



CENTRAL OREGON
community college

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

College Affairs Committee

Friday, June 9, 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 May 12, 2023 meeting – Kirsten Hostetler
- b. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 2nd Reading – Jessica Russell
- c. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 2nd Reading – Sharla Andresen and Cory Darling
- d. Proposal to revise ART course fee and establish fees for DSGN courses, 2nd Reading – Lilli Ann Linford-Foreman
- e. Proposal to increase MA-110 and HIM-103 course fees, 2nd Reading – Shannon Waller and Christina Grijalva

2. New Business

- a. Proposal for Copy Center Closure, 1st Reading – Lori Benefiel
- b. Proposal for changes to Safety Committee Policy Regarding Meeting Times, 1st Reading – Cory Darling and Sofia Stranieri
- c. Proposal for Sociology Course Fees for Inclusive Textbook, 1st Reading – Tom Barry
- d. Shared Governance Survey Results, Discussion Item – Tom Barry
- e. Shared Governance – Committee Members Survey for Annual Accomplishments, Action Item – Kirsten Hostetler (see: https://cocc.qualtrics.com/jfe/form/SV_0UhQwnj41uy6BWS .)
- f. CAC Chair Election for AY 2023-24, Action Item – Kirsten Hostetler

Next Meeting: September, 2023

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



Date: May 12, 2023
10:00 – 11:30am
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Seana Barry	Dan Alberghetti
Laurie Chesley	Allison Dickerson	Rachel Knox
Tracy Crockett	Alan Unger	Lilli Ann Foreman
Josh Evans		Darren McCrea
Faculty Forum Representative		Sharla Andresen
Kara Rutherford		Cory Darling
Dray Aguirre, ASCOCC President		Jessica Russell
		Christina Grijalva
Jennifer Peters, Recorder		Frank Payne

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from April 14, 2023 – Kirsten Hostetler

Motion to approve meeting minutes from the April 14, 2023 meeting.

Motion made by Josh Evans, seconded by Tracy Crockett.

Motion passed unanimously by all members present.

b. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 2nd Reading – Darren McCrea

Motion to approve at 2nd reading revising GPM Policy 23-3-0 Network Technology Resources.

Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

Motion passed unanimously by all members present.

c. Proposal to remove G-6.8.1.1 and G-6.8.1.2 and revise G.23.1 and G.23.2 the Technical Advisory Committee and the Technical Review Team subcommittee, 2nd Reading – Darren McCrea

Motion to approve at 2nd reading the proposal to dissolve the Technical Advisory Committee and the Technical Review Team subcommittee..

Motion made by Kara Rutherford, seconded by Josh Evans.

Motion passed unanimously by all members present.

d. Proposal for Fall 2023 Inclusive Access Course Fees with the exclusion of CJ-101, 2nd Reading – Frank Payne and Jessica Giglio

Motion to approve at 2nd reading the proposal for Fall 2023 Inclusive Access Course Fees with the exclusion of CJ-101.

Motion made by Tracy Crockett, seconded by Josh Evans.

Motion passed unanimously by all members present.

e. Proposal for revisions to G-6-2 College Affairs Committee charge and proposal forms, 2nd Reading – Kirsten Hostetler



Motion to approve at 2nd reading the proposal for revisions to G-6-2 College Affairs Committee charge and proposal forms.

Motion made by Josh Evans, seconded by Kara Rutherford.

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

2. New Business

a. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 1st Reading – Jessica Russell

- Proposing edits – nothing that changes the policies and procedures.
- Remove “Assessment of student learning outcomes” bullet point from the webpage – it’s not a primary function of the committee to approve additions, suspensions or modifications of the assessment portions of student learning outcomes.
- Combine DS to Gen Ed/Related Instruction bullet point: “General Education (Discipline Studies and Foundational) and Related Instruction”.
- Remove “course and program mapping”.
- Reword number 3: “provide feedback to support faculty in development and improvement of curriculum”.
- Capitalize College Now.
- Spell out ITS – Information Technology Services.

Motion to approve at 1st reading the proposal to revise GPM G-6-3.2 College Curriculum Committee.

Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

- Motion passed unanimously by all members present.

b. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 1st Reading – Sharla Andresen

- Narcan nasal spray is currently in all AED boxes on campus.
- Since the medicine is already on campus the Campus Safety and Risk Management departments recommend that the proposed policy and procedure is added to the college’s General Policy and Procedure Manual.
- Policy states that the college will follow all Oregon Health Authority Guidelines.
- Procedure states that Residence Hall and Campus Safety staff will complete the OHA training regarding the administration of the medication.
- Recommend adding a link in the policy to the OHA Guidelines.
- Recommend the policy is listed under the General section as G-30-1 and the procedure under the HR section of procedures as HR-19-0.

Motion to approve at 1st reading the proposal to add a Narcan/Naloxone Policy and Procedure to the GPM with the above recommendations.

Motion made by Tracy Crockett, seconded by Kirsten Hostetler.

- Motion passed unanimously by all members present.

c. Proposal to add G-32-0 Workplace Fairness Policy to the General Procedures Manual (state requirement), 1st and 2nd Reading – Rachel Knox



- COCC is currently non-compliant with an Oregon mandated Workplace Fairness Policy – this policy would bring the College into compliance.
 - Policy covers workplace discrimination, retaliation, harassment, and sexual assault specifically from an employment perspective.
 - Policy differentiates from Title IX and clarifies retaliation related to this and other policies and connects to COCC’s incident/concerns reporting procedures.
 - HR requests the policy be identified as G-32-0 and replace the text currently on the website at that location.
 - Most of the language comes from a model policy on workplace fairness that BOLI puts out but is customized to be specific to connect to the College’s current policies.
 - Suggest adding students to the first sentence of the third paragraph – “COCC employees, customers, clients, contractors, students, and visitors to COCC.....”
- Motion to approve for 1st and 2nd reading the proposal to replace the sentence currently in G-32-0 with the proposed policy with the addition of “students” as outlined above.
Motion made by Kirsten Hostetler, seconded by Josh Evans.
- Motion passed unanimously by all members present.

d. Proposal to revise ART course fees and establish fees for DSGN courses, 1st Reading – Lilli Ann Linford-Foreman

- Proposal to adjust fees per the spreadsheet attached to the proposal.
 - Current course fees are not covering the cost of consumable classroom materials or life models.
 - Request to raise fees for in-person studio art courses and art courses requiring Adobe Creative Cloud licenses.
 - Committee recommends having a chart that shows a comparison of what the current course fees are and what the proposed fees will be.
 - Committee recommends providing a dollar range (equal to or less than) where fees are listed as “varies” on the proposed fee spreadsheet.
 - Committee recommends listing a cap for the fees, which may vary by class, - either a set dollar amount or a percentage - before the department would need to return and ask for approval for another fee increase.
- Motion to approve at 1st Reading the proposal to revise ART course fees and establish fees for DSGN courses with the above recommendations.
Motion made by Kirsten Hostetler, seconded by Josh Evans.
- Motion passed unanimously by all members present.

e. Proposal to increase course fees for MA-110 and HIM-103, 1st Reading – Shannon Waller and Christina Grijalva

- Proposed fee increase would provide a subscription to EHRGo – a real-life web-based electronic health record.
- HIM recently had an accreditation site visit from CAHIIM and one of the recommendations was to implement a software into the program so students get experience in a simulated EHR (electronic health record).



- MA has accrediting standards from CAAHEP that an EHR needs to be used as well.
- Costs for MA students for a 40-week subscription is \$110 and HIM students need a 2-year subscription that costs \$200 and would replace current fees.
- Recommend adding to the Student Impact section of the proposal that this could potentially eliminate the purchase of some textbooks.
- Recommend adding a cap amount for future increases without having to come to College Affairs for approval.

Motion to approve at 1st Reading the proposal to increase MA-110 and HIM-103 course fees with the above recommendations.

Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

- Motion passed unanimously by all members present.

Josh Evans made a motion to adjourn the meeting - meeting adjourned at 11:21am.

NEXT MEETING: Friday, June 9, 2023, 10:00-11:30am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/wYbiM1DVMBEUK-gBfF-EI4JR86oa9I1MdHfRLOpfxN_r-N_V3fo56T-eVPjSmCS.hL7I2xlVn5a7tHyW

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 ~~Now~~ (dual credit)
 - ~~ITS~~ Information Technology Services
 - Articulation agreements.
5. Ensure that curriculum aligns with mission of the College.

Narcan/Naloxone Policy: G-30-1

Central Oregon Community College will follow the Oregon Health Authority (OHA) guidelines in the administration of Narcan/Naloxone on all College campuses. See: [OHA Guidelines](#)

Narcan/Naloxone Procedure: HR-19-0

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.

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."

Jennifer Peters

From: Lilli Ann LinfordForeman
Sent: Monday, June 5, 2023 1:09 PM
To: Jennifer Peters
Subject: Revised request for Art course fees for 23-24
Attachments: Art fees revised 6-2-23_by year.xlsx

For the second reading of the Art fee increase request:

We have removed the requests for “varies” fees; when needed, special studies, special topics and career work experience classes will instead use a required materials list. I’ve included fees from the 16-17 AY, to demonstrate that many of the fees have not increased since then. The language of the original presentation/proposal form remains the same.

Notes on the revised spreadsheet:

Metal Arts classes were completely restructured last year through Courseleaf. Previously, students paid a minimal course fee and then paid the department directly for additional supplies (gold, silver, semi-precious stones, etc).

NA means the course did not yet exist, or was not offered during the year(s) shown.

n/a means the course is not offered in a completely remote version

Thanks!

Lilli Ann

Lilli Ann Linford-Foreman

Lilli Ann is my first name; my pronouns are she/her

Chair, Fine Arts & Communication

Professor of Speech and Theatre

Central Oregon Community College 2600 NW College Way Bend OR 97703

541.383.7532

This email was scanned by Bitdefender

COLLEGE AFFAIRS PROPOSAL - ART DSGN Course Fees 6/9/23

All ART Courses			Proposed F2F	Proposed ONL	22-23	15-16
ART	101	Intro to Visual Arts	35	0	0	0
ART	110	Beginning Graphic Design	75 (55 Adobe)	55 Adobe	50 Adobe	NA
ART	115	Basic Design: 2-D	35	0	10	10
ART	116	Basic Design: Color	35	0	10	10
ART	117	Basic Design: 3-D	35	35	10	10
ART	121	Ceramics: Intro Hand Building	55	n/a	10	10
ART	122	Ceramics: Intro Wheel Throwing	55	n/a	10	10
ART	131	Beginning Drawing	35	0	10	10
ART	132	Intermediate Drawing	35	0	10	10
ART	140	Sequential Art: Non-Digital	55	55	10	NA
ART	141	Vector Art Illustration	75 (55 Adobe)	55 Adobe	50 Adobe	NA
ART	142	Digital Painting: Basics	75 (55 Adobe)	55 Adobe	50 Adobe	NA
ART	143	Scientific Illustration: Basics	55	0	50	NA
ART	157	Metal Arts: Basics	55	n/a	55	10
ART	158A1	Metal Arts: Surfaces	75	n/a	55	NA
ART	158B1	Metal Arts: Beginning Casting	75	n/a	55	NA
ART	158B2	Metal Arts: Intermediate Casting	75	n/a	55	NA
ART	159A1	Metal Arts: Forming	55	n/a	55	NA
ART	159C1	Metal Arts: Enameling	75	n/a	55	NA
ART	159C2	Metal Arts: Setting	55	n/a	55	NA
ART	161	Photography: Darkroom Basics	35	n/a	10	10
ART	165	Intro to Video Production	55 Adobe	55 Adobe	NA	NA
ART	181	Beginning Painting	55	0	10	10
ART	184	Beginning Watercolor	35	0	10	10
ART	185	Intermediate Watercolor	35	0	15	10
ART	190	Figurative Clay Sculpture	55	n/a	10	10
ART	191	Sculpture	55	n/a	10	10
ART	197	Portfolio Development	55 Adobe	55 Adobe	50 Adobe	NA
ART	230	Intermediate Graphic Design	75 (55 Adobe)	55 Adobe	50	NA
ART	234	Figure Drawing	55	0	15	10
ART	240	Digital Illustration: Concept Art	75 (55 Adobe)	55 Adobe	50	NA
ART	241	Digital Illustration: Narrative	75 (55 Adobe)	55 Adobe	50	NA
ART	242	Animated Digital Murals	55 Adobe	55 Adobe	NA	NA
ART	253	Ceramics: Intermediate	55	n/a	10	10
ART	261	Photography: intermediate Darkroom	35	n/a	10	10
ART	265	Photography: Digital Basics	75 (55 Adobe)	55 Adobe	50	10
ART	266	Ceramics: Raku	55	n/a	10	7
ART	267	Photography: Intermediate Digital	75 (55 Adobe)	55 Adobe	50	10
ART	270	Beginning Printmaking	55	n/a	50	NA
ART	271	Intermediate Printmaking	55	n/a	50	NA
ART	281	Intermediate Painting	55	n/a	15	15
ART	290	Creative Team	55 Adobe	55 Adobe	NA	NA
ART	291	Sculpture Mold Making	55	n/a	10	10
ART	297	Capstone: All Media	35	35	0	NA
ART	297GD	Capstone: Graphic Design	75 (55 Adobe)	75 (55 Adobe)	50	NA
ART	297IL	Capstone: Illustration	75 (55 Adobe)	75 (55 Adobe)	50	NA
ART	297MA	Capstone: Metal Arts	55	n/a	NA	NA
ART	297PM	Capstone: Printmaking	55	n/a	NA	NA

All DSGN Courses	New Program/New classe:	Fees In Person	Fees Online	
DSGN	101	Intro to Product Design	35	n/a
DSGN	103	UX Research Methods	0	0
DSGN	104	UX Design Principles	0	0
DSGN	130	Product Design Fundamet	100	n/a
DSGN	140	3D Modeling: Basics	90 (55 Adobe)	n/a
DSGN	150	Design for Production	100	n/a
DSGN	197PD	Portfolio Development: Pt	55 Adobe	55 Adobe
DSGN	202	UI Design	55 Adobe	55 Adobe
DSGN	203	Usability Testing	55 Adobe	55 Adobe
DSGN	230	Material Exploration Studi	100	n/a
DSGN	240	3D Modeling: Intermediate	90 (55 Adobe)	n/a
DSGN	250	Design for Robotic Producti	pending	n/a
DSGN	257	Metal Arts: Production	75	n/a
DSGN	297PD	Capstone: Product Design	90 (55 Adobe)	n/a
DSGN	297UX	Capstone: UX/UI	55 Adobe	55 Adobe



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 CAHIIM 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 190) 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 190 add \$200 for two year course access

Fees to be removed:

HIM 103 remove \$179

HIM 201 remove \$179

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.

For HIM students this additional \$200 fee will be offset by a reduction of \$358 in Cengage Learning fees.

Fee History: In speaking with the EHR Go vendor, EHR Go has been in business since 2008. The original fee for the 2-year subscription was \$190. The first price adjustment occurred at the beginning of 2022. The fee increased \$5 from \$190 to \$195. The vendor does not anticipate a price increase in the next 5 years, but could not offer a guarantee. Additionally, they stated if there were to be a price increase, they do not expect it would be more than \$5. They indicated business is strong and stable.

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

In light of the fee history provided, also recommend that if in the future, any third party digital material provider increase their fees, not to exceed a cap of \$25, that the Allied Health department be able to automatically adjust the fees accordingly without having to come to College Affairs Committee for approval



Presentation/Proposal Form

Copy Center Closure

Name: Lori Benefiel

Date: 5/23/2023

Department: Copy Center

Contact Information: Lori Benefiel

- ❖ 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)

Remove all Copy Center language from the General Policy Manual. After review with ChairMoot, CTE Council, noncredit instruction, Student Affairs and SLT, it was decided that COCC would close its Copy Center at the end of Spring term 2023. More and more print resources are shifting to electronic options, which has caused a significant decrease in Copy Center production. Ex. Historically, the Copy Center printed over 200,00 copies annually for College departments, but this has decreased to less than 30,000 copies. In addition, due to staffing (COVID layoff), retirements, and organizational changes over the last three years, Lori Benefiel, COCC's Director of Auxiliary Services, and Bookstore staff, have been providing support for any copy requests since reopening after COVID.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual:
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

There is no budget impact.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

No specific department or program will be negatively impacted. College departments and programs have the following options:

- All departments have network printers (in other words, printers associated with computers).
- All departments should have a black and white copy machine. Charge for copies are \$0.08 per page.
- There are several color copiers available on the Bend campus (BEC 100B, BEC 233, Cascade Hall 245, Chandler, Coats Campus Center 208, Newberry 112, Culinary 106, Madras, Ponderosa 216A, Redmond Bldg. 3, and Wickiup); charge for color copies is \$0.25 per page.
- Abracadabra Printing is available for larger print jobs or anything that might need spiral binding. They will invoice the College. Other off-campus resources exist as well (e.g., Kinko's and others).

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

The department budget for COPIER will be closed at the end of the fiscal year and the remaining fund balance will be transferred to the general fund.

7. STUDENT IMPACT

No student impact. Student's were not users of the Copy Center.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Copy Center will close at the end of Spring term 2023. The announcement of the Copy Center closing has been posted to COCC Headlines and Bobcat Community, beginning November 2022.

9. MOTION TO BE RECOMMENDED

I move to discontinue/remove all policy's related to the Copy Center in the GPM.

<https://www.cocc.edu/policies/general-policy-manual/business/printing.aspx>

<https://www.cocc.edu/policies/general-policy-manual/business/proceeds-received-from-the-sale-of-surplus-property.aspx>

<https://www.cocc.edu/policies/general-policy-manual/business/bookstore.aspx>

G-31-10.2 ~~Printing~~

Commented [LB1]: Change to: Department Paper

~~Duplication: Duplication services on camera-ready copy are available to all campus departments and organizations. Charges are made for printing and bindery services, based on the current rate. Department budgets are directly charged for all services. Various types and colors of paper are available. Please check with the Copy Center staff.~~

~~Printing Exams: Work-study students perform the work in this department. Please send all exams in a sealed envelope as a security measure.~~

~~Equipment: Duplication and bindery equipment may only be operated by the staff of the Copy Center. Photocopiers: Photocopiers are located in each building. Each Department may request~~

~~Personalized copier account numbers or as many as they require for their billing process. Copies made are charged back to the Department. Paper must be ordered through Printing and Mail Services. White, 20-lb. bond paper is provided. Other stock may be purchased by the Department~~

Commented [LB2]: Delete

Commented [LB3]: Delete

Commented [LB4]: through an outside vendor.

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

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

Commented [LB5]: Change to Vice President of Finance and Operations

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

Commented [LB6]: or

Commented [LB7]: Delete language

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

G-31-10 Bookstore

The Central Oregon Community College Bookstore exists to serve the college community. The Bookstore is operated as a self-supporting enterprise.

The pricing structure of the Bookstore is designed to make books, services, and supplies available to students at reasonable prices, while covering its cost of operations.

Textbooks:

Adoptions: An online Textbook Adoption Form must be completed by each instructor for each course they are teaching each term, approved by the Department Chair and submitted to the Bookstore by the established term deadline (Fall: April 15; Winter: October 15; Spring: January 15; Summer: April 1). Textbook adoptions submitted after the deadline may not arrive on time without additional expense to the Department and will not be included in consideration for Buy-Back. Assumptions about the current or continuing textbook inventory should not be made. Regardless of whether a textbook has been used in the past or is currently in inventory, an adoption form must be received to guarantee sufficient textbooks for a class. An adoption form must be received even if no textbook is required and so stating that fact. Textbooks not adopted will be returned to the publisher each term.

Adoption of instructor-authored textbooks: Instructor selection of educational materials is essential to providing quality materials. This guidance regarding the selection of a textbook authored by a COCC instructor is meant to ensure the right to select the most appropriate textbook while safeguarding the instructor from any appearance of conflict with the Oregon Ethics law (which prohibits public employees from "using their official position to obtain financial gain").

1. Instructors who have authored textbooks and wish to require those textbooks for COCC credit courses must first submit this request to the ~~Vice President for Instruction~~ for approval, prior to submitting book order.

Commented [LB8]: Change to Vice President Academic Affairs

Information needed with request would include:

- Details of publisher contract regarding royalties
- Availability of other texts
- Justification for selecting this text (brief)
- Price, and comparison with prices of other texts available for such a course
- Strategies instructor employs to reduce student textbook cost (example: copy of text on reserve)

Timeline - submit request 3 weeks prior to deadline for book order.

2. Royalties derived from COCC sales are to be diverted by the instructor to the Foundation (when instructor is paid royalties by the publisher).

3. Whether any share of royalties for sales outside COCC go to the College is governed by Article 18 of the

Faculty Collective Bargaining agreement.

Publisher Policies: Most publishers allow adequate return policies for textbook overstock. However, there are still publishers who have extremely limited return policies or do not allow returns at all. In cases where the publisher has restrictive policies, the academic Department will be notified and have the final say in the Adoption of the book and the order quantity. Unsold, nonreturnable books will be charged back to the Department at the end of each term.

Changed Orders: If a textbook selection is changed after the Bookstore has placed its orders, it can be done only with the authorization of the Department Chair. The Department then becomes responsible for all costs connected with the change: all freight costs, books purchased during buy-back and any that students may have purchased and damaged.

Over-enrollment: It is very important for each instructor to notify the Bookstore when it is evident that a course enrollment has exceeded the expected enrollment given to the Bookstore. If the Bookstore is notified prior to selling out of books, one copy will be placed on reserve at the library until the reorder arrives. The Bookstore does not provide books for long-term library reserve. This must be provided by the Department or the instructor.

~~Course Packs: If an instructor wishes to have printed materials sold through the Bookstore, the process begins with a Textbook Adoption Form, listing the Course Pack as if it were a textbook. The instructor will be sent a copyright disclaimer form, which will need to be signed and returned to the Copy Center. The Copy Center will then secure rights and establish royalty fees for any copyrighted materials, a six to eight week process. All copyrighted materials are reprinted in accordance with federal copyright laws. The instructor will also submit the master and the printing instructions to the Copy Center. The Bookstore will determine the number to print, the Copy Center keeps the master, and prints on demand to cover any shortages. Any royalty fees will be added to the cost of the Course Pack. Masters will be returned at the end of the fourth week of the current term.~~

Commented [LB9]: Delete – No more course packs due to the Copy Center closing.

Student Policies:

Returns: During the first two weeks of fall, winter and spring quarters and the first week of summer quarter, students may return textbooks for a full refund if the books are completely clean, unmarked, and undamaged, packaged items are not opened, and they have their cash register receipt from the current quarter. The refund will be made in the tender rendered. If the book is damaged or written in, it will be refunded at half-price and sold as a used book.

Defective Books: Should a student purchase a defective book (missing pages, binding falling apart) he/she should return it immediately for a replacement.

Textbook Buy-Back: Two types of textbook buy-backs are conducted at the Bookstore: Term-End and Mini-Buys. Term-End

buy-backs are held during Finals Week. Hours and days are posted. At this time, students have the

opportunity to sell their textbooks. There is no guarantee that any book will ever be purchased at buy-back. However, the Bookstore buys as many books as possible. The buy-back is conducted by Bookstore staff who purchase for the Bookstore and for the wholesalers. This gives the widest buying power for used books. Ongoing-Buys are conducted daily, except during Rush and Term-End buy-backs. At this time, books are purchased from wholesale companies. Students are encouraged to wait until Term-End buy-back for the best possible price.

Instructor's Manual and Desk Copies:

Instructors should order their own manuals and desk copies directly from the publisher. Depending on publisher, these are provided at no charge by the publisher once a book has been adopted for use. The Bookstore can provide desk copies in cases of emergency. These will be charged to the Department at the time they are picked up. Full credit will be given for desk copies replaced with new, clean copies before the end of the sixth week of the term.

Supplies:

General school, office and art supplies are carried at the Bookstore. Selections are based upon sales history and requests from the campus community.

Required for a Course: Supplies required or recommended for a course should be listed on the Textbook

Adoption Form to insure adequate stock and timely arrival.

Department Charges:

Department budgets are directly charged for supplies and books purchased at the Bookstore. Budget Administrators submit authorization cards that determine who may charge on each account. Special ordered supplies are discounted, if possible.

College Staff:

Discounts: College staff is given a 20 percent discount on most merchandise purchased at the Bookstore. Staff must identify themselves before the transaction and must be present to get the discount. Please do not send others to get your discount. The Bookstore is not able to honor this request.

Charges: Full-time college staff may sign up for payroll deduction for purchases made at the Bookstore.

Services and Merchandise:

Services available to the college community for a fee include incoming and outgoing Fax service, stamp sales, and special ordering of books, software and supplies. Merchandise selections include textbooks, school, office, and art supplies, general reference and reading books, educationally priced software, imprinted clothing and gifts, snack foods and greeting cards.



Presentation/Proposal Form

G-6-9.6 Safety / OSHA Committee

Name: Chair Sofia Stranieri / Cory Darling

Date: 6/5/23

Department: Safety Committee

Contact Information: sstranieri@cocc.edu / cdarling3@cocc.edu

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

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

We propose to change policy G-6-9.6 OSHA Committee to reflect quarterly meetings for the committee. The current policy states the committee will meet monthly. As a committee we believe quarterly meetings would be a better fit for the work the committee has been assigned to complete.

We have reviewed OSHA meeting committee rules. Per the rules we would be allowed to meet quarterly.

This would be a minor wording change to current policy.

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"): No Fee

Other:

7. STUDENT IMPACT

No impact

8. ANTICIPATED IMPLEMENTATION TIMELINE

Quarter 3

9. MOTION TO BE RECOMMENDED

G-6-9.6 SAFETY/ OSHA COMMITTEE

CHARGE: Central Oregon Community College is committed to creating a healthy and safe working environment for its students, staff, employees and guests. The College demonstrates this commitment, in part, through the work of the Safety Committee. The Committee meets ~~monthly~~ quarterly to discuss potential health and safety issues, recommend improvements to policies and procedures, conduct quarterly safety inspections and to increase safety awareness on campus. Additionally, the Safety Committee will assist in monitoring, improving, and maintaining job site safety and occupational health as mandated by OSHA regulations. The Committee will report to the Director of Campus Safety and Emergency Management.

Membership, Voting Status and Terms

Administrator (3)	Volunteer*	Voting
Classified (3)	Volunteer*	Voting
Faculty (3)	Volunteer*	Voting
Redmond Campus Rep (1)	Volunteer*	Voting
Madras Campus Rep (1)	Volunteer*	Voting
Prineville Campus Rep (1)	Volunteer*	Voting

*The Safety Committee is made up of volunteers per OR-OSHA. If there are insufficient volunteers to make up equal representation of employee groups, the committee members may be elected or appointed as needed by Faculty Senate, Classified Association, or Presidential appointment.

Chair Election: Chair to be elected annually by the committee.



Presentation/Proposal Form

[Add Title Here]

Sociology Course Fees for Inclusive Textbook

Name: Tom Barry

Date: 5.15.23

Department: Social Sciences

Contact Information: tbarry@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)

This is proposal to offer SOC 201 textbooks through Inclusive Access.

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 fee is requested: \$37 for SOC 201

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

The physical textbook costs 106.00 and the Inclusive Access 36.00.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Winter 2024

9. MOTION TO BE RECOMMENDED

I recommend that a course fee of \$36 is added to SOC 201 beginning Winter 2024.