



**College Affairs Committee**

Friday, December 12, 2025

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 November 14, 2025 Meeting – Breana Sylwester
- b. Proposed Revisions to Title IX Policies, 2<sup>nd</sup> Reading – Alicia Moore
- c. Proposed Increase to Dental Assisting Course Fees, 2<sup>nd</sup> Reading – Alan Nunes and Leslie Houston
- d. Proposal to Establish G-22-1 Data Governance Policy, 2<sup>nd</sup> Reading – Ken Harmon
- e. Proposed Course Fees Process Restructure, 2<sup>nd</sup> Reading – Michael LaLonde, Cathleen Knutson, Angie Anderson-May and Krista Leaders

**2. New Business**

- a. Proposed Revisions to Health and Human Performance Course Fees, 1<sup>st</sup> Reading – Shannon Waller
- b. Proposed Revisions to G-30-6 Course Challenge Policy, 1<sup>st</sup> Reading – Carlene Perry
- c. Proposed Revisions to G-33-5 Student Death Policy, 1<sup>st</sup> Reading – Amanda Bevington Drungil, Breana Sylwester and Tyler Hayes
- d. Proposed Revisions to HR-9-0 Workers' Compensation Procedures, 1<sup>st</sup> Reading – Rachel Knox
- e. Proposed Revisions to G-6-2 College Affairs Committee Policy, 1<sup>st</sup> Reading – Breana Sylwester
- f. Discussion Item: College Affairs Meeting Frequency – Breana Sylwester

Next Meeting: Friday, January 9, 2026, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom



Date: November 14, 2025

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Greg Pereira, President	Frank Payne
Savannah Boyer		Cathleen Knutson
Tracy Crockett		Angie Anderson-May
Scott Dove		Michael LaLonde
Lisa Merritt		Krista Leaders
Galit Ruebush		Julie Downing
Talia Stockwell		Annemarie Hamlin
Marilyn Waller-Niewold		Rachel Knox
Tom Barry		Alan Nunes
Sara Henson		Leslie Houston
Kyle Matthews, Recorder		Alicia Moore
		Ken Harmon

Meeting called to order at 10:03 a.m.

1. Old Business

- a. Review Minutes from October 10, 2025 Meeting – Breana Sylwester
  - Motion to approve the meeting minutes.  
Motion made by Scott Dove, seconded by Galit Ruebush.
- b. Inclusive Access (IA) Course Fees for the Winter 2026 Term, 2<sup>nd</sup> Reading – Frank Payne
  - Payne noted a few courses were added to the list from the previous meeting, while other courses were removed.
  - Motion to approve the second reading of proposed IA course fees for the 2026 Winter term.  
Motion made by Galit Ruebush, seconded by Talia Stockwell.
  - Motion approved by all voting members present.
- c. Proposed Revisions to Spending Policies G-2-1 and G-31-7.1, 2<sup>nd</sup> Reading – Michael LaLonde, Cathleen Knutson and Angie Anderson-May
  - Knutson reminded the College Affairs Committee (CAC) that the purpose of this proposal is to clarify COCC’s spending policies. Suggested revisions from the first reading were incorporated into this meeting’s packet.
  - Ruebush asked if these policies should include instructions for gift card reporting.
    - Knutson said that detailed instructions are listed elsewhere in COCC’s policies and are not needed in G-31-7.1. However, the last sentence of the policy *does* call for any gift cards that are issued to employees to be reported to Payroll as taxable income.
  - Henson asked who is responsible for reporting to Payroll.
    - Knutson said the person who pays for or issues a gift card to an employee is responsible.
  - Motion to approve the second reading of proposed revisions to policies G-2-1 and G-31-7.1.  
Motion made by Tracy Crockett, seconded by Marilyn Waller-Niewold.



- ☑ Motion approved by all voting members present.

## 2. New Business

a. Proposed Course Fees Process Restructure, 1<sup>st</sup> Reading – Michael LaLonde, Cathleen Knutson, Julie Downing, Angie Anderson-May, and Krista Leaders

- Anderson-May explained that this proposal is in response to some long overdue increases to course fees that are used to pay for required materials. During the Spring 2025 term, the Manufacturing department requested an increase of course fees from \$50 to \$300, and President Laurie Chesley said it was unreasonable to expect students to pay that increased amount. She asked LaLonde to examine why this happened and how it can be resolved.
  - LaLonde added that it had become unclear how course fees are determined at COCC. He formed a workgroup and they learned that the process was most recently revised in 2017, but College personnel have largely not been following the procedure. This would lead to incorrect amounts being charged to students. The workgroup aimed to create a process that could easily be repeated and reviewed annually.
  - Anderson-May showed that College staff have not been annually reviewing course fees as written in COCC's policies, but rather on an ad hoc basis. This has led to confusion among administrators, faculty and administrative assistants. The CAC meets monthly, which makes it difficult for faculty to update course fees in a timely manner. Different departments are determining their fees in different ways.
- Henson asked if failures in communication are related to staff turnover.
  - Downing said her department's administrative assistant has had to set reminders for herself to manually update fees each year.
  - Leaders said she audits course fees after they are approved by the CAC, which sometimes are not approved until after Fall term registration, so they can't be changed until the following academic year. Since the COVID-19 pandemic, departments have been sending their proposed changes to course fees to the CAC without the knowledge of the Vice President of Academic Affairs or their respective instructional dean or program director.
- Anderson-May asked if the CAC was aware of the fee approval process within the Academic Affairs department.
  - Sylwester said that, when the CAC receives a proposal for fees, the assumption has been that it has been properly vetted.
- Henson asked who has been part of the workgroup that is proposing these changes.
  - Anderson-May said that she has been working with LaLonde, Knutson, Leaders, Downing, Cindy Lenhart, Helen Wiersma-Koch, and Ryan Powell. The Dean Team and faculty members were also consulted for this project.
  - Downing added that a faculty member was also invited to be part of the workgroup, but some confusion with scheduling prevented him from participating.
- Dove asked what input the workgroup has received from Instructional Deans and faculty members.
  - Leaders said that she audits proposed changes to fees and contacts the respective department's administrative assistant if fees are not aligned. One of the goals for this



workgroup is to transfer this responsibility to instructional specialists so they can communicate directly with administrative assistants that they are normally in contact with.

- Dove asked, when a fee is updated, does it need to be updated for every course section and every student enrolled in those courses?
  - Leaders said COCC currently doesn't do fees at the course/catalogue level. Instead, the College applies fees to each section. Administrative assistants have been responsible for manually updating each section's fees. When staff turnover happens, there is a risk of this process getting lost in the shuffle.
- Dove asked if this process could be moved to the course level.
  - Leaders confirmed this and said that she has been discussing this with Melissa Monette how this could be accomplished within Banner.
- Anderson-May shared a flowchart to explain the proposed new process. The two most significant changes would be moving the responsibility of approving changes in fees from the CAC to the Academic Affairs Committee (AAC) and to establish a master fee list that can be annually reviewed against any proposed changes to fees. These changes are intended to increase transparency for students and to increase oversight from vice presidents, instructional deans and program directors for fees that are being submitted for approval.
- Reubush asked why changes in course fees have historically been approved by the CAC rather than the AAC.
  - Henson said it was viewed as a fiscal issue, rather than academic, as well as concerns for oversight for total costs for students.
- Henson noted that the general policy manual (GPM) says that only the Board of Directors can approve changes in fees and that the flowchart in this presentation stops at the Office of the President.
  - Knutson explained that the Board will continue to have final say for universal student fees, such as technology, activities and sustainability. The fees that are reviewed by the CAC are not approved by the Board. The proposal is to transfer responsibility for the latter from the CAC to the AAC.
- Henson suggested that another reason the CAC has reviewed course fees is because the CAC has had student voting members, while the AAC has not.
  - Downing said this has been discussed with Hamlin and there may be a student position added to the AAC in the future.
  - Hamlin added that, in the past, students have voted to not have a representative on the AAC, but this could be revisited.
- Sylwester asked how IA fees might factor into this conversation.
  - Anderson-May said the workgroup has not discussed IA fees yet. Their assumption has been that they would remain with the CAC for approval until the course fees process has been revised, then the workgroup would then discuss possible revisions to the IA fees process.
- Anderson-May said that this proposal has gone through a first reading with the AAC and will return for a second, and it will also be reviewed by the CTE Committee.



- Ruebush asked, if a faculty or staff member misses a deadline for changes in fees to be approved, will they need to wait a whole year for another chance?
  - Knutson said that is the current practice. This is part of the process that the workgroup is trying to revise.
- Ruebush asked how costs are covered when fees are not updated accordingly.
  - Hamlin and LaLonde explained that uncovered costs are paid for by COCC's general fund.
- Downing explained that this new process would only cover five programs as a pilot.
- Sylwester asked whether any "pass through" fees generate revenue for the College.
  - LaLonde said that about 70% of course fees are pass through, while the remaining 30% are "recovery costs."
- Sylwester asked what the process would look like to gradually increase costs for programs that are far below what they need to be, such as Manufacturing.
  - Downing said the process is still being considered. One of the workgroup's goals is to determine a cap for course fees that wouldn't deter students from enrolling.
- Henson asked if there has been any discussion about considering student fees, course fees and IA fees holistically as overall costs for students.
  - Anderson-May said this has been discussed with Pereira and the vice presidents. Another goal for the workgroup is to reduce the number of fees that students are charged while keeping the rates appropriate.
- Ruebush asked if all fees would eventually be transferred to the responsibility of one committee.
  - Anderson-May suggested IA fees could eventually be transitioned to the AAC, along with course fees, while student fees would remain with the CAC.
- Henson asked whether transferring responsibility for course fees from the CAC to the AAC would resolve issues of oversight and transparency for fees.
  - Stockwell added that it has been historically difficult for students to consistently participate on College committees and asked how that could be resolved.
  - Anderson-May and Downing said that adding a student role to the AAC has been under consideration.
  - Leaders added that the AAC meets twice per month, while the CAC only meets once per month, so transitioning this process to the AAC could create a faster approval process. The CAC's current schedule requires faculty to have their proposals ready sooner than some of them can manage.
- Hamlin asked if this proposal calls for changes in fees to be presented to the CAC after they are approved by the AAC.
  - Anderson-May suggested that changes in fees could be presented to the CAC as information items.
  - Downing noted that the CAC was formed with the intention of discussing big picture issues and suggested that transitioning this responsibility to the AAC would allow the CAC to spend more time focusing on said issues. Barry concurred.



- Ruebush suggested that the CAC has not been overwhelmed by its responsibility for approving course fees, but agreed it might make sense to transition the responsibility to the AAC as long as students are still involved in the process.
- Motion to approve the first reading for the proposed restructure of the course fees review process.  
Motion made by Galit Ruebush, seconded by Savannah Boyer.  
 Motion approved by all voting members present.
- b. Proposed Revision to G-32-12.7 Paid Leave Oregon, 1st and 2nd Reading – Rachel Knox
  - Sylwester noted that this proposal is being considered for a first and second reading as it is intended to meet compliance with current State laws.
  - Motion to approve the first and second reading of proposed revisions to policy G-32.12.7. Motion made by Marilyn Waller-Niewold, seconded by Talia Stockwell.  
 Motion approved by all voting members present.
- c. Proposed Increase to Dental Assisting (DA) Course Fees, 1st Reading – Alan Nunes and Leslie Houston
  - Nunes explained that the DA program has historically included these course fees to enable students to pay for practice exams.
    - Houston added that the foundation that administers these practice exams is now requiring each student to purchase their own exams for \$39.00 each. These practice exams have proven to be important for preparing students for certification exams. They have contributed to higher exam scores and overall passing of exams.
  - Ruebush asked if these practice exams are required for DA students to take.
    - Houston said they are not required.
  - Ruebush asked how often students have chosen to purchase practice exams and if students who opt out would still be required to pay the fee.
    - Houston said the DA program is currently paying for the exams instead of the students. It is up to the students whether they will use a practice exam, but they are encouraged to use any means available to prepare for their certification exams. She offered to gather data on this question and follow-up at the next CAC meeting.
    - Nunes noted that students have been taking advantage of the opportunity to take practice exams while they have not been part of their course fees. Houston confirmed this.
  - Henson asked if the proposed \$39.00 fee would cover one practice exam for a specific DA course. Houston confirmed this.
  - Dove asked if the foundation that is providing these practice exams is the only organization that provides practice exams of this quality.
    - Houston confirmed this and clarified that this foundation is directly related to the foundation that administers the DA certification exam.
  - Henson asked if discounts for bulk purchases of practice exams are available.
    - Houston said she would look into whether bulk discounts are possible and would follow-up at the next CAC meeting.



- Nunes noted that the fees listed in the proposal in this meeting's packet were incorrectly listed and would send the corrected version to Matthews to include in the next CAC meeting's packet.
  - Henson asked if the proposed \$39.00 fee was expected to remain consistent for a significant amount of time.
    - Houston said the cost has always been \$39.00 per practice exam, but it is still possible for the cost to increase in the future.
  - Motion to approve the first reading of proposed increases to DA course fees with the appropriate corrections.  
Motion made by Galit Ruebush, seconded by Savannah Boyer.  
 Motion approved by all voting members present.
- e. Proposed Revisions to Title IX Policies, 1<sup>st</sup> Reading – Alicia Moore
- Moore explained that about 75% of the proposed changes are language clean-up or moving certain policies to different sections of Title IX policy. These changes are now being proposed because the Trump administration has made changes to the national Title IX policy. While most of the proposed changes are required by law, some proposed changes will be specific to COCC.
  - Henson asked how any changes made to COCC's Title IX policy will be communicated to the College's students, faculty and staff.
    - Moore said that the training videos that had been sent out to COCC personnel earlier in the current term are in compliance with the law. After the proposed changes have been approved and implemented into the GPM, COCC personnel will be notified through COCC Headlines and possibly a mass email to students.
  - Henson asked if these proposed changes would also be presented to the AAC. Moore confirmed this.
  - Motion to approve the first reading of proposed changes to Title IX policies.  
Motion made by Scott Dove, seconded by Talia Stockwell.  
 Motion approved by all voting members present.
- f. Proposal to Establish G-22-1 Data Governance Policy, 1st Reading – Ken Harmon
- Harmon explained that the proposed policy would establish a strategic framework that directs and reinforces the procedures, protocol, standards and guidelines for managing data risks and ensuring the security and resilience of COCC's environment.
  - Sylwester asked if the policy includes specific guidelines on behavior for COCC personnel.
    - Harmon said it is about how people manage data.
  - Ruebush asked if the College has an existing policy on this matter.
    - Harmon said it does not. COCC's Data Governance Committee only has a methodology that they follow to establish guidelines.
  - Henson noted the proposed policy references Center for Internet Security (CIS) Critical Security Controls version 8.1. The proposal includes a link to a website that only allows users to see a certain amount of information without creating an account.
    - Harmon said the CIS controls are a framework that need to remain somewhat protected.



- Ruebush suggested that whoever owns the link to the website that was included in this proposal could change the level of access or content within the link at any time.
  - Harmon concurred and said the link within the proposed policy could be updated as needed.
  - Sylwester suggested the proposed policy could be re-worded to say that the College will follow the CIS frameworks as written, and if any changes occur, they would be vetted and the College's policy would be revised accordingly.
  - Harmon clarified that COCC personnel would be responsible for the data governance portion of the CIS framework, rather than the whole framework.

- Motion to approve the first reading of the proposal to establish G-22-1 with proposed revisions from the CAC.

Motion made by Scott Dove, seconded by Savannah Boyer.

Motion approved by all voting members present.

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

- In the interest of time, this item was tabled for the next meeting.

Motion to adjourn the meeting.

Motion made by Galit Ruebush, seconded by Savannah Boyer.

Meeting adjourned at 11:46 a.m.

NEXT MEETING: Friday, December 12, 2025 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom



## Presentation/Proposal Form

### Nondiscrimination, Title IX and Sexual Misconduct Policy & Procedure Updates

Name: Alicia Moore

Date: 11.7.25

Department: Student Affairs

Contact Information: x7244, amoores@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 U. S. Department of Education issued new Title IX regulations in spring and summer 2025. This proposal updates COCC's Title IX policies and procedures to align with these new regulations, provides other updates to COCC's sexual misconduct and nondiscrimination policies and procedures, reorganizes all to avoid duplication amongst policies and processes. The reorganization of information will also make it easier for those navigating these processes.

See attached for all proposed edits to the nondiscrimination, Title IX and sexual misconduct policies and procedures.

#### 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 impact.

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

These changes were vetted and approved by those individuals and departments directly connected to managing these processes: Laura Boehme, VP for People and Technology (and lead for any incident in which an employee may have violated one of these policies); Jeremy Abbey, Student Care and Conduct Coordinator/Deputy Title IX Coordinator (helps coordinate student-to-student incidents); Tyler Hayes, Dean of Enrollment Management (lead investigator for all policies); and Andrew Davis, Dean of Student Engagement (hearings officer for any student-to-student issues). Each of these employees engages in four to 20 hours of training each summer to ensure that COCC remains up-to-date with the most recent regulations.

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

COCC's institutional syllabus may need updates once new policy and procedure numbers are established.

### 6. OPERATIONAL IMPACT

No impact; current activities will continue as they do now, although in alignment with regulations. The employee and student trainings were updated this summer to align with the new regulations.

## **7. STUDENT IMPACT**

No new impact.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Immediate.

## **9. MOTION TO BE RECOMMENDED**

College Affairs recommends adopting the updated nondiscrimination, Title IX, and sexual misconduct policies and procedures as presented.

**PROPOSED NONDISCRIMINATION, TITLE IX and  
SEXUAL MISCONDUCT POLICY and PROCESS CHANGES: FALL 2025**

**Proposal Introduction**

The policies and procedures listed below intentionally are not numbered. Some currently reside in one location, some reside in more than one location, each had different numbering conventions, and some have applicability across all topic areas. Regardless, the policies were redesigned to not only comply with regulatory changes, but to also eliminate duplication of policies in different sections and present a more logical order to how they are listed. Therefore, this proposal presents the policies and procedures in the order recommended. Once language is approved, staff will review the body of each section (highlighted) and update policy or procedure reference numbers as appropriate.

Each section will start with the following numbers:

G-28-1:	Nondiscrimination, Title IX and Sexual Misconduct Policy Introduction
G-28-2	Nondiscrimination Policy
N-1	Nondiscrimination Procedures
G-28-3	Sexual Misconduct: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policies
N-2	Sexual Misconduct: Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking Procedures
G-28-4	Title IX Policies
N-3	Title IX Procedures

It is important to note that the track changes feature was not used given the large volume of edits and moving information from one section to another. Using this feature would make the document challenging to read.

**NONDISCRIMINATION, TITLE IX and SEXUAL MISCONDUCT POLICY INTRODUCTION**

**G-28-1: Nondiscrimination, Sexual Misconduct and Title IX Introduction**

To affirm its commitment to promoting a safe and healthy environment for students, employees and guests, and ensure compliance with federal and state regulations, COCC developed policies and procedures that provide a prompt, fair and equitable process for addressing allegations of discrimination or sexual misconduct (see [G-28-0.2](#) for protected definition).

The goal of the following policies is to extend equal opportunity for employment, admission, and participation in the College’s programs, services, and activities to all persons.

- [Nondiscrimination](#)
- [Equal Opportunity/Affirmative Action](#)

- [Title IX \(federal policies regarding sexual harassment, sexual assault, domestic violence, dating violence, and stalking\)](#)
- [COCC sexual misconduct, sexual assault, domestic violence, dating violence, and stalking](#)

### **G-1.X: Reporting Contact Information**

Any person who believes they have experienced any form of discrimination, harassment or retaliation by a College employee, representative, student, or community member is encouraged to address those concerns by reporting it via the College's incident report system or talking with the any of the individuals listed below. These individuals have primary responsibility for coordinating COCC's efforts related to investigation, resolution, and implementation of corrective actions.

- Discrimination, Title IX, or sexual misconduct when a student is involved: Alicia Moore, Vice President of Student Affairs/Title IX Coordinator  
[amoore@cocc.edu](mailto:amoore@cocc.edu) or 541-383-7244
- Discrimination, Title IX, or sexual misconduct when a student is involved: Jeremy Abbey, Care and Conduct Coordinator/Deputy Title IX Coordinator  
[jabbey@cocc.edu](mailto:jabbey@cocc.edu) or 541-383-7525
- Discrimination, Title IX, or sexual misconduct when an employee is involved: Laura Boehme, Vice President for People and Technology  
[lboehme@cocc.edu](mailto:lboehme@cocc.edu) or 541-383-7219

In addition to the above, individuals are welcome to contact Campus Safety to file a report: 2600 NW College Way, Boyle Education Center, Room 161, Bend, OR, 97703, [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu), or 541.383.7272.

When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures **section N-2** (Title IX) or **N-3** (Sexual Misconduct).

External inquiries may be made to:

#### **Oregon Resources**

##### [Office of Community Colleges and Workforce Development](#)

255 Capitol Street NE

Salem, OR 97310

[ccwd.info@state.or.us](mailto:ccwd.info@state.or.us) or 503.947.2401

##### [Bureau of Labor and Industries \(BOLI\) Civil Rights Division](#)

800 NE Oregon St.

Suite 1045

Portland, OR 97232

[crdemail@boli.state.or.us](mailto:crdemail@boli.state.or.us) or 971.673.0764

## **Federal Resources**

### [Office for Civil Rights \(OCR\)](#)

### [U.S. Department of Education](#)

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: (800) 421-3481

TDD: (877) 521-2172

[OCR@ed.gov](mailto:OCR@ed.gov)

Complaint form: <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

### [Equal Employment Opportunity Commission \(EEOC\)](#)

Federal Office Building

909 First Avenue

Suite 400

Seattle, WA 98104-1061

(800) 669-4000

TTY: (800) 669-6820

ASL Video Phone: (844) 234-5

## **G-28-1.X: Responsible Employees**

All COCC employees are considered “responsible employees,” meaning that employees must report incidents of discrimination or sexual misconduct to the contacts listed in section **XXX** should they be made aware of or have reasonably known about an incident. Mental health counselors are exempt from this requirement.

## **G-28-1.X: COCC’s Approach to Reviewing Incidents**

The College will employ an anti-oppression, culturally-responsive, gender-responsive, and trauma-informed approach to its interaction with the reporting and responding parties. Additionally, the College will provide training on these topics to staff coordinating discrimination, Title IX or sexual misconduct investigations.

**Anti-Oppression.** COCC will demonstrate an ongoing commitment to anti-oppression policies and processes by:

- Treating each report seriously and without marginalizing, silencing or dismissing reported behaviors;
- Not blaming the reporting party for any reported or past actions;
- Regularly evaluating discrimination, Title IX and sexual misconduct policies and procedures to ensure an equitable process for all parties involved, including individualized supports for the reporting party and equal access to advocates at all stages of the process for all parties.

**Culturally-Responsive.** COCC will demonstrate an ongoing commitment to being culturally-responsive by:

- Creating opportunities for dialogue about reported incidents between investigators and those involved with any investigation;
- Maintaining a trusting, respectful persona with all parties;
- Understanding that one’s history and culture may affect how information is shared;
- Not judging the information or person based on how information is presented; and
- Providing on-going diversity, equity, inclusion and belonging training to all employees actively involved in discrimination, Title IX and sexual misconduct investigations.

**Gender-Responsive.** COCC will demonstrate an ongoing commitment to being gender-responsive by:

- Not assuming to know preferred pronouns, gender identity or sexual orientation of parties involved in a report;
- Not stereotyping traditional gender, sexual orientation, or gender preferences roles or behaviors with undue bias;
- Not attributing blame to a particular gender based on an immediate response to an incident, but will instead make sure both parties are heard and reported accurately;
- Ensuring that both parties are heard and that their perspectives are reported accurately by not attributing blame based on an immediate response to an incident.

**Trauma-Informed.** COCC will demonstrate an ongoing commitment to employing a trauma-informed approach to investigations by:

- Understanding that the reported incident(s) could have varied impact on individuals given the variety of vicarious, historical, institutional and cultural trauma;
- Understanding, recognizing, and responding to the trauma in a manner appropriate to the individual;
- Understanding that reporting parties may experience the effects of trauma before, during, and after an investigation; and
- Employing communication strategies to support the reporting party through and after the process.

### **G-28-1.X: Process Counseling**

Upon receiving the report, the College’s discrimination, Title IX and sexual misconduct staff will contact the individuals subject to the incident to:

- Explain reporting options, including option to report to law enforcement;
- Provide guidance on how to file a complaint;
- Review the informal and formal investigation processes; and
- Provide information on available support resources.

### **G-28.1.X: Supportive Measures**

Discrimination, Title IX and sexual misconduct staff will work with the reporting party/complainant to identify appropriate and reasonably available measures to support the student or employee before and during the investigation and hearings process. These measures are non-disciplinary and designed to ensure access to educational resources or work environment. Only those parties with an immediate need to know will be aware of the measures. If a no contact order is required, the directive will be applied to all parties involved.

### **G-28.1.X: Emergency Removal of a Student or Employee**

If a threat of harm exists, the College may choose to place the student on an interim suspension or an employee on paid administrative leave. Such action is not a determination of responsibility, but instead is to ensure the safety of the reporting party and/or general College community. Options to appeal this action will be provided in writing to the student or employee. The investigation and/or hearings process will continue during this period and the suspension or leave will be evaluated with the outcome of the hearing.

### **G-28.1.X: Responding Party and Presumption of Innocence**

The responding party is presumed not responsible for the alleged actions until the hearings officer has an opportunity to review the investigatory report, hold a hearing and make their determination.

### **G-28.1.X: Standard of Evidence**

The College will apply the preponderance of evidence standard for both the informal or formal process. Preponderance of evidence is defined as the facts and evidence demonstrate that the alleged policy violation is more likely to have happened than not.

### **G-28.1.X: Consolidation of Reports**

During the course of an informal or formal investigation, the College may learn additional information that leads to additional allegations, involve more than one complainant and/or include other policy violations. In these instances, the College reserves the right to consolidate cases and investigate under one process or treat each as separate incidents. The complainant and responding parties will be notified through the appropriate procedures should this occur

### **G-28.1.X: Amnesty Clause**

In order to encourage reporting parties and witnesses to report potential discrimination, Title IX and sexual misconduct incidents, the College will not pursue disciplinary action against the reporting party or witnesses who disclose personal alcohol or other drug use if the report is made in good faith or the actions did not place the health or safety of any other person at risk. The College may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

### **G-28.1.X: Confidentiality**

Throughout this process, the College commits to preserving confidentiality to the greatest extent possible, noting that information will be shared only with appropriate College staff as

needed to fully investigate the report. However, should the reporting party request complete confidentiality, the College will make every attempt possible to honor that request.

Exceptions to confidentiality:

- The College is required to investigate Title IX concerns if an employee is involved.
- The College is required to investigate if the alleged victim is under the age of 18; depending on the nature of the concern, the College may be required to report information to appropriate authorities (see HR Policy - [Mandatory Reporting - Child Protection Policy](#)).
- The College may investigate a report if it is a pattern of repeated behavior and/or if there appears to be a health or safety risk to the College.

### **G-28.1.X: Range of Potential Sanctions and Remedies**

Discrimination, Title IX and sexual misconduct violations solely involving students in which an individual(s) is found responsible may result in sanctions including, but not limited to, warning, suspension, summary suspension, expulsion or other sanctions deemed appropriate by the hearings officer. Remedies could include, but are not limited to, providing an alternative class schedule and increased training.

Discrimination, Title IX and sexual misconduct violations in which an employee is found responsible may result in just cause for discipline, which includes, but not limited to, warning, temporary dismissal, dismissal or other sanctions deemed appropriate by the hearings officer. Remedies could include, but are not limited to, providing an alternative work schedule and increased training.

### **G-28.1.X: Retaliation**

COCC prohibits retaliation against a person(s) who:

- Reported or filed a discrimination, Title IX or sexual misconduct complaint,
- Participated in the investigation or adjudication of such a complaint, or
- Assisted or supported others in bringing forward a complaint.

Retaliation is defined as conduct that may reasonably be perceived to adversely affect a person's educational or work environment because of their good-faith participation in the reporting, investigation, and/or resolution of a real or alleged violation of COCC's nondiscrimination, Title IX or sexual misconduct policies. Retaliation also includes discouraging a reasonable person from making a report or participating in an investigation.

Retaliation can be committed by any individual or group of individuals, including by proxy, of those involved with the concern. Retaliation constitutes a violation of this policy even if the underlying allegations did not result in a finding or if the report is dismissed.

Acts of retaliation may be added to an existing report and/or investigated separately at the discretion of the College.

### **G-28.1.X: Conflict of Interest**

When investigating an alleged discrimination, Title IX or sexual misconduct concerns, the College will make all attempts to avoid any conflict of interest between personnel involved as investigators, advocates, hearings officers or appeals officers and those listed in the report. For purposes of this policy, conflict of interest is defined as when an individual has a personal connection to those involved in a report of discrimination that could compromise their ability to carry out their role free of bias towards either party.

Decisions about potential conflict will be made by the Vice President of Student Affairs/Title IX Coordinator and/or the Vice President of People and Technology. If a situation arises in which conflict cannot be avoided, the College may contract with an outside organization for assistance. If a situation arises in which the Vice President of Student Affairs/Title IX Coordinator and/or the Vice President of People and Technology are involved, the situation will go to the President to appoint appropriate staff to investigate the concerns.

### **G-28.1.X: Whistleblower Policy**

Central Oregon Community College strictly prohibits discrimination or retaliation against any employee for engaging in whistleblowing activities as defined by Oregon statute, including disclosure of information otherwise protected under Oregon's public records law.

An employee who in good faith has an objectively reasonable belief that the actions of the College or its employees violates federal, state or local law and who, in the process of reporting the alleged violation, discloses information that is exempt from disclosure under Oregon's Public Records law has an affirmative defense against civil or criminal charges arising out of such disclosure if the protected information was disclosed to:

- A state or federal regulatory agency;
- A law enforcement agency;
- A manager employed by the College; or
- An attorney, when the communication is in connection with the alleged violation and the communication is subject to Oregon's attorney-client privilege protection

The affirmative defense provided for herein applies to an employee's disclosure of information related to an alleged violation by a coworker or supervisor acting within the course and scope of employment of the coworker or supervisor.

The affirmative defense does not apply to information that:

- Is disclosed or redisclosed by the employee or at the employee's direction to a party other than the parties listed above; or
- Is stated in an agreement that is not related to the employee's employment with the employer and is either:
  - a commercial exclusive negotiating agreement, or

- a commercial nondisclosure agreement;
- Is disclosed by an attorney or their employee if the information disclosed is related to the representation of a client; or
- Is protected from disclosure under federal law, including but not limited to Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) and under these circumstances may only be disclosed in accordance with federal law.

Any employee who invokes his or her rights under this policy has the right to file a complaint under the College’s harassment complaint procedure and is entitled to all remedies available under Oregon’s unlawful employment practices law.

COCC prohibits retaliation against an employee who reports discrimination, Title IX and sexual misconduct or other workplace violations and prohibits other employees to do so. Any employee aware of or facing retaliation in the workplace should report that information immediately to their immediate supervisor, the Human Resources Department, or through [COCC’s Employee Concerns Procedure](#). For further reference, see the State of Oregon Bureau of Labor and Industries’ (BOLI) [Whistleblower Protections](#).

#### **G-28.1.X: Definition of Terms**

The following definitions are used in sections **G-28, N-1, N-2, and N-3**.

- **Advisor of Choice:** A person chosen by either the reporting or responding parties or by COCC to accompany the parties to an activity related to the report. The role of the advisor is to advise individuals on the Title IX process and conduct cross-examination in Title IX hearings.
- **Complaint:** A document submitted or signed by the complainant or Title IX staff alleging that a respondent engaged in conduct that violates a Title IX policy and requesting that COCC investigate the allegation.
- **Complainant:** The person who experienced potential violations of COCC’s Title IX policy. The term “complainant” applies to Title IX incidents only and is in compliance with federal law.
- **Dating Violence:** Violence and abuse committed by a person to exert power and control over a current or former dating partner. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions, and can include physical abuse and psychological or emotional abuse, and sexual abuse. It can also include “digital abuse”, or rather, the use of technology to intimidate, harass, threaten, or isolate a victim. For a full definition of dating violence, see the Violence Against Women Act.
- **Domestic Violence:** A pattern of abusive behavior in a relationship that is used by one partner to maintain power and control over another current or former intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces,

threatens, hurts, injures, or wounds someone. For a full definition of domestic violence, see the Violence Against Women Act.

- **Education Program or Activity:** Locations, event or circumstances where COCC exercises substantial control over both the respondent and the context in which the sexual misconduct or discrimination occurs; this also includes any building owned or controlled by a student organization that is officially recognized by COCC. Note that this definition applies to Title IX only and that Oregon law may include incidents that take place between COCC-affiliated parties at an off-campus location not controlled by the institution.
- **Finding:** A conclusion by the preponderance of evidence standard that the alleged conduct occurred and whether violated Title IX policy.
- **Hearings Officer/Decision-Makers:** Personnel who have decision-making and sanction or remedy authority for COCC's nondiscrimination, Title IX and sexual misconduct processes.
- **Investigator:** Personnel charged by COCC with gathering facts about an alleged violation of COCC's nondiscrimination, Title IX or sexual misconduct policies, assessing relevance of information presented, synthesizing evidence, and compiling information into an investigation report.
- **Notice:** Notice occurs when an employee, student, or third party informs Title IX staff or other Official with Authority that conduct potentially violates COCC's Title IX or sexual misconduct policies.
- **Official with Authority (OWA):** A COCC employee with responsibility for managing COCC's discrimination, Title IX or sexual misconduct policies and procedures, as well as those individuals with assigned to be hearings officers/decision makers. COCC OWA are the Vice President of Student Affairs/Title IX Coordinator, Deputy Title IX Coordinator, Vice President of People and Technology, and Dean of Student Engagement.
- **Protected Class:** Includes age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or parenting status, or any other classes protected under federal and state statutes in any education program, activities or employment.
- **Quid pro quo:** Quid pro quo sexual harassment is when a person in a position of authority demands or requests unwelcome sexual favors or conduct in exchange for an educational or employment benefit, or to avoid a negative educational or employment consequence.
- **Reasonable Person:** Viewing the circumstances from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may have occurred.
- **Remedy:** Actions taken by COCC after a decision to address the safety of the complainant/reporting party and/or community to prevent future conduct that violates COCC's discrimination, Title IX or the sexual misconduct policy and to restore access to education programs or activities or the workplace.
- **Respondent/Responsible Party:** A person alleged to have engaged in conduct that violates COCC's Title IX or sexual misconduct policies.

- **Responsible Employees:** Responsible employees must report incidents of discrimination, Title IX or sexual misconduct to the College’s Title IX staff should they be made aware of or have reasonably known about a sexual misconduct incident. All employees are considered responsible employees, with the exception of mental health counselors.
- **Sanction:** A consequence imposed by COCC on a respondent who is found responsible for violating discrimination, Title IX or sexual misconduct policies.
- **Sexual Assault:** Any type of sexual contact or behavior that occurs without consent of the recipient. Sexual assault includes sexual activity such as forced sexual intercourse, sodomy, molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity. For a full definition of sexual assault, see the Violence Against Women Act.
- **Sexual Harassment:** Under Title IX, sexual harassment is defined as unwelcome conduct of a sexual nature that is considered so severe, pervasive, and objectively offensive that it effectively denies a person(s) equal access to an education program or activity, as defined under the reasonable person standard. Under state of Oregon law, sexual harassment is defined as severe, pervasive, or objectively offensive. In either case, it includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature and may come in the form of a hostile or intimidating environment or quid pro quo. It also includes all instances of sexual assault, dating or domestic violence or stalking.
- **Stalking:** Pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking can include frightening communications, direct or indirect threats, and harassing a victim through the internet, social media, or other forms or technology. For a full definition of stalking, see the Violence Against Women Act.
- **Supporting Party:** Reporting or responding parties may bring a support person to any aspect of the informal or formal discrimination or sexual misconduct processes. In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supportive role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words
- **Title IX Coordinator:** An official or officials designated by COCC to ensure compliance with Title IX and COCC’s Title IX program.

## NONDISCRIMINATION POLICY

### **N-1 Nondiscrimination and Equal Employment/Affirmative Action Policy**

The goal of Central Oregon Community College is to provide an atmosphere that encourages faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status,

pregnancy or parenting status, or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections **N-1, N-2, or N-3**.

**NONDISCRIMINATION PROCEDURES**

**N-1 Nondiscrimination Introduction**

Central Oregon Community College’s goal is to provide an atmosphere mutual support and respect and foster an awareness, acceptance and encouragement of different cultures, values and viewpoints. To this end, and to ensure compliance with federal and state regulations, COCC offers the following processes to guide reports of discrimination.

**N-1.X Filing a Report**

Any person who believes they have been discriminated against, harassed, or retaliated against by a College employee, representative, student, or community member based on being a member of a protected class is encouraged to address those concerns by reporting it via the College’s [incident report system](#) or talking with the any of the individuals listed below. These individuals have primary responsibility for coordinating COCC’s efforts related to investigation, resolution, and implementation of corrective action, as well as provide support or guidance on any aspect of this policy and associated processes. Submitted reports are only shared with the COCC team assigned to support students in this process.

Area of Concern	Contact
Discrimination or misconduct on the basis of sex, gender identity, sexual orientation, or sex discrimination; includes but is not limited to sexual harassment, sexual assault, domestic violence, dating violence, and stalking.	<p>Alicia Moore            Vice President of Student Affairs (VPSA)/Title IX Coordinator            2600 NW College Way            Coats Campus Center, Room 213            Bend, OR 97703  <a href="mailto:amoore@cocc.edu">amoore@cocc.edu</a> or 541-383-7244</p> <p>Jeremy Abbey            Student Care &amp; Conduct Coordinator/Deputy Title IX Coordinator            2600 NW College Way            Wickiup Residence Hall 2203  <a href="mailto:jabbey@cocc.edu">jabbey@cocc.edu</a> or 541-383-7525</p>

<p>Discrimination or misconduct on the basis of age, disability, marital status, national origin, ethnicity, color, race, religion, genetic information, citizenship status, veteran status or any other classes</p>	<p>Laura Boehme (if employee or College representative involved)  Vice President of People/Technology  2600 NW College Way  Pioneer, Room 110E  Bend, OR 97703  <a href="mailto:lboehme@cocc.edu">lboehme@cocc.edu</a> or 541-383-7219</p> <p>Andrew Davis (if only students involved)  Dean of Student Engagement  2600 NW College Way  Coats Campus Center, Room 211  Bend, OR 97703  <a href="mailto:apdavis@cocc.edu">apdavis@cocc.edu</a> or 541-383-7591</p>
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In addition to the above, individuals are welcome to contact Campus Safety to file a report: 2600 NW College Way, Boyle Education Center, Room 161, Bend, OR 97703, [CampusSafety@cocc.edu](mailto:CampusSafety@cocc.edu), or 541.383.7272.

**N-1.X Supporting Parties**

Reporting or responding parties may bring a supporting party to any aspect of the informal or formal process.

**Role of Supporting Parties:** In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supporting role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words.

**Students, Community Members or Non-Represented Employees:** If the reporting party is a student, community member, or employee not represented by a bargaining unit of the College, the individual may have a support person present at any time during the process. If a supporting party is not available, the student, community member, or employee may request a College-appointed supporting party through the person assigned to coordinate the process.

**Represented Employees:** If an employee is represented by the Classified Association of Central Oregon Community College (CACOCC), the Central Oregon Community College Faculty Forum (COCCFF), or the COCC Adult Basic Skills Instructors - Oregon School Employees Association, the employee may have a representative from her/his bargaining unit or other supporting party present with her/him at any time during the process; they may also request that the College assign a College-appointed individual in this role.

### **N-1.X Investigation Process Overview**

The following process provides guidance on the College's informal and formal processes for investigating and resolving any report of discrimination, noting that Title IX and other sexual harassment reports follow a separate process (see N-2 for Title IX and N-3 for COCC sexual misconduct).

The COCC Dean of Student Engagement will serve as the lead staff person for student-to-student reports and the Vice President of People and Technology will serve as the lead staff member if an employee is involved.

### **N-1.X Informal Investigation Process**

The College recognizes that some individuals may wish to resolve an incident(s) on their own, but may need support to do so. In the event that the reporting party wishes to resolve a situation on their own, they are encouraged first to report the incident(s) to the lead staff person. That person will document the incident(s) and can coach the reporting party on how to resolve the situation, provide options for personal support, and discuss the formal process. If the informal process is used, the reporting party is encouraged to notify the lead staff member as to whether the concerns were resolved.

The College reserves the right to move the concern to a formal process if the reported action is a repeated behavior, a threat to the health and safety of the College, or is a College employee.

### **N-1.X Formal Investigation Process**

The College will work to resolve all issues within the timelines listed below. It reserves the right for an extension to these timelines should multiple individuals be involved or more complex issues arise. If this happens, the College will make a good faith effort to notify the reporting and responding party(ies).

1. The student, employee or community member files a report through the College's incident report system or by contacting any of the parties listed in section G-28-0.1.
2. The report is routed to the Dean of Student Engagement for student-to-student concerns or the Vice President of People and Technology if an employee is involved (hereafter referred to as the "lead staff member").
3. The lead staff member, or their designee, will meet with the concerned individual(s) within five business days of receiving the report to review the concerns, discuss confidentiality, determine the reporting parties' desired next steps, determine the proper avenue for addressing the complaint, and assess the health and safety of the COCC community.
4. Based on the meeting with the reporting party, the lead staff member will make an initial assessment to determine if the alleged actions potentially violate COCC's nondiscrimination policy. If the initial assessment indicates no policy violation has occurred, the lead staff member will work directly with the reporting party towards a resolution.

5. If the report appears that it may violate the College’s nondiscrimination policy and if the reporting party requests the College continue with the investigation, the lead staff member, or designee, will appoint an investigator to review the situation.
6. The investigator will meet with the reporting and responding parties individually, as well as other individuals associated with the report as appropriate. Note that either party may bring a supporting party to the meetings (see section **N-1-2**).
7. Upon completion of the investigation, the investigator will compile a fact-based report and give to the lead staff member.
8. The lead staff member will review the report to determine whether a violation of the College’s nondiscrimination policy occurred and if so, appropriate next steps. For students, this could be a student conduct hearing. For employees, this will be based on the process associated with their employee group’s contract or handbook.

### **N-1.X Appeals Process**

The reporting or responding party may appeal the final decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the lead staff member; or
- Evidence of conflict of interest of the lead staff member (see **G-28-6** for “Conflict of Interest” definition)

The appeal must be filed within five business days of the hearings to the Vice President of Student Affairs (or designee). The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, the Vice President of Student Affairs will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

## **SEXUAL MISCONDUCT: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY**

### **G-28-3 Introduction**

COCC prohibits sexual misconduct of any kind between any COCC parties. Sexual misconduct is defined as unwelcome conduct of a sexual nature. Sexual misconduct can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual’s work or academic performance, or it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person. This includes sexual assault, domestic violence, dating violence, and stalking. Sexual misconduct may happen between individuals of the same or different genders

and may be based on gender stereotypes, sexual orientation and gender identity. It may occur between COCC parties at either on- or off-campus location(s).

## SEXUAL MISCONDUCT: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING PROCEDURES

### N-2.X Filing a Complaint

Any individual who experiences or witnesses a sexual harassment incident(s) may report it via the College's [incident reporting system](#) or by talking with any College employee. All employees are required to report a sexual harassment incident. Personal/mental health counselors are exempt from this requirement. Submitted reports are only shared with the COCC team assigned to support individuals involved in this process.

### N-2.X Dismissal of Report

The College may dismiss a report at any point during an investigation or hearing if it does not meet the definition in **N-3-0** or if sufficient evidence cannot be gathered. Additionally, the College will dismiss the report if at any point during an investigation or hearing if the reporting party notifies the Title IX staff that they would like to withdraw the report.

In the event of a dismissal, all parties will be notified in writing.

### N-2.X Supporting Parties

Reporting or responding parties may bring a supporting party to any aspect of the formal process. In all cases, the supporting party should not have information that may inform the investigation, but instead, attends solely in a supportive role. The support person is not permitted to speak during the meetings associated with this process. This allows the reporting party to best share their experience using their own words.

**Students, Community Members or Non-Represented Employees:** If the reporting party is a student, community member, or employee not represented by a bargaining unit of the College, the individual may have a support person present at any time during the process. If a supporting party is not available, the student, community member, or employee may request a College-appointed supporting party.

**Represented Employees:** If an employee is represented by the Classified Association of Central Oregon Community College (CACOCC), the Central Oregon Community College Faculty Forum (COCCFF), or the COCC Adult Basic Skills Instructors - Oregon School Employees Association, the employee may have a representative from her/his bargaining unit or other supporting party present with her/him at any time during the process; they may also request that the College assign a College-appointed individual in this role.

## **N-2.X Informal Investigation, Decision, and Appeal**

The College recognizes that some individuals may wish to resolve an incident(s) on their own, but may need support to do so. In the event that the reporting party wishes to resolve a situation on their own, they are encouraged first to report the incident(s) via the College's [incident reporting system](#) or by talking with any employees listed in section **G-28-0.1**. Title IX staff can then coach the reporting party on how to resolve the situation, provide options for support, and discuss the formal process. If the informal process is used, the reporting party is encouraged to notify Title IX staff as to whether the concerns were resolved.

The College reserves the right to move the concern to a formal process if the reported action is a repeated behavior, a threat to the health and safety of the College, or is a College employee

## **N-2.X Formal Investigation, Decision, and Appeal**

The College will utilize the following process should the reporting party wish to pursue a formal investigation and resolution process. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise.

### *Initial Notification and Determination of Process*

1. If a College employee is notified of a potential gender discrimination or sexual misconduct incident(s), they must file an [incident report](#) or notify the College's Title IX staff.
2. Title IX staff will meet with the reporting party to explain reporting options, requirements, and processes; discuss the role of supporting parties; discuss options to report to law enforcement; review the informal and formal investigation process; review confidentiality options; provide information on available support resources; and determine reporting party's wishes for next steps.
3. If the reporting party wishes, the College will implement reasonable interim measures designed to ensure the reporting party's right to access their education, develop safety plans for potential future interactions, and provide academic accommodations reasonable and appropriate to the nature of the alleged incident(s).
4. If the report appears to violate the College's sexual misconduct policy, the College will initiate an investigation if the reporting party so desires. The reporting party may withdraw their request for the investigation at any point of the process.

### *Investigation Process*

1. The College will appoint an investigator(s) free from conflict of interest (see **G-28-6**) for both the reporting party and responding party.

2. The investigator will contact the reporting and responding parties for individual interviews. In the case of the responding party, the investigator will provide information about the nature of the allegations, names of reporting parties in line with the reporting party's wishes for confidentiality, and COCC's nonretaliation policy. This information will be delivered in person, mailed to permanent or temporary address, or emailed to the parties' COCC email. Once delivered, mailed or emailed, the College presumes the letter was received.
3. Upon receipt of the notice of investigation, the investigator(s) will typically take the following steps, although not necessarily in the order listed:
  - a. Individually interview the reporting party(s) and responding party(s), noting that the College will provide a college-appointed advisor should the reporting or responding party requests this support. The investigator will schedule the meeting at a mutually agreed-upon date and time no more than ten days after being appointed as an Investigator.
  - b. Interview potential, relevant witnesses, noting that any witness may have a supporting party in attendance (see section N-1-2).
  - c. Collect and document relevant evidence.
4. Upon conclusion of the interviews with reporting party, responding party, and relevant witnesses, the investigator(s) will write a report to include, at a minimum, the following:
  - a. Background (e.g., date of report and incident(s), alleged policy violation, names of reporting party(s) and responding party(s) and their advisors, interim measures);
  - b. List of all parties interviewed, dates, and times;
  - c. Summary of interviews;
  - d. Description of evidence collected;
  - e. Other information which may assist the hearings officer in making their determination.

The report will only include information directly related to the alleged violation unless it is evidence that a pattern of behavior exists for the responding party, investigator judgment about the character of the reporting party or responding party, or the either party's past sexual activity offered only to demonstrate that someone else conducted the alleged violation.
5. The investigatory report will be sent to the Title IX staff member coordinating the process.

### *Hearing/Decision Process*

1. Title IX staff will assign a hearings officer to review the report. Typically, the hearings officer will be the Dean of Student Engagement if the incident(s) only involve students

or the Vice President of People and Technology if the incident(s) involve an employee, although a designee could be appointed if appropriate.

2. Upon review of the final investigator report, the hearings officer shall determine if a hearing is warranted. If no, the report will be dismissed and reporting party and responding parties notified. If the hearing is warranted, the responding party will be notified of the hearing date, time, and location/modality.
3. All hearings will be recorded either by an audio or video transcript.
4. The hearings officer will ask additional questions as needed.
5. The hearing will conclude.
6. The hearings officer will provide written notification of their decision to the reporting party, responding party, and advisors/supporting parties within ten business days of the hearing. This notice will include the finding of responsible or not responsible, rationale for the decision, any sanctions or remedies, options for appealing the decision, and a statement of non-retaliation (G-28-5).

Nothing in the policy precludes any person from filing a formal grievance in accordance with applicable collective bargaining agreements or with the Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC).

### *Appeals Process*

The reporting party or responding party may appeal the decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the hearings officer; or
- Evidence of conflict of interest of the hearings officer (see G-28-6 for “Conflict of Interest” definition)

The appeal must be filed within five business days of the hearings to Title IX staff member coordinating the process. The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, Title IX staff will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

## TITLE IX: SEXUAL HARASSMENT, SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING POLICY

### G-28-4

Title IX refers to the federal law prohibiting sex-based discrimination, including sexual harassment, sexual assault, domestic violence, dating violence and stalking on college campuses; it also includes any actions that constitute a hostile environment or results in a quid pro quo situation, as defined in section XXX. The policies listed in this section apply only to qualifying Title IX allegations specifically prohibited by Title IX of the Education Amendments of 1972.

To qualify as sexual assault, dating or domestic violence, or stalking under Title IX, the incident must be severe, pervasive *and* objectively offensive, so much so that it denies a person(s) equal access to an education program or activity, as defined under the reasonable person standard.

Additionally, the following conditions must be met for an incident to be considered a potential Title IX complaint:

- The complainant must be participating in or attempting to participate in an education program or activity at the time of filing the complaint;
- An incident must take place on property owned or substantially controlled by the College, at COCC-sponsored events, or in buildings owned or controlled by COCC's recognized student organizations;
- An incident must take place within the geographic boundaries of the United States; and
- The complainant must report the incident(s) to an official with authority (see G-28-0.1 for contact information).

Alleged Title IX violations that do not meet the Title IX definition, did not occur in a COCC-sponsored program or activity, or took place outside of the United States will be dismissed as a Title IX issue and may be referred to COCC's sexual misconduct policy. COCC may dismiss the complaint if the complainant withdraws the complaint or if it is unable to collect sufficient information to support the report. It reserves the right, however, to review the incident under the College's sexual harassment, sexual assault, domestic violence, dating violence, or stalking victim policy, G-28-3.

## TITLE IX PROCEDURES

### N-3.X Filing a Complaint

To be reviewed under Title IX regulations, the complainant must be participating in or attempting to participate in a COCC educational program or activity at the time the complaint is filed. If the complainant is not currently participating in a COCC educational program or activity, the College may review the concern under its sexual harassment policies and procedures (G-28-3 and N-3).

The complainant files an initial report via the College's incident reporting system or by talking with any employees listed in [G-28-0.1](#). To be given Title IX consideration, the report must be filed by the complainant or Title IX staff; third-party complaints are not allowed. Additionally, the report must include a description of the allegation, request that the College investigate the incident(s), and be signed (electronic or physical) by the complainant or Title IX staff. If the complaint is not complete, Title IX staff will work with the complainant to finalize the report if they wish to do so.

### **N-3.X Officials with Authority**

Under Title IX, a College may only investigate an alleged Title IX incident if it was reported to an official with authority (OWA). An OWA is defined as a COCC employee with responsibility for coordinating or responding to Title IX reports as well as those individuals assigned to be hearings officers/decision makers. COCC OWA are the Vice President of Student Affairs/Title IX Coordinator, Title Deputy IX Coordinator, the Vice President of People and Technology, and the Dean of Student Engagement; see [G-28-0.1](#) for contact information.

### **N-3.X Dismissal of Complaint**

The College is required to dismiss a complaint at any point during an investigation or hearing if it does not meet the federal definition for sexual harassment, did not occur in a COCC program or activity, or occurred outside of the U. S.. If this occurs, the complainant may pursue actions under the College's sexual misconduct policy and process. Additionally, the College will dismiss the complaint at any point during an investigation or hearing if a complainant notifies Title IX staff in writing they would like to withdraw the complaint. Parties will be notified in writing in the event of a dismissal.

### **N-3.X Advisor of Choice**

Title IX allows all complainants and respondents to have an advisor present during the investigation, hearings, and appeals processes. Parties can opt for their own advisor or request that the College appoint an advisor.

The role of the advisor is to advise parties on the process, help parties track information, advise parties on their rights, and if a COCC advisor, refer parties to on- and off-campus supports. In all cases, the advisor should not have information that may inform the investigation. The advisor is not permitted to speak during the meetings associated with this process, with the exception that they are the only party allowed to pose questions to the hearings officer during a hearing.

### **N-3.X Informal Investigation, Decision and Appeal**

The College will utilize the following process should the complainant wish to pursue an informal process, noting that other activities may take place at the discretion of Title IX staff and as appropriate to the investigation. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise. Note that this process is only available in situations involving a student(s) as the responding party. If the responding

party is an employee, the College must pursue an investigation under the formal process (N-2-11).

#### *Initial Notification and Determination of Process*

1. The Title IX Officer will meet with the complainant to explain reporting options and processes, including the option to report to law enforcement; review the informal and formal investigation process; confidentiality; and provide information on available support resources.
2. Should the complainant wish to move forward with a formal or informal investigation, Title IX staff will notify the respondent, in writing, of the alleged complaint.
3. Title IX staff will review the informal and formal investigation process with the complainant and respondent independently. Both parties must agree, in writing, to pursue the informal investigation. It is important to note that at any point in the process, either party can withdraw their participation in the informal process and pursue the formal process.
4. Should one or both parties not agree, and if the complainant wishes to pursue a formal investigation, the College will use the formal process (see N-2-11) and appoint an investigator who does not have a conflict of interest (see XXX)

#### *Investigation and Decision*

1. The investigator will meet independently with both parties, allowing each to share their perspective on the alleged incident(s), ask questions for clarity, information about potential witnesses, appropriate evidence, and any other information needed to best determine the facts associated with the incident. The investigator will meet with witnesses as appropriate.
2. After meeting with all parties, the investigator will complete a written report summarizing all facts and evidence within ten business days.
3. The report will be forwarded to the Title IX staff member coordinating the process. If the complaint is between students only, or if the respondent is a student, the report will be sent to the Dean of Student Engagement (or designee) to consider if a potential policy violation exists. If so, the Dean of Student Engagement will hold a student conduct hearing and determine potential sanctions or remedies (see N-2-9). If the complaint involves an employee as the responding party, the report will be sent to the Vice President of People and Technology (or designee) to consider if a potential policy violation exists and appropriate next steps.

#### *Appeals*

The complainant or responding party may appeal the decision under the following circumstances:

1. Violation of the process detailed in this section;
2. In light of new evidence not reasonably available at time of investigation;

3. Evidence of bias on part of the investigator(s) or hearing officer; or
4. Evidence of conflict of interest of the investigator(s), Dean of Student Engagement or Vice President of People and Technology (see [G-28-6](#) for “Conflict of Interest” definition)

The appeal must be filed within five business days of the final decision and submitted to the Title IX staff member coordinating the process. Title IX staff will appoint the appeals officer, typically someone not immediately connected to the initial investigation and hearings process. The request for an appeal will be denied if any one of the above conditions are not met or if it not filed within five business days. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer’s decision is final.

### **N-3.X Formal Investigation, Decision and Appeal**

The College will utilize the following process should the complainant wish to pursue a formal Title IX investigation process or if an employee is the responding party. The timelines listed below are estimates only and the College reserves the right for additional time should complex situations arise.

#### *Initial Notification and Determination of Process*

1. The complainant files an initial report via the College’s [incident reporting system](#) or by talking with any employees listed in section [G-28-0.1](#). To be considered a Title IX complaint, the report must be filed by the complainant or Title IX staff; third-party complaints are not allowed. Additionally, the report must include a description of the allegation, request that the College investigate the incident(s), and be signed (electronic or physical) by the complainant or Title IX staff. If the complaint is not complete, the Title IX staff will work with the complainant to finalize the report if they wish to do so.
2. The College will make an initial assessment to ensure that the complaint meets Title IX regulatory standards (see section [G-28-2](#)). If the complaint does not appear to meet these standards, Title IX staff will discuss alternatives with the complainant.
3. If the complaint appears to meet Title IX standards, Title IX staff will meet with the complainant to explain reporting options, requirements, and processes, including the option to report to law enforcement; discuss options for an advisor and the advisor’s role; review the informal and formal investigation process; review confidentiality options; provide information on available support resources; and determine complainant wishes for next steps.
4. If the complainant wishes, the College will implement reasonable supportive measures designed to ensure the complainant’s right to access their education, develop safety plans for potential future interactions, and provide academic accommodations reasonable and appropriate to the nature of the alleged incident(s).

#### *Investigation Process*

1. Title IX staff will provide written notice of the allegations and investigation to the respondent. This notice will include:

- a. A summary of the allegations;
- b. Date(s) and location(s) of incident(s), if known;
- c. Identity of parties, if known;
- d. The alleged policy violation;
- e. Description of the Title IX formal investigatory and appeals process;
- f. Potential sanctions and remedies;
- g. Evidentiary standard, including a statement that the respondent is presumed not responsible for the alleged actions until the hearings officer has an opportunity to review the investigatory report;
- h. Statement on COCC's non-retaliation policy;
- i. Statement on process privacy;
- j. A statement on each party's option to have a College-appointed advisor or advisor-of-choice each stage of the process and how to request a College-appointed advisor if needed;
- k. A statement that COCC prohibits participants from knowingly making false statements during the course of this process;
- l. Details on how to request accommodations for those with disabilities;
- m. The names and contact information for the investigator and hearings officers, along with an opportunity for the respondent to identify potential conflicts of interest between the respondent and investigator and/or hearings officer; and
- n. Directions to preserve any evidence directly related to the investigation.

The notice of allegations and investigation will be delivered in two or more of the following ways: Delivered in person, mailed to permanent or temporary address, or emailed to the parties' COCC email. Once delivered, mailed or emailed, the College will presume the letter was received.

2. The College will appoint an investigator(s) free from conflict of interest for both the complainant and respondent.
3. Upon receipt of the notice of allegations and investigation, the investigator(s) will typically take the following steps, although not necessarily in the order listed:
  - a. Individually interview the complainant(s) and respondent(s), noting that the College will provide a college-appointed advisor should the complainant or respondent not have someone serving this capacity. The investigator will schedule the meeting at a mutually agreed-upon date and time no more than ten days after being appointed as an investigator.
  - b. Notify the complainant and respondent of interview dates, including interviews with witnesses;
  - c. Interview relevant witnesses, noting that witnesses may also have a supporting party in attendance (see section N-1-2).
  - d. Collect and document relevant evidence.

4. Upon conclusion of the interviews with complainant, respondent, and witnesses, the investigator(s) will draft a report to include, at a minimum, the following:
  - a. Background (e.g., date of report and incident(s), alleged policy violation, names of complainant(s) and respondent(s) and their advisors, interim measures);
  - b. Verification that the complaint met Title IX regulatory standards;
  - c. Factual summary of investigatory findings
  - d. List of all parties interviewed, dates, and times;
  - e. Narrative of interviews;
  - f. Description of evidence collected;
  - g. Institutional standard of evidence statement and how the allegations meet or do not meet this standard; and
  - h. Other information which may assist the hearings officer in making their determination.

The report will not include information not directly related to the alleged violation, unless it is evidence of a pattern of behavior on behalf of the respondent, the character of the complainant or respondent, or the complainant's past sexual activity unless offered to prove that someone else conducted the alleged violation.

5. The draft investigatory report will be sent to Title IX staff.
6. Title IX staff will send the report and copies of any evidence to the complainant, respondent, and their advisors.
7. The complainant or respondent will have ten business days by which to contest any factual information included in the report and must provide evidence to support this request. The investigator, at their discretion, will modify the report if appropriate. If not, the investigator will provide an addendum to the report with the complainant or respondent's requested modification.

#### *Hearing/Decision Process*

1. Title IX staff will assign a hearing officer to review the report. The hearing officer will be the Dean of Student Engagement if the incident(s) only involve students or the Vice President of People and Technology if the responding party is an employee.
2. Upon review of the final investigator report, the hearing officer shall determine if a hearing is warranted. If no, the complaint will be dismissed and complainant and responding parties notified.
3. If the hearing is warranted, the complainant and respondent will be notified of the hearing date, time, and location/modality. A hearing will be scheduled no sooner than 10 days after the release of the investigative report. If requested by either party, the

complainant and respondent can be in different rooms, but connected via appropriate technology supports. The request may be made prior to or during any part of the hearing by either party.

4. The complainant and respondent are permitted to bring an advisor of choice (see N-2-8) to the hearing and must notify the hearing officer of their intent within 24 hours of the hearing. Doing so allows the College to appoint someone to serve in this capacity if necessary.
5. Record of Hearing: All hearings will be recorded either by an audio or video transcript.
6. The investigator will present a summary of their report at the start of the hearing and be available throughout the hearing to answer any questions or provide clarification of information provided by complainant or respondent during the hearing.
7. The hearing officer will ask needed questions of both parties.
8. Each party has an opportunity to cross-examine one another, noting that only the advisor of choice may pose questions to the hearing officer for relevancy. If relevant, the hearing officer will ask the questions. The hearing officer will determine whether the questions are relevant. Questions about past sexual activity may not be part of any questioning unless the question demonstrates a pattern of behavior directly connected to the allegations. If a party does not respond to cross-examination questions, then the hearing officer may only rely on information in the investigator's report when making their decision.
9. The hearing will conclude.
10. The hearing officer will provide written notification of their decision to the complainant, respondent, and advisors within ten business days of the hearing. This notice will include the finding of responsible or not responsible, rationale for the decision, any sanctions, remedies, options for appealing the decision, and a statement of non-retaliation (see G-28-5).

### *Appeals Process*

The complainant or respondent party may appeal the decision under the following circumstances:

- Violation of the process detailed in this section;
- In light of new evidence not reasonably available at time of investigation;
- Evidence of bias on part of the investigator or hearing officer; or
- Evidence of conflict of interest of the investigator or hearing officer (see G-28-6 for "Conflict of Interest" definition)

The appeal must be filed within five business days of the hearings to the Title IX staff member coordinating the process. The request for an appeal will be denied if any one of the above conditions are not met or if not filed within five business days. If an appeal is warranted, Title IX staff will appoint an appeals officer not involved in the original process. The appeals officer will review the decision, investigative report, and any evidence. The appeals officer will notify all parties of their decision within ten business days unless extenuating circumstances exist. The appeals officer's decision is final.



## Presentation/Proposal Form

### Allied Health - DA Course Fee Increase DA 125, 131, and 135

Name: Alan Nunes and Leslie Houston

Date: 10/20/2025

Department: Allied Health, Dental Assisting

Contact Information: anunes@cocc.edu, lhouston@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 Dental Assisting National Board (DANB) administers the certification exams required for COCC's Dental Assisting students, including Radiation Health and Safety, Infection Control, and General Chairside. Students take one exam per term, with fees currently covered by student fees—allowing use of financial aid and significantly increasing certification completion rates. Practice exams from the DALE Foundation, previously shared by the program, must now be purchased individually at a higher cost each term. We are requesting an increase to the student exam fee each term to cover this cost increase.

#### 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"): Increase not to exceed \$39 per term.
  - Other:

### **3. BUDGET IMPACT**

Fall, DA 125: Dental Infection Control - increase to \$303.15 (from current \$270)  
Winter, DA 135: Dental Radiology II - increase to \$353.15 (from current \$320)  
Spring, DA 131: Dental Materials II - increase to \$303.15 (from current \$270)

### **4. IMPACTED DEPARTMENTS AND/OR PROGRAMS**

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

There will be no departmental or programmatic impact of this change. Students will be notified of fees at time of registration.

### **5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

There will be no instructional impact of this change.

### **6. OPERATIONAL IMPACT**

DA 125 - increase to \$303.15 from \$270  
DA 135 - increase to \$353.15, from \$320  
DA 131 - increase to \$303.15, from \$270

## **7. STUDENT IMPACT**

Previously, the program supplied DALE Foundation practice exams at no additional cost, and students reported they were very beneficial. These exams must now be purchased individually each term at a higher price. To ensure continued access for students, we request an increase in the per-term student exam fee so the Dental Assisting Program can purchase these exams at the lower bulk rate provided.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2026

## **9. MOTION TO BE RECOMMENDED**

To ensure continued student success and access to valuable study tools, increase the student exam fee per term as outlined below to cover the cost of individual practice exams across the following courses:

DA 125 - increase to \$303.15 from \$270

DA 135 - increase to \$353.15, from \$320

DA 131 - increase to \$303.15, from \$270

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

12/2/25

To Whom It May Concern,

The Dental Assisting National Board is the test and Licensing body for the dental assisting certifications for COCC's students. Included are the Radiation Health and Safety exam, Infection Control exam, and the General Chairside exam. The dental assisting students must take all three of these exams to become Certified Dental Assistants (CDA).

Students take one of the above exams each of the three terms they are enrolled in the dental assisting program. Currently the fees associated with these exams are paid by student fees, which allows students to pay for the exam through financial aid and has dramatically increased the number of students graduating with this nationally accepted certification.

In the past, the program purchased each of the practice tests and made them available to the students. The students found the practice tests extremely helpful for preparing for their exams. However, the DALE foundation now prohibits the sharing of the practice tests. Practice tests must now be purchased for each student.

Although practice exam bundles are available at a reduced rate, exam bundles all expire within 6 months of purchase. This option will not benefit our students since we prepare our students to complete each of the (3) certifications exams during fall, winter and spring terms.

Fall Term – Infection Control Exam

Winter Term – Radiation Health and Safety Exam

Spring Term - General Chairside Exam

However, each of the practice exams are available for \$ 39 with a group discount of 15%. We are requesting that the student exam fees for each term be increased by \$ 33.15 to cover each of the practice exams. The fees would be as follows:

DA 125 (Fall Term)	\$303.15 was \$270
DA 135 (Winter Term)	\$353.15 was \$320
DA 131 (Spring Term)	\$303.15 was \$270

We are requesting this increase to begin in Fall Term 2026.

Sincerely,

Leslie Houston  
Dental Assisting Program Director

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Allied Health Dept. Chair, Signature

Date

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Instructional Dean, Signature

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Date

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Vice President of Instruction, Signature

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Date



## Presentation/Proposal Form

### Data Governance Policy Proposal

Name: Ken Harmon

Date: 11-1-25

Department: Information Technology Services/Office of Information Security

Contact Information: kharmon@cocc.edu 541-383-7746

- ❖ 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)

See attached for proposed new policy.

The Data Governance (DG) Policy: 1) establishes uniform data governance policy and standards; 2) identifies shared responsibilities for assuring the integrity of the data; and 3) promotes data governance practices that efficiently and effectively serve the needs of COCC. COCC values access to timely, accurate, and consistent information while fully appreciating the basic security and privacy requirements involved. Controlled access by employees to administrative information is necessary to support business functions.

It is best practice for an organization to have a data governance policy which establishes data standards, protocols, and accountability for data management and security.

#### 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: G-22-1
  - 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 additional budget needed/required

National Cyber Security agencies recommend a data governance policy to defend against 74% of attacks and create a foundation for an organizations cyber security program. Risks of not implementing this policy could result in reputational damage and approximate monetary loss up to and potentially in excess of 3 million dollars per incident (on average).

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

All departments and employees are expected to adhere to this policy in support of data governance best practices.

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None except as previously mentioned.

### 6. OPERATIONAL IMPACT

None except as previously mentioned. This policy provides the foundation for development of data governance and security implementation best practices to protect the entire college and grow our security maturity. This provides transparency into all possible avenues COCC can be compromised to ensure adequate protections

**7. STUDENT IMPACT**

Same as above

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**8. ANTICIPATED IMPLEMENTATION TIMELINE**

As soon as possible. Though some communication and training as applicable.

**9. MOTION TO BE RECOMMENDED**

Accept new policy

COCC Data Governance Policy - DRAFT

Definition:

Data governance is the process of managing an organization’s data to ensure it is secure, accurate, and useful to an organization. This governance involves establishing policies, roles/responsibilities, and procedures for how data is gathered, stored, and used.

Policy Purpose:

The Data Governance (DG) Policy: 1) establishes uniform data governance policy and standards; 2) identifies shared responsibilities for assuring the integrity of the data; and 3) promotes data governance practices that efficiently and effectively serve the needs of COCC. COCC values access to timely, accurate, and consistent information while fully appreciating the basic security and privacy requirements involved. Controlled access by employees to administrative information is necessary to support business functions.

The DG policy further provides direction on the classification, ownership, and retention of data and information for COCC as well as clarifying accountability for data and information. Data and information as pertaining to this policy includes both electronic and non-electronic data. It is best practice for an organization to have a data governance policy that dictates overarching standards and accountability.

Policy

COCC is reliant upon the confidentiality, integrity, availability, security, and privacy of its data and information to successfully conduct its operations, meet internal and external stakeholder’s expectations, and provide services. Therefore, all staff, contractors, users, and external parties of COCC are responsible to protect organizational data and information from unauthorized generation, access, modification, disclosure, transmission, or destruction, and are expected to be familiar with and comply with this policy.

As a means to ensure data integrity and security, COCC has adopted the ~~CIS Critical Security Controls Version 8.1~~ CIS Critical Security Controls Version 8.1 as the information security framework that dictates and supports this DG policy. The CIS framework is an industry standard data governance model; ~~supporting details can be found publicly via the Center for Internet Security (CIS)~~ Center for Internet Security (CIS) and will be executed and managed by the Information Technology Services (ITS) department.

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The DG policy applies to all critical data and information within COCC, including data and information hosted outside of COCC stored in a cloud service. “Critical data,” in this context, includes email, personal and shared files, specific application system records, website contents, and operating system–level information and data. The definition of critical data and scope of this policy will be reviewed annually.

All COCC employees, contractors, and creators and/or users of COCC data are responsible to adhere to this policy to protect organizational data based on their designated role as outlined in COCC’s Data Governance, Data Standards – Roles and Responsibility guidelines. The policy also applies to third parties who access and use COCC systems and IT equipment, or who create, process, or store data owned by COCC.

Examples of the types of protocols that this policy covers are as follows:

- All organizational data is owned by COCC and, as such, all staff of COCC are responsible for appropriately respecting and protecting data assets.
- Data integration across COCC will be encouraged to foster data accuracy and uniformity and to demonstrate an understanding of COCC institutional complexity, various data systems, and differing data formats.
- The COCC Data Governance Committee with ITS oversight is responsible for recommending data management practices, ensuring that data is accurate, accessible, and secure. The ITS Information Security Team safeguards data protection measures, while ITS Operations manages data access protocols, supporting compliance and operational efficiency.
- Data governance ensures all data is classified, protected, and monitored on a continuous basis, as detailed in any related data governance procedures.



## 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:

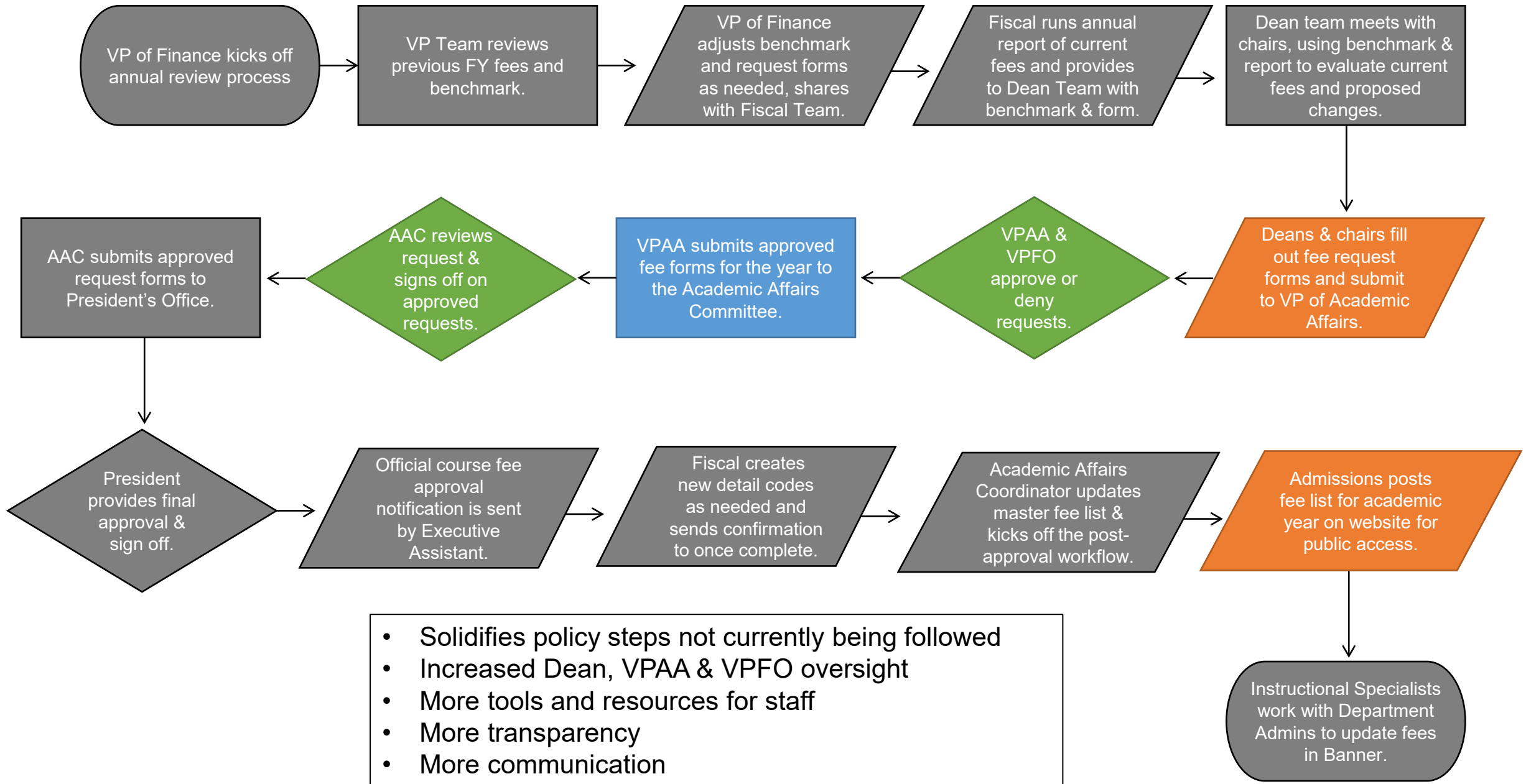
- Standardizes fee terminology and expectations across the institution.
- Defines a clear end-to-end process for proposing, reviewing, approving, and communicating course fees.
- Establishes a policy framework that integrates evaluation criteria, SLT guidance, and stakeholder accountability.
- Supports 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	Faculty Expertise and Departmental Representation	Consistency with Curriculum Workflows & Policies	Transparency and Academic Accountability
<p>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.</p> <p><i>(Course fees fall under academic policies.)</i></p>	<p>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.</p>	<p>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.</p>	<p>Reinforces academic ownership and accountability for how fees are justified, structured, and communicated to students.</p>

# 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**





# 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](mailto: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

### 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
- Deleted:** will remain in place
- Deleted:** for employees



## 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) and approving new or changes to existing course fees.

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
<del>Any</del> Faculty Forum <del>Executive</del> Committee Member*	<del>Automatic</del> <u>Appointed by Faculty Forum</u>	Non-Voting	One year
Faculty Member At-Large	Elected by Faculty <del>Forum</del> <u>Senate</u>	Voting	Two years
Faculty Member At-Large	Elected by Faculty <del>Forum</del> <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 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>