



Form 1: Presentation Checklist

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
- Policy—revision (Attach current policy with proposed changes illustrated with track changes)
- Policy—new
 - Identify suggested location in *GPM*: _____
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

ANTICIPATED IMPLEMENTATION TIMELINE



Course Fees Process Restructure

Academic Affairs Committee

Monday, October 20, 2025



CENTRAL OREGON
community college

Today's Goals

- Align on new course fees review and approval workflow & calendar
- Gather feedback on process
- Coordinate on Next Steps

LET'S GO
INVENT
TOMORROW
INSTEAD   F
WORRYING ABOUT
WHAT HAPPENED
YESTERDAY.

- STEVE JOBS



Project Background

- The current course fee process is inconsistent and often confusing.
- We need to find a way to balance student affordability with institutional financial responsibility.
- Faculty, staff, and students need a process that is clear and fair.
- A cross-functional effort is now underway to evaluate and restructure the course fees process, incorporating both operational improvements and philosophical alignment with the institution's values.
- Our goal: a consistent, transparent, student-centered fee structure.

Project Charge

Develop and implement a comprehensive course fee implementation and review process that:

- Standardizes fee terminology and expectations across the institution.
- Defines a clear end-to-end process for proposing, reviewing, approving, and communicating course fees.
- Establishes a policy framework that integrates evaluation criteria, SLT guidance, and stakeholder accountability.
- Supports instructional staff through clear tools, timelines, and communication systems.
- Aligns with college goals around affordability and long-term planning.



Why Academic Affairs?

Alignment with Academic Oversight

The AAC oversees curriculum development, program changes, and academic policies, making it the more appropriate body to ensure that any course fee aligns with academic standards and pedagogical intent.

Faculty Expertise and Departmental Representation

The committee is composed of staff who understand the instructional context and discipline-specific needs to help ensure fee proposals are evaluated with informed perspective.

Consistency with Curriculum Workflows & Policies

Ensures that any new or revised fee is approved within the same academic decision-making framework and context that governs curriculum and academic policy.

Transparency and Academic Accountability

Reinforces academic ownership and accountability for how fees are justified, structured, and communicated to students.



Annual Review Schedule

Process Step	Annual Deadline	2025-2026 Dates (AY 2026-2027)	Communication Lead	Informed
1. Annual Process Kick-Off	Late July	10/2025 w/Dean Team*	VP of Finance	Fiscal, Leadership Team
2. Benchmark Adjustments Due	Mid-August	N/A	VP of Finance	Fiscal, Leadership Team
3. Fiscal Annual Report Send	End of August	Amended version by 11/2025	Fiscal	Deans, Admissions, AA Coordinator, Curriculum
4. Dean Team & Chair Evaluation	By Thanksgiving	By Thanksgiving**	Dean Team	
5. Request Forms Submitted to VPAA & VPFO	First of December	Early February 2026	Dean Team	Requesters (Department Chairs, Program Directors)
6. Request Forms Signed Off by Academic Affairs	End January / Beginning of February	February 16 / March 2	VP of Academic Affairs	Dean Team, Requestors, President's Office
7. President Office Sign-Off	End of February	Mid-March	President's Office	Fiscal, Dean Team, Requestors, AA Coordinator
8. New Detail Codes Created As-Needed	Early March	End of March	Fiscal	AA Coordinator
9. Master Fee List Updated	Mid-March	End of March	AA Coordinator	Admissions, Fiscal, Admin Assistants, Instructional Specialists, Curriculum
10. Fees Updated in Banner	End of March	End of March	Department Admins	AA Coordinator, Instructional Specialists

* Dean Team to kick-off process with conversation around answering "What are the highest (2-3) priority fee issues to address for AY 2026-2027?"

**Team Dean to work with Chairs & Program Directors on addressing those priorities.

Next Steps

- Create tools and templates for fee review
- Work with Dean Team to address top priorities this year
 - Nursing
 - Manufacturing Technology
 - Culinary
 - Science Labs
 - Art
- Create a specific form for fee requests
- Trial run the process with AAC in February / March



**Questions or
concerns?**



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