recommend keeping the practices outlined in the TRT sub-committee policy but delete policy G-6-8.1.2 Technology Review Team (TRT)
- If the above changes are approved, recommend that in lieu of a formal committee, a policy and language around IT governance as G-23-1 Information Technology Governance be inserted.
- The committee recommended adding a new policy, to cover the delineation between E-Learning and IT, and have it brought to College Affairs at a later date.

Motion to approve at 1st reading the removal of G-6.8.1 Technology Advisory Committee (TAC) and G-6.8.1.2 Technology Review Team (TRT) and the creation of G-23-1 Information Technology Governance.

Motion made by Josh Evans, seconded by Seana Barry.

- Motion passed unanimously by all members present.

c. Proposal for Fall 2023 Inclusive Access Course Fees, 1st Reading – Frank Payne and Jessica Giglio

- Proposal is to offer course materials through Inclusive Access beginning Fall 2023 term
- Inclusive Access is a digital product that is delivered through each instructor’s Canvas portal to the students
- It is approximately 50-60% less expensive than physical books and courseware
- E-Learning works with an outside vendor to load the software on Canvas so on the first day of class students have access to all of the course materials they will need for the term
- These expenses are covered by the course fees proposed in the proposal
- 100% of instructors currently using Inclusive Access want to continue using it



- There is a 2-week opt out period at the start of the term where a student can opt out if they find the course material elsewhere and would prefer to use that material and they would get their course fee refunded to them

Motion to approve at 1st reading the proposal for Fall 2023 Inclusive Access course fees as presented with no approved increase in fees.

Motion made by Seana Barry, seconded by Dray Aguirre.

- Motion passed unanimously by all members present.

d. Proposal for revisions to G-6-2 College Affairs Committee, 1st Reading – Kirsten Hostetler

- Proposal modifies G-6-2 to be more specific on the committee's responsibilities
- Creates a standard to refer to as to when a second reading can be waived
- States that the committee is responsible for selecting the Louis B. Bart Queary Lifetime Achievement in Higher Education Award
- Recommends approval of new course fees or revisions to existing course fees
- Outlines the process to follow in submitting a proposal to College Affairs
- Outlines how information from College Affairs get reported out to various college groups and the college community
- Proposal also modifies the Presentation/Proposal Form to better accommodate some of the above recommendations
- The committee recommended the following changes to the proposal:
 - ✓ In the first sentence of the Bart Queary Award change the word "selecting" to "administering and awarding" – *"Additionally, the College Affairs Committee is responsible for ~~selecting~~ administering and awarding the Louis B. Bart Queary"*
 - ✓ In the fifth paragraph regarding voting members add Faculty Forum Executive Committee Member as non-voting – *"All members of the Committee (except the Board member and the Faculty Forum representative) are voting members....."*
 - ✓ On the Presentation/Proposal Form, 3rd bullet under Contact Information, change the word "checklist" to "proposal form" and add the College committee chair and support specialist – *"Email the completed ~~checklist~~ proposal form to the College Affairs chair and support specialist....."*

Motion to approve at 1st Reading the proposal for revisions to G-6-2 College Affairs Committee and the College Affairs Committee Presentation/Proposal Form as presented with the above changes.

Motion made by Josh Evans, seconded by Seana Barry.

- Motion passed by all members present with Kirsten Hostetler abstaining from the vote since she was the originator of the proposal.

e. Shared Governance Survey Results, Discussion Item – Tom Barry

- Discussion item is tabled as Tom Barry was unable to attend the meeting.



Josh Evans made a motion to adjourn the meeting - meeting adjourned at 11:23am.

NEXT MEETING: Friday, May 12, 2023, 10:00-11:30am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/vNjFmvlQkZbAKkQQj5Dy-WI8O321331_D5Nrl6T1_DGivTiP0VA3Yn90NZCO1inl.c1dOPXXS48h74Vaq

DRAFT



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.



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-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, but not limited to, 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 in accordance with any relevant COCC employment policies, Faculty, Classified or ABS Collective Bargaining Agreements and Employee Handbooks, 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-23-1 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.

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

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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.*

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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](#).

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

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~~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:~~

~~**Membership**~~

~~**Voting Status**~~

~~**Term**~~



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

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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



Instructions for Completing the Presentation/Proposal Form

- ❖ Add a title at the top of the form and fully complete the contact information section.
- ❖ Before coming to College Affairs, make sure you have worked closely with appropriate administrative leadership, faculty, and/or staff relevant to your presentation/proposal.
- ❖ Use the following prompts to help you fill out the Presentation/Proposal Form.
- ❖ 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)

- ❖ Give an overview of and rationale for your presentation (e.g., "information item concerning....," "new or revised policy concerning....," "new or revised procedure concerning....").
- ❖ If applicable, a brief discussion of your data and what led you to your conclusions. Full data findings should be included as an attachment with the completed Presentation/Proposal Form.

2. TYPE OF PRESENTATION/PROPOSAL

- ❖ Policies and procedures do not need to receive dual "approval" from Academic Affairs and College Affairs. If you've already received a recommendation from Academic Affairs after a first and second reading, you may bring the proposal to College Affairs as an information item, but it does not need to be submitted as an action item because it has already been recommended to the college president.
- ❖ For course fees, it can be helpful to recommend a cap so that you don't have to return for approval for minor increases. Depending on the fee, you may recommend a percentage increase or dollar amount that will necessitate further approval from College Affairs. Course fees will not be approved with unlimited increases.
- ❖ If you have questions about this section of the document, please contact the College Affairs chair and/or committee support specialist.

3. BUDGET IMPACT

- ❖ 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, etc.
 - Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

- ❖ Contact impacted departments/programs.
- ❖ Identify other constituents that may be impacted by the proposal.
- ❖ Contact impacted constituents to inform them of proposed changes and to solicit feedback.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

- ❖ 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.

6. OPERATIONAL IMPACT

- ❖ 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, etc.
 - Potential impacts to all affected academic and other departments.
 - Facility needs, including location, amount of space, construction or remodeling requirements.

7. STUDENT IMPACT

- ❖ Review possible operational needs:
 - Identify and quantify potential student impact.
 - Minimize negative student impact through teach-outs, grandfather clauses, substitutions, or other options.
 - Detail your communication planning.

8. ANTICIPATED IMPLEMENTATION TIMELINE

- ❖ Anticipated timeline:
 - Designate affected department(s) and include names and positions of those involved in implementation.
 - Identify current process adjustments.
 - Detail your communication planning.
 - Give anticipated implement dates

9. MOTION TO BE RECOMMENDED

- ❖ If you are proposing something that will require the committee to make a motion and take a vote, please provide the language for that motion (e.g., "I move to revise the procedures for....," "I move to reassess the fees for....," "I move to revise the policy to better reflect....").



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 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)

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

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

List impacted departments/programs, describe the impact, and identify steps taken to communicate the impact(s)

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

6. OPERATIONAL IMPACT

7. STUDENT IMPACT

8. ANTICIPATED IMPLEMENTATION TIMELINE

9. MOTION TO BE RECOMMENDED

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 College Affairs Committee is responsible for administrating and awarding 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 and Faculty Forum Executive Committee 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 Completing the 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]

Revisions to G-6-3.2

Name: Jessica Russell

Date: 5/2/2023

Department: Curriculum Committee

Contact Information: jlrussell@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)

Recommended changes to GPM G-6-3.2: 1. Remove "Assessment of student learning ou

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

Changes to GPM G-6-3.2 made prior to Fall 2023

9. MOTION TO BE RECOMMENDED

Approval of suggested revisions to GPM G-6-3.2, as put forth by the Curriculum Committee



G-6-3.2 COLLEGE CURRICULUM COMMITTEE

CHARGE: The Curriculum Committee is a sub-committee of the Academic Affairs Committee and will review for approval all new proposals, suspensions/deletions, and revisions to credit curriculum (courses and academic programs). Academic programs are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate.

Primary functions of the Curriculum Committee:

1. Approve additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:
 - Student learning outcomes
 - ~~Assessment of student learning outcomes~~
 - Credits and load units
 - Contact hours
 - Course and program titles and descriptions
 - Pre-requisites and sequencing
 - ~~Course and program mapping~~
 - General education (Foundational Requirements and Discipline Studies), and Related Instruction
 - ~~Discipline studies~~
 - State definitions of degrees and certificates.
2. Ensure that COCC curriculum adheres to College, State, and NWCCU (accreditation) standards and policies.
3. ~~Assist and Provide feedback to~~ support faculty in development and improvement of curriculum.
4. Consider effects of curricular and/or programmatic proposals and revisions on other departments/programs, institutions, and students. Other departments and/or programs may include, but are not limited to:
 - Impacts to and from prerequisite courses
 - Transfer focus areas
 - CTE programs
 - Admissions and Records
 - Financial Aid
 - College ~~n~~Now (dual credit)
 - ITS Information Technology Services
 - Articulation agreements.
5. Ensure that curriculum aligns with mission of the College.



Presentation/Proposal Form

[Add Title Here]

Narcan/Naloxone Policy & Procedure

Name: Sharla Andresen

Date: 5-1-23

Department: HR - Risk Mangament

Contact Information: sandresen@cocc.edu x7208

- ❖ 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)

Narcan is a medicine that can help individuals who are overdosing on an opioid. Narcan nasal spray is currently in all AED Boxes on campus. Since the medicine is on campus long teaching, Andrew Davis and Sharla Andresen met and are proposing the attached policy and procedure be added to the College General Policy and Procedure Manual.

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*: General Procedure section

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*: General Policy Section

Other: _____

3. BUDGET IMPACT

None

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.

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

Since the Narcan Nasel spray is already on campus. There is no timeline for implementation.

9. MOTION TO BE RECOMMENDED

Motion to approve the attached Narcan/naloxone Policy and Procedure.

Narcan/Naloxone Policy:

Central Oregon Community College will follow the Oregon Health Authority (OHA) guidelines in the administration of Narcan/Naloxone on all College campuses.

Narcan/Naloxone Procedure:

All Residential Hall and Campus Safety staff will receive training in Narcan/Naloxone administration in accordance with OHA. However, the College recognizes that in some situations any College member may be the first responder and are authorized to administer Narcan/Naloxone in accordance with Oregon's Good Samaritan Law.



Presentation/Proposal Form

[Add Title Here]

Workplace Fairness Policy

Name: Rachel Knox

Date: 04/20/2023

Department: HR

Contact Information: rknox@cocc.edu x7233

- ❖ 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)

COCC is currently non-compliant with a Oregon mandated Workplace Fairness Policy. The proposed policy would bring the College into compliance.

This policy covers workplace discrimination, retaliation, harassment, and sexual assault specifically from an employment perspective. Proposed policy fulfills all state requirements. This policy intends to differentiate from Title IX and clarify retaliation related to this and other policies. It also connects to COCC's incident/concerns reporting procedures.

HR is requesting this policy be identified as G-32-0 and that it replace the text currently on the website at that location:

<https://www.cocc.edu/policies/general-policy-manual/human-resources/human-resources-policies.aspx>

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-32-0

Other: _____

3. BUDGET IMPACT

none

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.

None. This policy codifies current College ethics and provides clear differentiation from or connection to current policies.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

HR will communicate with supervisors for awareness, integration, and application.

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

May 2023 - ASAP, please.

9. MOTION TO BE RECOMMENDED

Motion to approve proposed Workplace Fairness policy for inclusion in the GPM as HR policy G-32-0.

Workplace Fairness Policy – G-32-0

This Workplace Fairness policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment. In compliance with the Oregon Workplace Fairness Act, this policy provides required information related to unlawful employment-related discrimination, retaliation, harassment, and sexual assault.

Discrimination and Workplace Harassment

COCC prohibits unlawful discrimination, harassment, retaliation, and sexual assault. The [COCC General Policy Manual G-28-1 Nondiscrimination and Equal Employment/Affirmative Action Statement](#) provides additional details.

COCC employees, customers, clients, contractors, and visitors to COCC campuses or sites are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment, discrimination, or retaliation. A “work environment” includes employees on COCC premises, at a COCC-sponsored off-site event, traveling on behalf of COCC, or conducting COCC business, regardless of location.

This policy prohibits any conduct at work that a reasonable person in the individual’s circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment or for participation in an investigation of a complaint.

COCC prohibits sexual harassment of any kind between any COCC parties. Refer to the COCC General Policy Manual [G-28-3 COCC Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy](#) and [G-28-0.2 for Definition of Terms](#) for details.

Prohibited Conduct

This policy prohibits conduct based on an individual’s protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering, or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described in the [COCC General Policy Manual G-28-3 COCC Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking](#) policy.

Any individual found to have engaged in discriminatory conduct, harassment, retaliation, or sexual assault may face disciplinary action up to and including dismissal. Managers and supervisors who fail to report known harassment or fail to take prompt, appropriate corrective action may be subject to disciplinary action, including potential dismissal.

Retaliation Protections

COCC will not tolerate retaliation against any employee for raising a good faith concern, providing information related to a concern, or otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal. Filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person found to have violated this policy aspect will be subject to discipline up to and including dismissal.

See the COCC General Policy Manual [G-28-5 Retaliation](#) related to Title IX and [G-28-7 Whistleblower Policy](#) for retaliation statements related to specific policies.

Reporting Procedure

Any employee aware of or experiencing discrimination, retaliation, harassment, or sexual assault in the workplace should report that information immediately. Refer to the COCC General Procedure Manual [HR-18-3 Employee Concerns Procedure](#) or [N-1-1 Filing a Report](#) for additional details. Employees can also contact the individuals listed in the [COCC General Policy Manual G-28-0.1 Reporting Contact Information](#) for support or guidance on any aspect of this policy and associated processes. All employees are advised to document and report any incidents involving discrimination, retaliation, harassment, or sexual assault as soon as possible.

Oregon state law requires any legal action taken on alleged discriminatory conduct, specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112, commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing. See the [COCC General Procedure Manual HR-18-1 Timing](#) for the time limit for the COCC Employee Concerns process.

Nondisclosure or Nondisparagement Agreements

COCC will not require a former, current, or prospective employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, retaliation, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, retaliation, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement that contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven (7) days to revoke any such agreement. The College will not offer a settlement on the condition of a request for these terms.

A **nondisclosure agreement** is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement.

A **nondisparagement agreement** is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the College.

A **no-rehire provision** is an agreement or statement prohibiting an employee from seeking reemployment with the College and allows COCC not to rehire that individual in the future.

References: Federal law - Title VII of Civil Rights Act of 1964; State law - ORS 659A, SB 1586 (2022). Additional references are available at the [Oregon Bureau of Labor and Industries](#).

Effective date: 5/?/2023.



Presentation/Proposal

Form

Request to increase fees for ART in-person studio courses and courses requiring Adobe/software licenses. Request to establish fees for DSGN courses.

Name: Lilli Ann Linford-Foreman

Date: 4/25/23

Department: Fine Arts & Communication

Contact Information: lforeman@cocc.edu; 541.383.7532

- ❖ 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)

Request to raise fees for in-person studio art courses and art courses requiring Adobe Cre



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: **Request to raise course fees** _____

3. BUDGET IMPACT

The increased fees will bring in approximately \$20K for 2023-24, which is the same amount



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.

Fine Arts & Communication: students enrolled in ART and DSGN courses and students in



5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

NA

6. OPERATIONAL IMPACT

Increased revenue to cover increased expenses

7. STUDENT IMPACT

The increase in studio art fees will impact students. The increases are necessary, however



8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2023

9. MOTION TO BE RECOMMENDED

1. I recommend that the proposed increases in studio art, digital art and Adobe fees be ap



5/1/2023

COLLEGE AFFAIRS PRESENTATION/PROPOSAL FORM

Request to increase fees for ART in-person studio courses and courses requiring Adobe or other software licenses. Request to establish fees for DSGN courses. This request made by FAC Department Chair Lilli Ann Linford-Foreman and Assistant Professor II of Art Venus Nguyen.

Contact Lilli Ann at lforeman@cocc.edu; Venus at nguyen3@cocc.edu

1. PRESENTATION/PROPOSAL ABSTRACT

Request to raise fees for in-person studio art courses and art courses requiring Adobe Creative Cloud or other software licenses. Current course fees are not covering the cost of consumable classroom materials or life models. Licenses for Adobe Creative Cloud have increased in cost since the initial fee was established for 2020-21. Please see attached spreadsheet for specifics; in general, in-person ART studio class fees will be \$35 to cover the basic open materials used by the class. Select in-person ART studio classes use additional shared supplies (sometimes referred to as kits) and/or require life models. The fee is \$55 for these courses. In-person ART Digital courses are \$75: \$55 for the Adobe license + \$20 for printing fees (using proprietary high quality color printers). Online ART Digital courses are \$55 for the Adobe licenses. The DSGN courses are under construction and we are still waiting for some information on those, but request \$55 for those we are offering fall term.

Important fact: Students are only charged once per term for an Adobe license, regardless of how many courses they are taking that require the software.

2. ACTION ITEM: request to raise course fees

3. BUDGET IMPACT

We anticipate the increased fees will bring in approximately \$20K for 2023-24, which is the same amount we expect to spend on the related course supplies and software licenses.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

Fine Arts & Communication: students enrolled in ART and DSGN courses and students in Graphic Design and Illustration CTE programs. Students in future art-related CTE programs.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS: NA

6. OPERATIONAL IMPACT: Increased revenue to cover increased expenses

7. STUDENT IMPACT

The increase in studio art fees will impact students. The increases are necessary, however, to cover the costs of classroom kits, supplies and models. The increase in the Adobe fee reflects the anticipated increase in the cost of the software, which is renewed in September. DSGN students will be using software as well; several products are being evaluated. The cost paid by

students to purchase through the college is less than they would pay independently for individual licenses, and they pay once per term for the license, which can then be used in several courses.

8. ANTICIPATED IMPLEMENTATION TIMELINE: Fall 2023

9. MOTION TO BE RECOMMENDED

"I propose that the increased course fees for ART and the requested fees for DSGN courses be approved effective fall term 2023."

All ART Courses

			Fees In Person	Fees Online
ART	101	Intro to Visual Arts	35	0
ART	110	Beginning Graphic Design	75 (55 Adobe)	55 Adobe
ART	115	Basic Design: 2-D	35	0
ART	116	Basic Design: Color	35	0
ART	117	Basic Design: 3-D	35	35
ART	121	Ceramics: Intro Hand Building	55	n/a
ART	122	Ceramics: Intro Wheel Throwing	55	n/a
ART	131	Beginning Drawing	35	0
ART	132	Intermediate Drawing	35	0
ART	140	Sequential Art: Non-Digital	55	55
ART	141	Vector Art Illustration	75 (55 Adobe)	55 Adobe
ART	142	Digital Painting: Basics	75 (55 Adobe)	55 Adobe
ART	143	Scientific Illustration: Basics	55	0
ART	157	Metal Arts: Basics	55	n/a
ART	158A1	Metal Arts: Surfaces	75	n/a
ART	158B1	Metal Arts: Beginning Casting	75	n/a
ART	158B2	Metal Arts: Intermediate Casting	75	n/a
ART	159A1	Metal Arts: Forming	55	n/a
ART	159C1	Metal Arts: Enameling	75	n/a
ART	159C2	Metal Arts: Setting	55	n/a
ART	161	Photography: Darkroom Basics	35	n/a
ART	165	Intro to Video Production	55 Adobe	55 Adobe
ART	180	Co-op Work Experience	varies	varies
ART	181	Beginning Painting	55	0
ART	184	Beginning Watercolor	35	0
ART	185	Intermediate Watercolor	35	0
ART	188	Special Studies: Art	varies	varies
ART	190	Figurative Clay Sculpture	55	n/a
ART	191	Sculpture	55	n/a
ART	197	Portfolio Development	55 Adobe	55 Adobe
ART	199	Selected Topics: Art	varies	varies

All DSGN Courses

DSGN	101
DSGN	103
DSGN	104
DSGN	130
DSGN	140
DSGN	150
DSGN	180
DSGN	188
DSGN	197PD
DSGN	199
DSGN	202
DSGN	203
DSGN	230
DSGN	240
DSGN	250
DSGN	257
DSGN	288
DSGN	297PD
DSGN	297UX
DSGN	298
DSGN	299

ART	230	Intermediate Graphic Design	75 (55 Adobe)	55 Adobe
ART	234	Figure Drawing	55	0
ART	240	Digital Illustration: Concept Art	75 (55 Adobe)	55 Adobe
ART	241	Digital Illustration: Narrative	75 (55 Adobe)	55 Adobe
ART	242	Animated Digital Murals	55 Adobe	55 Adobe
ART	253	Ceramics: Intermediate	55	n/a
ART	261	Photography: intermediate Darkroom	35	n/a
ART	265	Photography: Digital Basics	75 (55 Adobe)	55 Adobe
ART	266	Ceramics: Raku	55	n/a
ART	267	Photography: Intermediate Digital	75 (55 Adobe)	55 Adobe
ART	270	Beginning Printmaking	55	n/a
ART	271	Intermediate Printmaking	55	n/a
ART	281	Intermediate Painting	55	n/a
ART	288	Special Studies: Art	varies	varies
ART	290	Creative Team	55 Adobe	55 Adobe
ART	291	Sculpture Mold Making	55	n/a
ART	297	Capstone: All Media	35	35
ART	297GD	Capstone: Graphic Design	75 (55 Adobe)	75 (55 Adobe)
ART	297IL	Capstone: Illustration	75 (55 Adobe)	75 (55 Adobe)
ART	297MA	Capstone: Metal Arts	55	n/a
ART	297PM	Capstone: Printmaking	55	n/a
ART	298	Independent Study: Art	varies	varies
ART	299	Selected Topics: Art	varies	varies

	Fees In Person	Fees Online
Intro to Product Design	35	n/a
UX Research Methods	0	0
UX Design Principles	0	0
Product Design Fundamentals	100	n/a
3D Modeling: Basics	90 (55 Adobe)	n/a
Design for Production	100	n/a
Co-op Work Experience Design	varies	varies
Special Studies: Design	varies	varies
Portfolio Development: PD	55 Adobe	55 Adobe
Selected Topics: Design	varies	varies
UI Design	55 Adobe	55 Adobe
Usability Testing	55 Adobe	55 Adobe
Material Exploration Studio	100	n/a
3D Modeling: Intermediate	90 (55 Adobe)	n/a
Design for Robotic Production	pending	n/a
Metal Arts: Production	75	n/a
Special Studies: Design	varies	varies
Capstone: Product Design	90 (55 Adobe)	n/a
Capstone: UX/UI	55 Adobe	55 Adobe
Independent Study: Design	varies	varies
Selected Topics: Design	varies	varies



Presentation/Proposal Form

[Add Title Here]

Name: Shannon Waller/Christina Grijalva

Date: 4/27/23

Department: Allied Health/ Medical Assisting & Health Information Mgmt

Contact Information: swaller@cocc.edu, cgrijalva@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.

PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

MA and HIM are in desperate need of a real-life web-based electronic health record (EHR). MA has been using an EHR program which has not been supported for the past 4 years. HIM recently had an accreditation site visit from CAHIM where the recommendation was to implement a software into the program so that students get experience in an EHR. MA has accrediting standards from CAAHEP that an EHR needs to be used as well.

The program we are happy to move forward with is called EHRGo. This will allow students to be inside a medical record and document as if they were in a clinic or hospital setting.

MA students need a 40-week subscription that would cost \$110

HIM students need a 2-year subscription costing \$200

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

BUDGET IMPACT

For the MA cohort, a one time fee included in the clinical course (MA 110) of \$110 (to start Fall of 2023) will give students a 40-week access of EHRGo

For the HIM cohort, a one-time fee will be included in the gateway course (HIM 103) of \$200 (to start Fall of 2023) will give students 2 year access to EHRGo

IMPACTED DEPARTMENTS AND/OR PROGRAMS

There will be no departments/program impacted of this change other than MA and HIM

INSTRUCTIONAL REQUIREMENTS/IMPACTS

There will be no instructional impacts of this change

OPERATIONAL IMPACT

Fees to be increased:

MA 110 add \$110 for one course access

HIM 103 add \$200 for one course access

STUDENT IMPACT

The change may impact students financially to have an additional course fee. However, the benefit of using an EHR prior to being on the job will have a huge impact on their ability to do their job successfully.

ANTICIPATED IMPLEMENTATION TIMELINE

Fall Of 2023 for all courses

MOTION TO BE RECOMMENDED

Recommend an increase of course fees for the following courses:

MA 110- \$110

HIM 103 - \$200

Also recommend that if in the future, any third party digital material provider increase their fees, that the Allied Health department be able to automatically adjust the fees accordingly without having to come to College Affairs Committee for approval