



College Affairs Committee

Friday, January 9, 2026

10:00 – 11:30 a.m.

Boyle Education Center Boardroom and Remotely via Zoom

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/96949023085>

Dial up: 1-719-359-4580 | Meeting ID: 969 4902 3085

1. Old Business

- a. Review Minutes from the December 12, 2025 Meeting – Breana Sylwester
- b. Proposed Increase to Health and Human Performance Course Fees, 2nd Reading – Shannon Waller
- c. Proposed Revisions to G-30-6 Course Challenge Policy, 2nd Reading – Carlene Perry
- d. Proposed Revisions to G-33-5 Student Death Policy, 2nd Reading – Amanda Bevington Drungil, Breana Sylwester and Tyler Hayes
- e. Proposed Revisions to G-6-2 College Affairs Committee Policy, 2nd Reading – Breana Sylwester
- f. Proposed Revisions to HR-9-0 Workers' Compensation Procedures, 2nd Reading – Rachel Knox

2. New Business

- a. Proposed Revisions to HR-1-0 Mandatory Reporting, 1st Reading – Rachel Knox
- b. Proposed Revision to HR-4-0 Criminal Background Check, 1st Reading – Rachel Knox
- c. Proposed Revision to HR-9-0 Workers' Compensation Procedures, 1st Reading – Rachel Knox
- d. Proposed Inclusive Access Course Fees for the Spring 2026 Term – Frank Payne
- e. Discussion Item: Interim Chair for February 13 Meeting – Breana Sylwester

Next Meeting: Friday, February 13, 2026, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom



Date: December 12, 2025

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Savannah Boyer	Alicia Moore
Tracy Crockett	Scott Dove	Alan Nunes
Lisa Merritt	Marilyn Waller-Niewold	Leslie Houston
Galit Ruebush	Tom Barry	Ken Harmon
Talia Stockwell		Michael LaLonde
Sara Henson		Angie Anderson-May
Greg Pereira, President		Krista Leaders
Kyle Matthews, Recorder		Julie Downing
		Shannon Waller
		Cindy Lenhart
		Amanda Bevington Drungil
		Tyler Hayes
		Rachel Knox

Meeting called to order at 10:01 a.m.

1. Old Business

- a. Review Minutes from November 14, 2025 Meeting – Breana Sylwester
 - Motion to approve the meeting minutes.
Motion made by Lisa Merritt, seconded by Galit Ruebush.
- b. Proposed Revisions to Title IX Policies, 2nd Reading – Alicia Moore
 - Moore explained for those who missed the previous meeting that these proposed changes are intended to bring COCC into compliance with State and federal regulations on Title IX, as well as to clean-up some overlapping language with other policies and procedures, and present the process in a more linear way.
 - Motion to approve the second reading of proposed revisions to Title IX policies.
Motion made by Galit Ruebush, seconded by Tracy Crockett.
 Motion approved by all voting members present.
- c. Proposed Increase to Dental Assisting (DA) Course Fees, 2nd Reading – Alan Nunes and Leslie Houston
 - Nunes reminded the College Affairs Committee (CAC) that they asked Nunes and Houston to research bulk prices for practice exams, which they did, and the proposal has been modified accordingly for the second reading. The initial proposal was to increase each course fee by \$39.00 to allow students to individually pay for each practice exam. The modified proposal calls for each course fee to be increased by \$33.15.
 - Ruebush asked if students can opt out from taking practice exams. Houston confirmed this.
 - Nunes asked if all of the DA students normally opt to take practice exams. Houston confirmed this.
 - Motion to approve the second reading of proposed increase to DA course fees.



Motion made by Talia Stockwell, seconded by Lisa Merritt.

Motion approved by all voting members present.

d. Proposal to Establish G-22-1 Data Governance Policy, 2nd Reading – Ken Harmon

- Harmon revised the proposal with the CAC's recommended changes, but he forgot to revise the final paragraph and add a link to the COCC's Data Governance Committee's (DGC's) webpage. He will add those revisions later.
- Henson noted that the proposal says that all COCC employees and contractors are responsible for data security and should be familiar with the proposed policy, which includes a link to an outside organization that does not elaborate the meaning of "security." This could make it difficult for employees to follow the policy with vague language. She suggested the policy should explain what end users are expected to do and not do in order to protect COCC's data.
 - Harmon said it may be difficult to define those responsibilities in a concise document. A lot of those standards are being developed by the DGC.
- Sylwester asked if Harmon could cite data governance policies from other institutions.
 - Harmon said there are many different data governance frameworks. Some adopt the CIS framework that is in this proposal, some adopt others.
 - Sylwester suggested it could be helpful to show how other institutions have written their data governance policies in a manner that is clear and easy to follow.
- Henson suggested that ITS could maintain a resource on data governance best practices and security protocols for end users, and a link to this resource could be included in the proposed policy.
 - Pereira suggested it would be a good idea to reference FERPA's best practices in the proposed policy as well.
- Merritt suggested this proposed policy would require data governance training for all College employees.
- Henson also suggested that the proposed policy could identify who is responsible for data governance and at what level. Could ITS staff have a higher level of responsibility than other employees?
 - Sylwester added that ITS staff could take on the responsibility of educating the rest of COCC personnel.
 - LaLonde suggested that data governance could be incorporated into COCC's onboarding trainings and additional trainings could be offered annually.
 - Harmon said the DGC is developing such trainings.
 - Ruebush suggested it would be helpful for COCC to have an online resource that explains each person's responsibility for data governance based on their position at the College.
- Stockwell added that the language for the proposed policy may be too technical for most readers to understand, so it should be revised to be easier to understand if everyone at COCC will be expected to follow it.
- Motion to table the second reading of the proposed data governance policy until the next CAC meeting.



Motion made by Breana Sylwester, seconded by Lisa Merritt.

e. Proposed Course Fees Process Restructure, 2nd Reading – Michael LaLonde, Cathleen Knutson, Angie Anderson-May, and Krista Leaders

- Anderson-May said that the Academic Affairs Committee (AAC) has approved a first reading of this proposal as well. If the CAC approves this second reading, the proposal will be presented to the AAC for a second reading.
- Ruebush asked, if both committees approve this proposal, will the AAC be approving course fees moving forward?
 - Anderson-May said the College’s policies would first need to be revised through a separate process with the CAC.
- Leaders said that Annemarie Hamlin had suggested that, after the AAC take on this responsibility, they could still present their approved changes to course fees to the CAC as an information item.
 - Henson suggested that the CAC could motion to approve and revise the proposal to include Hamlin’s suggestion, as well as add a student representative to the AAC.
 - Downing concurred.
- Motion to approve the second reading for the proposed course fees process restructure with the proposed revision for a student representative on the AAC for reviewing course fees and an annual presentation on changes to course fees as an information item to the CAC.

Motion made by Galit Ruebush, seconded by Lisa Merritt.

- Motion approved by all voting members present.

2. New Business

a. Proposed Revisions to Health and Human Performance (HHP) Course Fees, 1st Reading – Shannon Waller

- Waller explained that the textbook that students were being assigned for basic life support (BLS) courses is a non-BLS textbook. The intention was to save students money. Faculty were still teaching the correct content, but giving extra papers to the students. Waller felt this was inappropriate and a liability toward COCC. She is proposing an increase of \$20 to HHP 212A and 252 in order to cover the cost of the appropriate textbook, as well as the students’ digital certification card and third-party fees.
 - Downing added that COCC is required to use the appropriate materials per its contract with Oregon Health Authority.
- Sylwester noted that the proposal also recommends to allow the HHP department to automatically increase course fees to match any increase to third-party fees associated with these courses.
- Henson asked if it will still be necessary for the CAC to approve course fees after approving the second reading of the course fees process restructure earlier in this meeting.
 - Downing suggested revising this proposal to say “without additional College approval.”
 - Henson asked if this language is regularly included in proposals for course fee changes.



- Waller said she has always included this language in order to avoid asking the CAC to approve very small fee increases. Downing said the same has been true for Allied Health course fee increases.
 - Merritt asked if there should be a limit to how much a program can increase its course fees without approval from the CAC.
 - Pereira suggested there is a need for course fee oversight in order to be in compliance with COCC's accrediting bodies.
 - Downing noted that, if the AAC assumes responsibility for course fees as planned, they will review all course fees annually.
 - Waller asked if the last sentence of the proposal could be revised to call for a certain percentage of a fee increase that would require additional approval.
 - Sylwester suggested that the language should say "future changes will go through proper channels" in order to keep the language broad during the transition of responsibility from the CAC to the AAC.
 - Henson suggested that going through the proper channels would be the default procedure, so the last sentence wouldn't be necessary. Downing concurred.
 - Motion to approve the first reading for the proposed revisions to Health and Human Performance course fees with the redaction of the last sentence regarding future fee increases. Motion made by Breana Sylwester, seconded by Tracy Crockett.
 - Motion approved by all voting members present.
- b. Proposed Revisions to G-30-6 Course Challenge Policy, 1st Reading – Cindy Lenhart
- Lenhart explained that the policy currently states that a student who challenges a course will be charged for the full tuition for the course. The intention for this policy has been to discourage course challenges, which the faculty feels does not make sense or follow best practices. In recent years, only one or two students have challenged a course per year. The proposal is to reduce this charge to \$70 per course, which is required by the State of Oregon, in order to pay for the administrative work required for the challenge to be processed. The other proposed change is for a passing grade to be changed from a B- to a C, per State and federal recommendations. Changes would also be made accordingly to COCC's course catalogue.
 - Pereira asked if this policy has been disproportionately affecting military and veteran students, or if there is a different process for them.
 - Lenhart said that COCC offers credits for military service. This policy is a separate matter.
 - Motion to approve the first reading of proposed revisions to policy G-30-6. Motion made by Galit Ruebush, seconded by Talia Stockwell.
 - Motion approved by all voting members present.
- c. Proposed Revisions to G-33-5 Student Death Policy, 1st Reading – Amanda Bevington Drungil, Breana Sylwester and Tyler Hayes
- Hayes explained that there have been changes in responsibilities since this policy was last reviewed. Titles named in the proposal have been updated accordingly and Sylwester was consulted on financial aid procedures.



- Motion to approve the first reading of proposed revisions to G-33-5.
Motion made by Galit Ruebush, seconded by Lisa Merritt.
 Motion approved by all voting members present.

- e. Proposed Revisions to HR-9-0 Workers' Compensation Procedures, 1st Reading – Rachel Knox
 - Knox explained that the current Director of Risk Management is retiring and her position will be eliminated, so the proposal is to reassign the position's responsibilities. Risk management will be moved to another department, so it will no longer be accurate to reference it in this Human Resources policy. Other proposed revisions are intended for clarification and accuracy.
 - Henson asked if "within three days of injury" refers to three working days or calendar days.
 - Knox said it is not standard practice to be three working days. Three calendar days is considered best practice under COCC's insurer, but HR can accept notifications of injury after three days if needed.
 - Henson asked if the proposed additional sentence at the end of the policy would mean that the College would continue to pay the College's portion of insurance premiums while an employee is unable to work, or will the College contribute to costs that the employee's insurance does not cover?
 - Knox said that this is only for an employee's health plan, ensuring that their medical insurance continues while they are out on worker's comp. The proposed revisions will align with the language for COCC's policy on leaves. The College will contribute 90% to an employee's health plan while they are out on worker's comp.
 - Henson suggested the language could be revised to "would have been provided" while the employee was working at COCC.
 - Knox said the coverage would continue at the rate that would have been provided had they been at work.
 - Henson suggested revising the language to say "would have been provided *while at work*" or something similar.
 - Knox offered to revise the language to say "would have been provided had the employee not been on worker's comp."
 - Motion to approve the first reading of proposed revisions of HR-9-0 with recommended clarifications from the CAC.
Motion made by Breana Sylwester, seconded by Galit Ruebush.
 Motion approved by all voting members present.

- f. Proposed Revisions to G-6-2 College Affairs Committee Policy, 1st Reading – Breana Sylwester
 - Henson asked about the Asterix at the end of the policy, clarifying who votes for the Bart Queary Lifetime Achievement Award. Would that include the CAC's representatives from the Chairmoot and the Faculty Forum?
 - Sylwester said she is open to adding more clarifying language on this matter.
 - Pereira suggested it would be clearer if the Asterix were removed and a sentence was added to state that all voting and non-voting members of the CAC can vote on this award.



- Henson noted the General Policy and General Procedure Manuals (GPM) are not specifically mentioned in this policy. She suggested it might be helpful to add language to call this out as there has been some confusion at the College about who is responsible for overseeing changes to the GPM.
 - Sylwester concurred and offered to add clarifying language to the proposal.
- Ruebush asked what fees the CAC would still be responsible for overseeing after responsibilities for course fees are transferred to the AAC.
 - Sylwester offered to clarify the language on fees that the CAC oversees.
- Motion to approve the first reading of proposed revisions to G-6-2 with proposed clarifications from the CAC.

Motion made by Galit Ruebush, seconded by Lisa Merritt.

Motion approved by all voting members present.

g. Discussion Item: College Affairs Committee Meeting Frequency – Breana Sylwester

- Sylwester reminded the CAC that this issue was brought up in the discussions regarding the course fees process restructure. The AAC meets every other week, while the CAC meets once per month. This was one of the reasons for the proposed process restructure. Does the CAC need to meet more often in order to better support the College?
- Ruebush asked if it would be possible to schedule additional meetings as needed and if there have been requests for the CAC to meet more often.
 - Sylwester said she has not received any complaints about how often the CAC meets, but it was noted in the discussions regarding the course fees approval process. She concurred with Ruebush's suggestion for ad hoc meetings and said that meeting every other week would require a lot of extra work from the CAC.
- Henson asked if there was precedent for ad hoc meetings.
 - Matthews recalled that an emergency meeting took place in June 2024 because the final scheduled meeting for that academic year only included a first reading for policy revisions that faculty wanted to make as soon as possible.
 - Ruebush suggested that the CAC could discuss this further if they find there is a need for more frequent meetings.

f. Additional Discussion

- Henson asked if Pereira could brief the CAC on the Board of Director's recent discussion on college advocacy.
 - Pereira said that Oregon's Higher Education Coordinating Commission (HECC) recently proposed a merger among institutions, including community colleges and regional universities, as a response to uncertainties with the State's budget. Pereira and members of the Board's Advocacy Committee have also been meeting with State legislators to discuss potential budget cuts and other matters that might affect COCC. The legislators were surprised to learn that COCC is the oldest community college in Oregon and that the State's budget equalization model disproportionately impacts COCC. One legislator also suggested that COCC should be allowed to rename itself,



despite the fact that the Oregon legislature passed a mandate in 1965 to require all community colleges to include the word "Community" in their names.

Motion to adjourn the meeting.

Motion made by Lisa Merritt, seconded by Galit Ruebush.

Meeting adjourned at 11:32 a.m.

NEXT MEETING: Friday, January 9, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom



Presentation/Proposal Form

HHP 212A and HHP 252
Healthcare Provider CPR and First Aid

Name: Shannon Waller

Date: 12/3/25

Department: HHP

Contact Information: swaller@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)

Come to find out, our instructors have NOT been using a Healthcare Provider textbook for CPR. AHA has two textbooks, one for CPR/First Aid and one for BLS Healthcare Provider. The reason we have been using the regular one was to save money as there is only a couple of pages different between the two and instructors have been teaching the correct content just students are walking away with a non-BLS Healthcare provider text. I feel this could be a liability if students are trying to revisit the content with not the correct information. I request this increase fee to cover the cost of the correct textbook for students. The total fee includes the cost of the certification card, processing fees, pocket masks, and replaceable lungs for dummies.

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

HHP 212A AHA BLS Provider CPR
HHP 252 First Aid and Healthcare Provider CPR

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

There will be no instructional impact of this change.

5. OPERATIONAL IMPACT

Fees to be increased:
HHP 212A AHA BLS Provider CPR
HHP 252 First Aid and Healthcare Provider CPR

6. STUDENT IMPACT

The increased fee would allow the students the current textbook and/or online fee for AHA Healthcare Provider BLS

7. ANTICIPATED IMPLEMENTATION TIMELINE

Spring 2026

8. MOTION TO BE RECOMMENDED

Recommend an increase of course fees for the following courses:

HHP 212A AHA BLS Provider CPR from \$20 to \$40

HHP 252 First Aid and Healthcare Provider CPR from \$45 to \$65

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



Form 1: Presentation Checklist

Proposed Revision to Course Challenge Policy

Name: Cindy Lenhart

Date: 10/23/2025

Department: Instructional Outreach Dean

COCC Contact Information: Carlene Perry, cperry3@cocc.edu

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

COCC's Credit for Prior Learning (CPL) Advisory Committee recommended revision of the current Course Challenge Policy to better align with national best practices. Specifically, the Council for Adult and Experiential Learning (CAEL), published their Ten Standards for Assessing Prior Learning in 2023, and asserted that CPL assessment fees should be based on the services provided and not the number of credits awarded. Credit-based tuition (for enrolled courses) is based on the full service of the institution, including curriculum development and instruction, as well as the costs associated with providing academic and administrative support services. By developing a separate CPL fee structure predicated on the cost of delivering and supporting the assessment process, COCC can provide sufficient assessment options for its students, recognizing that the fees associated with CPL can be an issue of equity and access for the students who would likely benefit most. This proposed policy revision recommends changing the Course Challenge fee from full tuition rates to \$70/course. The CAEL Standard in Attachment 1 provides further background information.

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

This proposed policy revision does not affect budgets for salary, benefits, materials and supplies, equipment or facilities. There would be a very small effect on revenue from student tuition and fees. COCC CPL data from 2012 to the present indicates that only a handful of students have petitioned to challenge a course each academic year. The monetary impact would be the difference between \$70 and full tuition for each course that is petitioned.

INSTRUCTIONAL REQUIREMENTS

The decreased cost of a course challenge may result in more petitions being submitted. However, each department decides which courses may be challenged subject to faculty, staff and administrative availability. Additionally, even though a course is eligible for challenge, an individual petition may be denied if it does not appear the student has adequate knowledge and experience to demonstrate mastery of the course outcomes. Departments already have processes in place regarding load units and FTE related to course challenges.

OPERATIONAL NEEDS, CURRENT AND FUTURE

Outside of instructional requirements, the existing and proposed policy have very minimal impact on departmental administrative functions and Enrollment Services. The policies have no impact on other student support functions.

STUDENT IMPACT

Oregon's values for CPL are based on access, equity, rigorous assessment, and transparency. Our State CPL Standards require commitment to equal opportunities for all learners, irrespective of their learning journey, background, or educational history. The fact that CPL fees are not eligible expenses for Pell grants and federal student loans can present a significant obstacle for students, and would dissuade them from pursuing a Course Challenge priced at the full tuition rate. Course challenges save students both time and money, allow them to avoid redundancy and advance career prospects, boost confidence and validation, and increase completion rates. National research shows that while all students benefit from CPL, certain key groups benefit most, including Hispanic adults, Black adults, and Pell Grant Recipients.

On the institution side, this policy revision would allow us to operationalize our college values of 'access' and 'student-ready'. Further, making course challenges a more affordable and viable form of CPL allows us to attract adult learners, improve student retention and credential completion rate, and meet the diverse needs of our learners.

ANTICIPATED IMPLEMENTATION TIMELINE

The proposed revision potentially affects, or is at least relevant to, all academic departments. Once the revision is approved, the Course Challenge section of the GPM and Catalog can be updated with the new language. The student-facing petition form has already been updated (see attached) and is ready for immediate use.



Petition to Challenge a Course

If you feel that you have the knowledge and experience similar to a particular course, you may challenge a course and receive credit for that course. Students should discuss course requirement waivers with the program faculty. There is no limit on the number of credits which may be earned by challenge. However, note the following:

Students cannot challenge a course:

- At a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which students have already registered.
- Course/s which they have already taken.
- Course/s in which experiencing the course itself is essential.
- In order to meet residency requirements for a degree.

*Also note that challenged courses do not count in determining financial aid eligibility.

A student must receive permission from a faculty member and the department chair in the subject area prior to challenging the course. If approved, the student and department should complete this form and submit it within the first six weeks of the term to Enrollment Services – Admissions and Records.

Challenged courses are charged the regular tuition rate payable at the time the completed petition is submitted to Enrollment Services. It is the student's responsibility to schedule the challenge examinations with the instructor. The exam may only be rescheduled, at the instructor's discretion, in extraordinary circumstances. Challenged courses must be completed by the end of the term in which the course was registered and fall under normal grade-reporting deadlines. A grade of "Pass" or "No Pass" is assigned by the instructor and will appear on the student's transcript in the term in which it was submitted. "No Pass" grades are not eligible for a refund, so students should be sure of their ability to pass the challenge exam before signing up.

Student Name: _____ COCC ID: _____
(please print)

Signature: _____ Date: _____

State your request clearly: _____

Instructor: _____

Signature: _____ Date: _____

Division/Department Chair: _____

Signature: _____ Date: _____

Department Administrative Assistant: _____

Name of Course: _____ Course No: _____ CRN: _____



Petition to Challenge a Course

If you feel you have knowledge and experience similar to a particular course, you may petition to challenge and potentially receive credit for that course. Course challenges are charged \$70 per course at the time this completed petition is processed in Enrollment Services in the Admissions and Records Office. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the students have already registered.
- Students may not challenge courses they have already taken.
- Challenged courses do not count in determining financial aid eligibility, nor toward residency requirements for a certificate or degree.

Students must receive permission from a faculty member and department chair in the respective subject area in the space below, prior to challenging a course. Not all courses may be challenged; for example, faculty may decide that certain courses are foundational or essential to experience. Upon receipt of the required signatures, this form should be returned to Enrollment Services in Boyle Education Center. There is no limit on the number of credits which may be earned by challenge.

It is the student's responsibility to schedule the challenge examination with the instructor. The exam may only be rescheduled, at the instructor's discretion, in extraordinary circumstances. Challenged courses must be completed by the end of the term in which the challenge course was created, and grades fall under the normal deadlines for reporting. Upon completion of the course challenge, a grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a letter grade of C or better. Students may not re-challenge a course if they do not pass the first attempt.

Student Name: _____ (please print)	COCC ID: _____
Signature: _____	Date: _____
List the course you would like to petition and why: _____ _____ _____	

Instructor: _____	
Signature: _____	Date: _____

Division/Department Chair: _____	
Signature: _____	Date: _____

Department Administrative Assistant: _____		
Name of Course: _____	Course No: _____	CRN: _____

2025–2026 Course Catalog

Challenge Courses

Students who have knowledge and experience similar to a particular course's content may challenge a course and receive credit for that course. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than courses in which they have already demonstrated competency, nor at a lower level than courses in which the student has already registered.
- Students may not challenge courses which they have already taken.
- ~~Students may not challenge courses in which experiencing the course itself is essential.~~
- Challenged courses do not apply to meeting residency requirements for a certificate or degree, nor toward
- determining financial aid eligibility.

In order to assess whether or not the student has a reasonable chance of successfully challenging a course, a student must receive permission from a faculty member in the subject area and the department chair before challenging a course. If approved, the student and department complete the challenge petition form. The challenge paper or final must be completed by the end of the term for which the challenge is created

Challenged courses are charged a rate of \$70 per course at the time the completed petition is processed through the Admissions and Records office. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled only at the instructor's discretion in extraordinary circumstances. A grade of Pass or No Pass is assigned, where a pass is earned for performance equivalent to a grade of C or higher. Students may not re-challenge a course if they do not pass the first attempt. View the [Course Challenge policy](#) for complete details.

G-30-6 COURSE CHALLENGE

Students that have knowledge and experience similar to a particular course may challenge a course and receive credit for that course. Challenged courses are charged a rate of \$70/course ~~the regular tuition rate payable~~ at the time the completed petition is processed in Enrollment Services - Admissions and Records Office. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which the students have already registered.
- Students may not challenge courses for which they have already received credit.
- ~~Students may not challenge courses in which experiencing the course itself is essential.~~
- Challenged courses do not apply toward meeting residency requirements for a degree or certificate, nor for.
- ~~Challenged courses do not count in~~ determining financial aid eligibility.

A student must receive permission from a faculty member in the subject area and the department chair, prior to challenging a course.

A grade of Pass or No Pass is assigned, where a Pass is earned for performance equivalent to a grade of "B-C" or better. Students may not re-challenge a course if they do not pass the first attempt.

2025-2026 Course Catalog

Challenge Courses

Students who have knowledge and experience similar to a particular course's content may challenge a course and receive credit for that course. Course challenges are subject to the following:

- Students cannot challenge courses at a lower level than courses in which they have already demonstrated competency, nor at a lower level than courses in which the student has already registered.
- Students may not challenge courses which they have already taken.
- ~~Students may not challenge courses in which experiencing the course itself is essential.~~
- Challenged courses do not apply to meeting residency requirements for a certificate or degree, nor toward:
- ~~Challenged courses do not count in~~ determining financial aid eligibility.

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In order to assess whether or not the student has a reasonable chance of successfully challenging a course, a student must receive permission from a faculty member in the subject area and the department chair before challenging a course. If approved, the student and department complete the challenge petition form. ~~This must be completed by the end of the second week of the term.~~ The challenge paper or final must be completed ~~before~~ the end of the term for which the challenge is created.

Challenged courses are charged ~~the regular tuition rate payable a rate of \$70 per~~ course at the time the completed petition is processed through the Admissions and Records office. It is the student's responsibility to schedule challenge examinations with the instructor. The exam may be rescheduled only at the instructor's discretion in extraordinary circumstances. A grade of ~~P~~pass or ~~No P~~pass is assigned, where a pass is earned for performance equivalent to a grade of ~~B-C~~ or higher. Students may not re-challenge a course if they do not pass the first attempt. View the [Course Challenge policy](#) for complete details.



Presentation/Proposal Form

G-33-5 Student Death Policy

Name: Amanda Bevington Drungil, Breana Sylwester, Tyler Hayes

Date: 12/4/25

Department: Enrollment Management

Contact Information: abevingtondrungil@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 are updating our Student Death Policy to ensure that all titles, department names, and procedural steps accurately reflect our current organizational structure and practices.

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

N/A

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

While the revisions primarily touch departments within Enrollment Management, they are not introducing new expectations or workflows. Instead, these updates ensure that titles, department names, and procedural steps accurately reflect the operational reality that already exists. Once the policy changes are approved, Enrollment Management leaders will update department documentation and communicate the changes to impacted individuals.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

While the revisions primarily touch departments within Enrollment Management, they are not introducing new expectations or workflows. Instead, these updates ensure that titles, department names, and procedural steps accurately reflect the operational reality that already exists. Keeping our policies updated and accurately documented is essential for clarity, consistency, and supporting staff in their roles.

7. STUDENT IMPACT

N/A

8. ANTICIPATED IMPLEMENTATION TIMELINE

No new processes or changes are being implemented as part of this policy update. The timeline is limited to reviewing and approving the updated language so that the policy accurately reflects current operations. Once approved, Enrollment Management leaders will update internal documentation and communicate the finalized policy to staff.

9. MOTION TO BE RECOMMENDED

The motion is to approve the updated language.

G-33-5 STUDENT DEATH

The ~~Dean of Student and Enrollment Services~~ Dean of Enrollment Management will be the primary point of contact for the family of the deceased; the Assistant Director of Admissions/~~Registrar and Records~~ (or appointee) will be the primary coordinating person for ensuring that the following on-campus action steps are taken:

1. COCC is notified of a death of a student. Notification can be from a newspaper article, obituary, from a family member or family representative, faculty, police report, etc. If notified in person, the college representative should ask what the family is willing to share about the death, using ~~his/her~~ their judgment on what information will be shared with the campus community. Additionally, the college representative will summarize how the school will respond, that the Dean of ~~Student and Enrollment Services~~ Enrollment Management will be the primary contact person should the family have any questions, and ask who the school should contact if the school has questions about the student's account. As possible, the college representative will confirm the death without causing undue distress to the family; a death certificate will not be required.
2. The Assistant Director of Admissions and Records will ~~contact~~ provide the Financial Aid Office with documentation of proof of death and next of kin contact information, and will ~~contact~~ the ~~Cashier's Office~~ Student Account Manager, Payroll/Fiscal Services, ~~ASCOCC~~, the student's instructors and advisors, Human Resources, Office of Student Life, E-Learning, IT, Instructional Dean's Office, Office of Marketing and Public Relations, ~~Dean of Student and Enrollment Services Office~~ Vice President of Student Affairs Office, President's Office and any campus organization with which the student was involved. When contacting these groups, the Assistant Director of Admissions and Records will use discretion as to what information can be released about the student and ~~his/her~~ their death.
3. The Admissions and Records Office inactivates the student's mailing address, email, and phone number, and indicates "deceased" on their account. ~~address line~~.
4. If the student dies at any point between the time they register ~~ed~~ s for classes and the last day of the term, the student's registration is backed out of the system and a full refund is sent to the family. All fees or fines (parking, library, etc.) are backed out of the student's account. If a refund is owing, the ~~Cashier's Office~~ Student Account Manager

immediately issues a check to be included with the President's letter of condolence (see #11).

5. The [Admissions and](#) Records Office will award an honorary degree for current degree-or certificate-seeking students. A notation will be placed on the diploma indicating that it is an honorary degree. The appropriate degree/certificate will be included with the President's letter of condolence (see #11).
6. The [Admissions and](#) Records Office will award an honorary degree for any current or former degree-or certificate-seeking student who is killed in action while serving in the military. A notation will be placed on the diploma indicating that it is an honorary degree. The appropriate degree/certificate will be included with the President's letter of condolence (see #11).
7. A posthumous degree indicating that the student had completed the degree/certificate requirements at the time of death may be awarded at the discretion of the President.
8. The Payroll/Fiscal Services Office determines if the student is owed any money due to campus employment. If so, a check is immediately issued and forwarded to the Admissions and Records Office to be included with the President's letter.
9. The Human Resources Office determines if the student is an employee receiving COCC benefits via health insurance, life insurance, etc. If so, the Human Resources Office will contact the next of kin to discuss the appropriate information.
10. The Financial Aid Office will review the student's financial aid and veteran benefits, make any required adjustments based on the student's date of death, and return any funding required to the appropriate agency. The Financial Aid Office will also attempt to contacts ~~the~~ next of kin listed on the student's Master Promissory Note to provide information regarding student loan ~~explain the forgiveness policiesy regarding the student's loans. All financial aid records are backed out of the system.~~
11. The President or designee writes a letter of condolence to the family. This letter will include: notation that the appropriate campus offices and instructors have been contacted; refund and payroll check (if applicable); information stating the student has been dropped from [his/her/their](#) classes; degree/certificate (if applicable); statement that the Dean [of Enrollment Management](#) will be the campus contact person.



Presentation/Proposal Form

Proposed Revisions to the College Affairs Committee Policy

Name: Breana Sylwester

Date: 11.13.2025

Department: College Affairs Chair

Contact Information: bsylwester@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)

This proposal recommends updates to G-6-2 to accurately reflect the current structure and membership of the College Affairs Committee.

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

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

Provide clarification of College Affairs committee members

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

None

9. MOTION TO BE RECOMMENDED

Move to approve clarification of College Affairs membership in G-6-2.

G-6-2 College Affairs Committee (CAC)

Updated: 6/6/2023; 12/13/2024

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), reviewing and approving changes to the General Policies and Procedures Manual, and approving new or ~~changes to existing course~~ revised fees unless otherwise designated.

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 Faculty Forum representative~~ unless otherwise noted) 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 <u>Appointed by Faculty Forum</u>	Non-Voting	One year
Faculty Member At-Large	Elected by Faculty Forum <u>Senate</u>	Voting	Two years
Faculty Member At-Large	Elected by Faculty Forum <u>Senate</u>	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
<u>Chairmoot Representative</u>	<u>Appointed by Chairmoot</u>	<u>Non-Voting</u>	<u>One year</u>

*~~With the exception of voting for~~ All committee members are eligible to vote on the recipients of the 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.

College Affairs Committee Website: <https://www.cocc.edu/committees/college-affairs/default.aspx>



Presentation/Proposal Form

HR-9-0 Workers' Compensation Procedures

Name: Rachel Knox

Date: 12/5/2025

Department: HR

Contact Information: rknox@cocc.edu, 541-383-7233 (7233 on campus)

- ❖ 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)

Update to GPM for HR procedure HR 9-0 Workers. Compensation Procedures.

This procedure needs updates because of Sharla Andresen's retirement and subsequent reassignment of work that used to be under the Risk Manager/Risk Management office.

Additional language added to clarify continuation of benefits when an employee is unable to work because of a Workers' Comp injury.

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

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

Reassignment of duties in HR. Completed.

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

This change has already be implemented.

9. MOTION TO BE RECOMMENDED

Move to approve updates for accuracy and clarity to HR procedure HR-9-0.

HR-9-0 Workers' Compensation Procedures

Injured workers must file a workers compensation claim in the Human Resources office within three days of injury. For eligible employees. College provided benefits in place at the time of injury will remain in place if the employee is unable to work as a result of a workers' compensation injury. The College's insurance contribution toward an eligible employee's current health plan will continue at the level and under the conditions that coverage would have been provided. The employee will remain responsible for their contribution.

Deleted: Risk Manager's

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Deleted: for employees



Presentation/Proposal Form

Update to GPM Procedure HR-1-0 Mandatory Reporting

Name: Rachel Knox

Date: 12/30/2025

Department: HR

Contact Information: rknox@cocc.edu, 541-383-7233 (7233 on campus)

- ❖ 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)

Update to GPM for HR procedure [HR-1-0 Mandatory Reporting Procedure](#).

This procedure needs an update due to Sharla Andresen's retirement and subsequent reassignment of work formerly done by the Risk Manager/Risk Management office.

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

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

Completed. Work transferred to HR.

9. MOTION TO BE RECOMMENDED

Move to approve update to HR procedure HR-1-0.

HR-1-0 Mandatory Reporting Procedure

Oregon community college employees are mandatory child abuse reporters. All Central Oregon Community College employees are required to report suspected cases of child abuse under Oregon law, HC 4016 (2012).

The duty to report suspected child abuse cases as a mandatory reporter is a 24-hour-a-day, 7 day-a-week responsibility. This legal duty is personal to you as a community college employee and applies whether or not you are on work time. You must report when you have "reasonable cause to believe" that any child with whom you come in contact has suffered abuse or that any person with whom you come in contact has abused a child.

What are my responsibilities?

1. College employees must immediately report suspected abuse to Department of Human Services (DHS) or local law enforcement, providing only names and observable facts that relate to the potential abuse (what you read, saw, or heard). If an employee or student is involved, remember that privacy rights may apply to the individuals and that requests from DHS or law enforcement for additional information must be made through appropriate college channels - the COCC Human Resources (HR) or the Campus Safety and Emergency Management Office.
2. To report suspected abuse, use a dedicated child abuse county hotline (below) or contact the Department of Human Services at 1-855-503-SAFE (7233).
3. If DHS or local law enforcement contacts you for any information about a student or employee, beyond observable facts related to the reported abuse, instruct them to contact either COCC HR or the Campus Safety and Emergency Management office. Do not provide any additional information about the student or employee beyond what you have observed; this restriction only specifically applies to COCC employees or students (FERPA).
4. If you believe child abuse occurred on COCC property or in conjunction with COCC activities, AFTER reporting to local law enforcement or the Department of Human Services, you must also report to COCC HR or the Campus Safety and Emergency Management office.
5. Report Title IX incidents: *Title IX mandatory reporting requirements are different.* If the observable abuse also implicates Title IX, you must submit a report to a COCC Title IX Official with Authority through the college's incident reporting process. See Procedure for information. COCC is charged with investigating all reported gender-based and sexual misconduct concerns, offering support to the people involved, and implementing measures to maximize safety.

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DEFINITIONS

"ABUSE" means:

- Any assault of a child and any physical injury to a child which has been caused by other than accidental means;

- Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest;
- Sexual abuse;
- Sexual exploitation, including:

1. Contributing to the sexual delinquency of a minor;

2. Allowing, permitting, encouraging or hiring a child to engage in prostitution or patronize a prostitute;

- Negligent treatment or maltreatment of a child;
- Threatened harm to a child, which means subjecting a child to a substantial risk or harm to the child's health or welfare;
- Buying or selling a person under 18 years of age;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured; or
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to a substantial risk of harm to the child's health or safety.

"Child" means an unmarried person who is under 18 years of age.

"Law Enforcement Agency" means:

- a city or municipal police department;
- a county sheriff's office;
- the Oregon State Police; or
- a county juvenile department.

Legal Reference - ORS 419B.005 to 419B.050



Presentation/Proposal Form

Update to GPM Procedure HR-4-0 Criminal Background Check

Name: Rachel Knox

Date: 12/30/2025

Department: HR

Contact Information: rknox@cocc.edu, 541-383-7233 (7233 on campus_

- ❖ 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)

Update to GPM for HR procedure HR-4-0 Criminal Background Check Procedure

This procedure needs an update due to Sharla Andresen's retirement and subsequent reassignment of work formerly done by the Risk Manager/Risk Management office.

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

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

None

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

Complete, role reassigned in HR

9. MOTION TO BE RECOMMENDED

Move to approve update to HR procedure HR-4-0.

HR-4-0 Criminal Background Check Procedure

Final candidates and employees required to submit to a background check must sign a release form or on-line certification and release as part of the application process, authorizing the College to conduct a background check. Per Oregon statute, credit history information will only be obtained through the background check process when this information would be substantially job-related, and only then if the reasons for use of the information are disclosed in writing to the employee or applicant.

Criminal background reports with adverse information will be reviewed and evaluated by the COCC's Director Human Resources in conjunction with the following guidelines to determine an applicant's eligibility for employment:

~~Deleted:~~ Human Resources Manager - Compliance

~~Deleted:~~ and the COCC's Risk Manager

1. The passage of time since the commission of the crime.
2. The nature of the crime.
3. The relationship between the position to be performed and crime committed.
4. The number of convictions.
5. Rehabilitation efforts.

Legal Reference ORSA 659A.320, 659A.360



Presentation/Proposal Form

Update to GPM Procedure HR-9-0 Workers' Compensation

Name: Rachel Knox

Date: 12/30/2025

Department: HR

Contact Information: rknox@cocc.edu, 541-383-7233 (7233 on campus)

- ❖ 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)

Update to GPM for HR procedure HR-9-0 Workers' Compensation Procedures.

This procedure needs an update due to Sharla Andresen's retirement and subsequent reassignment of work formerly done by the Risk Manager/Risk Management office.

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

None

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

6. OPERATIONAL IMPACT

Reassignment of duties in HR. Completed.

7. STUDENT IMPACT

None

8. ANTICIPATED IMPLEMENTATION TIMELINE

This change has already be implemented.

9. MOTION TO BE RECOMMENDED

Move to approve update to HR procedure HR-9-0.

HR-9-0 Workers' Compensation Procedures

Injured workers must file a workers compensation claim in the Human Resources office within three days of injury. College provided benefits will remain in place for employees unable to work as a result of a workers' compensation injury.

Deleted: Risk Manager's



Presentation/Proposal Form

Inclusive Access Course Fee Proposal - Spring 2026

Name: Frank Payne

Date: 12/29/25

Department: Bookstore

Contact Information: fpayne@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)

This proposal is to offer required student course materials using Inclusive Access, delivered through Canvas, beginning Spring 2026 term on March 30th. Rather than purchasing course materials directly, students pay a course fee and then receive access to their course materials delivered on the first day of class. The College then pays Vitalsource - who delivers the course materials to Canvas - from the course fees collected.

Using Inclusive Access reduces course materials 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.

Inclusive Access course materials can be up to 50% cheaper than comparable physical course materials, and are also 10% to 30% less expensive than the same digital products.

Students have the first two weeks of the term to Opt Out of the Inclusive Access Course materials and receive a refund on their course 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

FIRE 114 - \$51.00
FOR 273 - \$86.00
BA 249 - \$59.00

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Business
Fire
Forestry

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

Students taking these courses will see savings for their course fees.

Business 249 - \$59.00 verses \$65.00

Fire 114 - \$51.00 verses \$63.86

Forestry 273 - \$86.00 verses \$110.00

8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Spring term - March 30th, 2026

9. MOTION TO BE RECOMMENDED