



## 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**

# Supplemental Materials for Academic Affairs Committee

## Issue 1 – Credit and Certificate Name Alignment

Years ago, COCC created certificate categories—with credit ranges attached—as a way to market programs and be transparent to students regarding how long a certificate would take to complete. As shown below, these COCC credit ranges and categories differ from the HECC’s official certificate ranges and categories. While the College’s reporting to the state via the Webforms platform has been accurate, HECC has recently identified the differences in how the College presents this information to students as being out of compliance.

### HECC Compliance Requirement

HECC is requiring that the College’s “front-end” marketing and catalog language align with the credit ranges and specific codes on the “back end” in their Webforms platform. Compliance required by the time of publication of the College’s 2027–28 catalog.

*Table 1: Comparison of COCC certificates to HECC standard credit ranges*

COCC Certificates	COCC Credit Range	CCWD Credit Range
Two-Year Certificate of Completion	36-108	61-108
One-Year Certificate of Completion	36-71	45-60
Career Pathway Certificate of Completion (CPCC)	12-35	12-30
Career Foundations Certificate of Completion	12-35	N/A

*Table 2: Codes for certificates and allowed language*

Standalone Certificates	Award Code in Webforms	Allowed Name(s)
Certificate of Completion	CC	Certificate of Completion
Certificate of Completion	CC0	Certificate of Completion; Less Than One-Year Certificate of Completion
One-Year Certificate of Completion	CC1	Certificate of Completion; One-Year Certificate of Completion; CC1
Two-Year Certificate of Completion	CC2	Certificate of Completion; Two-Year Certificate of Completion; CC2
Related Certificates	Award Code in Webforms	
Related Certificates’ program requirements are contained within a base degree, e.g., an AAS: codes contain a final R.	Examples: CC0R, CC1R, CC2R	Same as above
Career Pathway Certificate of Completion (CPCC)	CPCC	Career Pathway Certificate of Completion; CPCC

## Issue 2 – Career Foundations Certificate Title

The college is offering and advertising a Career Foundations Certificate (CFC), which is not an approved award under Oregon’s OARs. COCC describes Career Foundations Certificates as short-term certificates of 12-35 credits that should take full-time students less than a year to complete. They are meant to provide students with technical skills and/or competencies that meet an employment need in the region. The College offers 3 such CFCs.

### HECC Compliance Requirement

The College must cease using the phrase “Career Foundations Certificate” according to HECC. Compliance required by the time of publication of the College’s 2027–28 catalog.

### Compliance Timeline

The impacted COCC certificates need to be in compliance for the publication of the College’s 2027–28 catalog. HECC has agreed to this timeline; see the plan shared with HECC in November 2025 (also in the supplemental materials). Admissions and Records and the Office of Assessment and Curriculum believe this timeline is feasible. HECC is requiring monthly progress meetings with the Administrator of Assessment and Curriculum, Dr. Gabrielle Orsi.

### Recommended Remediation

Developed by Admissions and Records and the Assessment and Curriculum Office.

- Consolidate three of the College’s existing categories (One-Year Certificate of Completion, Two-Year Certificate of Completion, and Career Foundations Certificate) into a single Certificate of Completion category with a credit range of 12-108 credits.
- Keep the Career Pathway Certificate of Completion (CPCC) as its own category. Adjust its credit range to 12-30 credits to align with HECC requirements.
- Use language on catalog pages and webpages to convey estimated time to completion for students.
- Staff will work to make internal systems updates and changes to accommodate this proposed shift to “Certificate of Completion” throughout AY 2025-26 and into AY 2026-27.
- In fall 2026, programs will submit program change proposals with the support of the Assessment and Curriculum Office to update certificates name to become compliant for AY 2027-28.

This approach will impose an administrative burden on certain staff and units, but we believe will be less disruptive to the College’s functioning and to students overall.

### Alternative Remediation approach

There is a second possible approach to remediation that Admissions and Records and the Assessment and Curriculum Office have investigated, but do not recommend. This approach would be to change program requirements to align certificates’ credit ranges with their current titles. Programs could make such changes to their program requirements through the annual curriculum process.

For example, if Culinary Arts wished to retain the Two-Year Certificate of Completion title for the certificate currently named “Culinary Arts - Two-Year Certificate of Completion,” which has 49-50 credits, more credits would need to be added to reach the official range of 61-108 credits.

However, HECC has clarified that any COCC program adding or removing credits in order to align with the state's approved names would be treated as if it were a brand-new program and be subject to CCWD approval. In other words, this type of program change would not be treated as a minor revision but as the launch of a new program.

Given the impacts of such changes, particularly for students, as well as the effort required to overhaul certificates to that extent, we are not recommending this approach of adding or subtracting credits simply to preserve the existing names of certificates.



# Central Oregon Community College Compliance Plan

November 24, 2025

## 1. Parties

- Central Oregon Community College (COCC)
  - Instruction
    - COCC committees: Academic Affairs, Curriculum Committee
  - Assessment and Curriculum Office
  - Admissions and Records (A&R)
  - Career Services, Academic Advising and Placement (CAP Services)
  - Financial Aid
- Higher Education Coordinating Commission (HECC)

## 2. Goals

- **Career Foundations Certificates (CFCs)**
  - Issue to correct: CFC is not a valid certificate. Currently listed in the 2025-26 COCC Catalog there are 3 such certificates:
    - Construction Trades and Apprenticeship Readiness - Career Foundations Certificate (CFC)
    - Behavioral Health and Early Learning - Career Foundations Certificate (CFC)
    - Foundations of Licensure in Education - Career Foundations Certificate (CFC)
- **Certificate of Completion 1 year (CC1)**
  - Issue to correct: COCC lists CC1s as 36-71 credits; the correct credit range is 45-60 credits.
- **Certificate of Completion 2 year (CC2)**
  - Issue to correct: COCC lists CC2s as 36-108 credits; the correct credit range is 61-108 credits.
- **Career Pathway Certificate of Completion (CPCC)**
  - Issue to correct: COCC lists CPCCs as 12-35 credits; the correct credit range is 12-45 credits.

## 3. Implementation Timeline

- **November 2025:** COCC submits compliance plan to HECC; Assessment and Curriculum Office informs COCC Curriculum Committee, Instruction, Academic Affairs Committee re: lack of compliance identified by HECC.
- **December 2025-January 30, 2026:** Admissions and Records and Assessment and Curriculum Office conduct audit of impacted programs and gather data on student impacts.
  - Notes: COCC faculty go off contract Dec. 15, 2025. Winter term begins Jan. 5, 2026.
  - By January 30, 2026: Assessment and Curriculum Office and Admissions and Records conclude internal audit and data collection, summarizing student impacts.
- **February 2- June 14, 2026:** Assessment and Curriculum Office, Admissions and Records, Financial Aid, CAP Services partner with affected departments and programs to create program change proposals for COCC's next curriculum change and catalog editing cycle. Admissions and Records, Financial Aid, and CAP Services present options for mitigating or managing student impacts to affected departments and programs.
  - Notes: Spring term ends June 14, 2026. Addressing the anticipated impacts to students may begin as early as winter 2026 and/or spring 2026 term.
- **October 8, 2026:** Program proposals are due as the curriculum change and catalog editing cycle starts. Curriculum changes that are approved are implemented in the 2027-28 academic year.
- **November 2026:** Catalog editing begins for academic year 2027-28, based on curriculum workflow outcomes.
- **Early May 2027:** 2027-2028 academic year catalog publication.
- **Academic year 2027-28:** Changes to programs are in place; any teach-out plans are in place. Plans to manage or mitigate any student impacts are in place.

#### 4. Remedial Actions for Compliance – Summarized

Issue	Responsible Parties	Remedial Action	Timeline
Career Foundations Certificates (CFCs)	Assessment and Curriculum Office; departments/programs; Admissions & Records;  Financial Aid; CAP Services	<ul style="list-style-type: none"> <li>● Determine whether a Certificate of Completion certificate is appropriate, either independent or related; or whether a Career Pathway Certificate of Completion (CPC) is appropriate.</li> <li>● Determination of student impacts, development of strategies to address impacts with Admissions &amp; Records, Financial Aid, and CAP Services</li> <li>● Academic depts./programs submit program change proposals or inactivation proposals</li> </ul>	<ul style="list-style-type: none"> <li>● COCC's next catalog curriculum change cycle, starting fall 2026</li> <li>● Program change proposal deadline is October 8, 2026</li> <li>● Catalog editing begins November 4, 2026</li> <li>● Curriculum change cycle ends mid-January 2027</li> <li>● Catalog published early May 2027 with revised information</li> <li>● Implementation of curriculum change in AY 2027-28</li> <li>● Implementation of plans to address and manage student impacts/teach-outs, AY 2027-28</li> </ul>
Certificate of Completion 1 year (CC1)	Assessment and Curriculum Office; departments/programs; Admissions & Records;  Financial Aid; CAP Services	<ul style="list-style-type: none"> <li>● Academic depts./programs collaborate with Assessment &amp; Curriculum, Admissions &amp; Records to revise programs</li> <li>● Determination of student impacts, development of strategies to address impacts with Admissions &amp; Records, Financial Aid, and CAP Services</li> <li>● Academic depts./programs submit program change proposals</li> </ul>	
Certificate of Completion 2 year (CC2)	Assessment and Curriculum Office; departments/programs; Admissions & Records;  Financial Aid; CAP Services	<ul style="list-style-type: none"> <li>● Academic depts./programs collaborate with Assessment &amp; Curriculum, Admissions &amp; Records to revise programs</li> <li>● Determination of student impacts, development of strategies to address impacts with Admissions &amp; Records, Financial Aid, and CAP Services</li> <li>● Academic depts./programs submit program change proposals</li> </ul>	
Career Pathway Certificate of Completion (CPC)	Assessment and Curriculum Office; departments/programs; Admissions & Records;  Financial Aid; CAP Services	<ul style="list-style-type: none"> <li>● Academic depts./programs collaborate with Assessment &amp; Curriculum, Admissions &amp; Records to revise programs</li> <li>● Determination of student impacts, development of strategies to address impacts with Admissions &amp; Records, Financial Aid, and CAP Services</li> <li>● Academic depts./programs submit program change proposals</li> </ul>	