



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



Primary Process Roles
Initiator: VP of Finance
Requestor(s): Department Chairs and Program Directors
Reviewer(s): Deans, Academic Affairs
Approver(s): VP of Academic Affairs, VP of Finance, and President

Annual Review Schedule

Process Step	Annual Dates	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
4. Dean Team & Chair Evaluation	By Thanksgiving	By Thanksgiving**	Dean Team	
5. Request Forms Submitted to VPAA & VPFO	First of December	Mid-February 2026	Dean Team	Requesters (Department Chairs, Program Directors)
6. Request Forms Signed Off by Academic Affairs	End January / Beginning of February	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	Early April	AA Coordinator	Admissions, Fiscal, Admin Assistants, Instructional Specialists
10. Fees Updated in Banner	Early to mid-April	Mid-April	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.



Presentation/Proposal Form

Course Fees Process Restructure

Name: Angie Anderson-May

Date: 11/14/2025

Department: Finance & Operations

Contact Information: aamay@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)

The Course Fees Process Restructure project proposes transitioning oversight of course fee review and approval from the College Affairs Committee to the Academic Affairs Committee. This change aligns with COCC's Academic Policy: Approval Process for General Student Fees, which designates course fees as an academic matter.

The current process is inconsistent, lacks transparency, and does not follow the existing policy. By shifting governance to Academic Affairs, the College can ensure that fees are reviewed within the same framework and timelines that govern curriculum and academic policy decisions. The restructure introduces standardized terminology, a clear annual review cycle, stronger oversight by the VPAA and VPFO, and improved communication tools to ensure accuracy and equity.

Ultimately, this proposal seeks to create a consistent, transparent, and student-centered course fee process that balances student affordability with institutional financial responsibility.

Current Policy: <https://cocc.edu/policies/general-policy-manual/academic/approval-process-for-general-student-fees>

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

No direct financial impact beyond existing administrative workloads. Improved process efficiency and oversight may reduce staff time spent on ad hoc fee corrections and inconsistent applications.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

All instructional departments with course fees (approximately 500 course sections, \$7M annually). Communication regarding proposed changes has occurred through the Course Fee Restructure Workgroup, including Deans, Fiscal Services, Academic Affairs, and Administrative Assistants.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

Clearer guidance for faculty when proposing new or revised fees; standardized tools and forms to estimate costs; alignment of timelines with academic scheduling and curriculum development.

6. OPERATIONAL IMPACT

Centralized digital tracking of fee requests; defined workflow for review and communication; increased coordination among Finance, Academic Affairs, and Department Admins.

7. STUDENT IMPACT

Greater transparency in how fees are set and justified, ensuring consistency across programs. The restructure supports affordability goals and enables earlier communication of fee changes to students prior to registration.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Policy and governance updates finalized during 2025–26, with the new process and annual review cycle in effect for the 2026–27 catalog year.

9. MOTION TO BE RECOMMENDED

Move to approve the transition of course fee review and approval oversight from the College Affairs Committee to the Academic Affairs Committee and to support implementation of the standardized annual review process beginning with the 2026–27 academic year.



Course Fees Process Restructure

College Affairs Committee

Friday, November 14, 2025



CENTRAL OREGON
community college

G-30-20.1 APPROVAL PROCESS FOR GENERAL STUDENT FEES

Approved: 2017-09-13

Student fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. Student fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other student fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from these groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

Course and program fees are determined based on criteria determined by the College; contact the Office of Instruction for details. Annually, the Chief Financial Officer will establish a benchmark amount to evaluate course and program fees. Fiscal Services will provide an annual report that identifies program fees and the related costs for evaluation. New, or changes to, course and program fees will be evaluated by faculty, Program Directors, Department Chairs and Instructional Deans who will provide recommendations to the Vice President for Instruction. If approved by the Vice President for Instruction, the appropriate Department Chair, Program Director, Instructional Dean or appointed faculty member will submit the recommended fee changes to the College Affairs Committee for approval. The Vice President for Instruction shall provide the President and Executive Administrators an annual update and present an annual information item to the COCC Board of Directors summarizing all course and program fees.

The COCC Board of Directors has the sole responsibility for increasing or decreasing student fees, including the amount and maximum credit to which the fee shall apply if the Board determines that such modifications are in the best interest of students and COCC.

Primary Areas of Concern:

The current policy not being followed, causing confusion about the process amongst staff and those proposing new fees and fee increases.

- Benchmark & annual report not being provided to kick off the process
- Recommended fee changes are going through CAC for approval, but on an ad hoc basis
- CAC's monthly schedule makes it difficult to approve fees on a schedule that aligns with academic deadlines
- Annual update is not happening
- Communication about fee approval decisions is not being communicated to everyone who needs to be in the know (i.e. administrative assistants)
- Fees are not applied consistently making it difficult to provide transparency to students

**We have over 500 unique
course section fees at COCC
and collect over \$7M in course
fees from students annually.**



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:

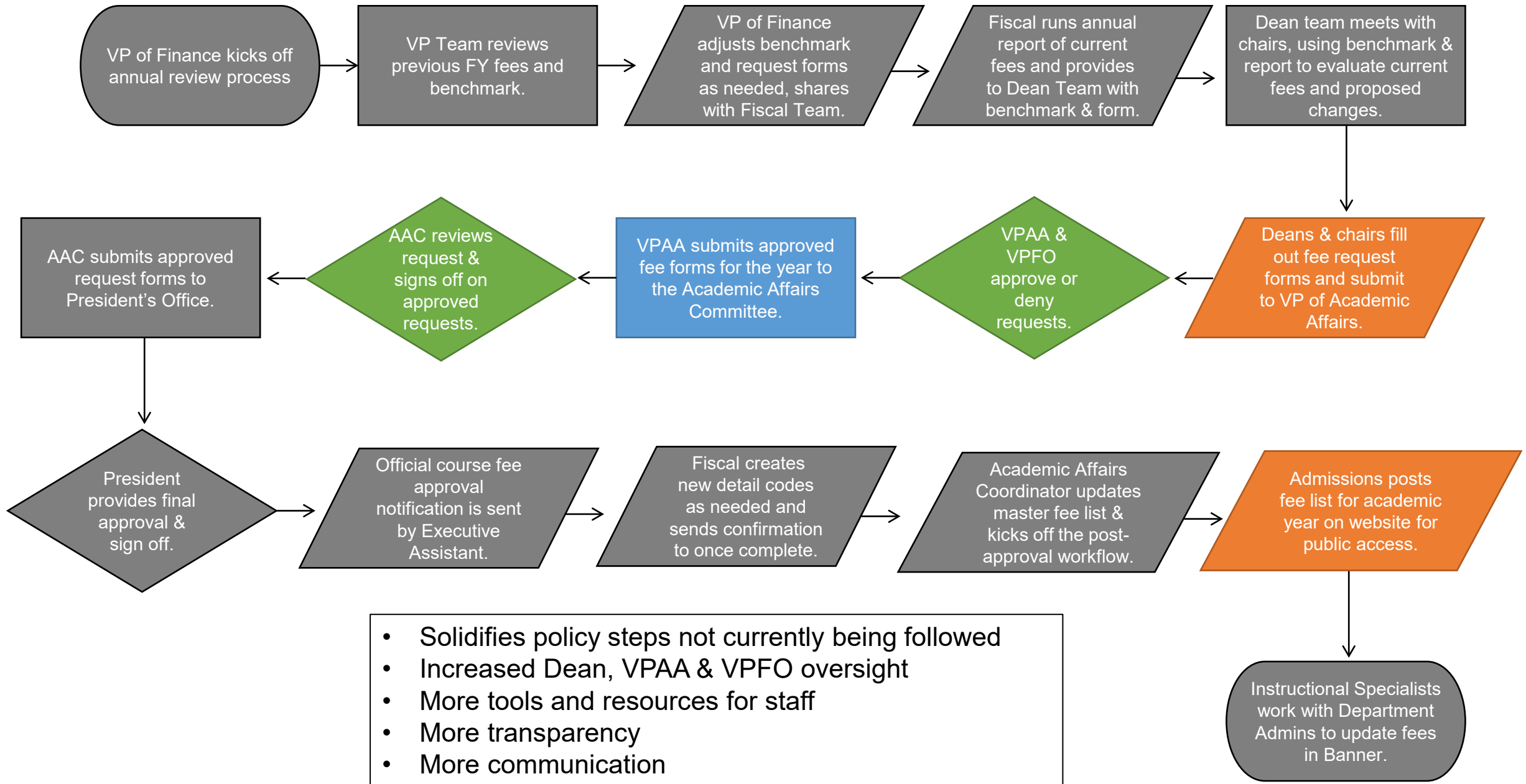
- Standardizes fee terminology and expectations across the institution.
- Defines a clear end-to-end process for proposing, reviewing, approving, and communicating course fees.
- Establishes a policy framework that integrates evaluation criteria, SLT guidance, and stakeholder accountability.
- Supports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

Project Scope

We are
here

- Development of standardized terminology
- Creation of a college-wide course fee philosophy
- Mapping and formalization of an end-to-end course fee process
- Establishment of evaluation criteria and benchmarks
- Revision & adoption of institutional policy
- Implementation of a predictable annual cycle
- Communication and training
- Support for departmental planning and budgeting





- Solidifies policy steps not currently being followed
- Increased Dean, VPAA & VPFO oversight
- More tools and resources for staff
- More transparency
- More communication



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 standard.

(Course fees fall under academic policies.)

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, timelines, and context that governs academic policies and calendars.

Transparency and Academic Accountability

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



Proposal

Move course fee request review and approval to an annual process overseen by the Academic Affairs Committee. The new process will incorporate tools to help faculty estimate and request fees, communication checkpoints to keep stakeholders informed, and more documentation to enhance transparency among students, faculty, and staff. Institutional policy will be updated and adopted accordingly.

The Academic Affairs Committee passed the change of this process through a first reading.

If the College Affairs Committee approves this process with first and second readings, then the Academic Affairs Committee would possibly agree to take it on, barring insight from College Affairs and CTE Council.

Questions

Concerns

Next Steps

