



**College Affairs Committee**

Friday, February 13, 2026

10:00 – 11:30 a.m.

Boyle Education Center Boardroom and Remotely via Zoom

Click the following link to attend via Zoom:

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

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

**1. Old Business**

- a. Review Minutes from the January 9, 2026 Meeting – Lisa Merritt and Galit Ruebush
- b. Proposed Inclusive Access Course Fees for the Spring 2026 Term, 2<sup>nd</sup> Reading – Frank Payne
- c. Proposed Revisions to HR-1-0 Mandatory Reporting, 2<sup>nd</sup> Reading – Rachel Knox
- d. Proposed Revision to HR-4-0 Criminal Background Check, 2<sup>nd</sup> Reading – Rachel Knox
- e. Proposed Revision to HR-9-0 Workers' Compensation Procedures, 2<sup>nd</sup> Reading – Rachel Knox
- f. Proposal to Establish G-22-1 Data Governance Policy, 2<sup>nd</sup> Reading – Ken Harmon

**2. New Business**

- a. Proposed Increase to Automotive Course Fees, 1<sup>st</sup> Reading – Helen Wiersma-Koch and Jim Siekkinen
- b. Proposed Revisions to General Student Policies, 1<sup>st</sup> Reading – Alicia Moore, Tyler Hayes and Andrew Davis
- c. Discussion Item: HHP Course Fee Implementation Timeline – Shannon Waller

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



Date: January 9, 2026

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Tom Barry	Shannon Waller
Savannah Boyer		Carlene Perry
Tracy Crockett		Rachel Knox
Scott Dove		
Lisa Merritt		
Galit Ruebush		
Talia Stockwell		
Marilyn Waller-Niewold		
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

Meeting called to order at 10:00 a.m.

1. Old Business

a. Review Minutes from December 12, 2025 Meeting – Breana Sylwester

- Motion to approve the meeting minutes.  
Motion made by Tracy Crockett, seconded by Lisa Merritt.

b. Proposed Revisions to Health and Human Performance (HHP) Course Fees, 2<sup>nd</sup> Reading – Shannon Waller

- Sylwester noted that the last sentence of the motion in this proposal regarding future third-party fee increases was recommended to be removed.
  - Waller offered to redact the sentence from the proposal.
- Henson asked when the proposed change in fees would go into effect.
  - Waller said that the department intends for these changes to go into effect for the Spring 2026 term. If that is not possible, the department will cover the additional cost for Spring and the fees could go into effect for Fall 2026.
- Ruebush asked if the College Affairs Committee (CAC) would need to see a revised proposal before it would be voted on for a second reading.
  - Sylwester suggested that the CAC can motion to approve a second reading with the recommended redaction.
- Henson asked who decides when the fee would be implemented and if the CAC can request such information be included in a proposal.
  - Sylwester suggested that it would be up to the person submitting the proposal.
- Motion to approve the second reading of proposed revisions to HHP course fees with the proposed redaction.  
Motion made by Galit Ruebush, seconded by Talia Stockwell.  
 Motion approved unanimously.



c. Proposed Revisions to G-30-6 Course Challenge Policy, 2<sup>nd</sup> Reading – Carlene Perry

- Perry reminded the CAC that the proposal is to align COCC's policy with the new standards for the State of Oregon on course challenges. Fees would be changed from full tuition to \$70 per challenge as credit for prior learning is not eligible for financial aid, which has disincentivized students from challenging courses. This proposal is intended to be more equitable for students. The proposal also recommends changing a passing grade from a B- to a C, which is more consistent with other COCC policies.
- Crockett asked if there was any concern whether students might abuse the policy by trying to challenge all of their courses so they would only need to pay \$70 per course.
  - Perry said that the policy states that a student must petition to challenge a course and a faculty member can always deny their petition if they do not believe the student is ready to challenge a course.
- Sylwester asked if there are any courses that are already set-up to be challenged, such as Computer Information Systems courses.
  - Perry said that the faculty had discussed whether it would be appropriate to make a list of courses that could be challenged. She noted that challenges can vary by course. It could require a simple final exam for a traditional course or a hands-on demonstration for a CTE course.
- Henson asked what the assessment plan is for course challenges. Would there be regular reviews for the policy? Would it be presented to committees like the Faculty Senate or the Chairmoot?
  - Perry said that sharing this proposal with other committees had not been determined, but suggested it would be a good idea. Further discussions will be scheduled if this proposal is approved. COCC collects data on prior learning and reports its findings annually to the State, so there is data available to examine.
- Merritt asked about a sentence in the policy regarding students not being allowed to challenge courses that are deemed essential. The proposal called for this sentence to be stricken from the policy.
  - Perry said that sentence is incorporated in a paragraph later in the policy that states that a student must receive permission from a faculty member to challenge a course. If a faculty member determines that a student needs to take a course, they can deny the student's petition to challenge.
- Dove asked if a student would be required to pay fees for supplies for a course that they challenge. Perry confirmed this.
- Crockett asked if there is a limit to how many credits a student can earn through course challenges.
  - Perry said there is no limit, but challenged credits do not count toward residency requirements
- Motion to approve the second reading of proposed revisions to G-30-6.  
Motion made by Tracy Crockett, seconded by Lisa Merritt.
  - Motion approved unanimously.

d. Proposed Revisions to G-33-5 Student Death Policy, 2<sup>nd</sup> Reading – Breana Sylwester

- Sylwester reminded the CAC that the proposal is to update the policy to follow current procedures and financial aid regulations.



- Motion to approve the second reading of proposed revisions to G-33-5.  
Motion made by Lisa Merritt, seconded by Savannah Boyer.  
 Motion approved unanimously.
- e. Proposed Revisions to G-6-2 College Affairs Committee Policy, 2<sup>nd</sup> Reading – Breana Sylwester
  - Pereira asked if the College President should be added to the list of Committee members.
    - Sylwester suggested the role should be added and that it had been left out by mistake.
  - Ruebush suggested the terms for the CACOCC and ASCOCC Presidents should be changed to “automatic” in case either person resigns as President of their organization and a replacement is needed. Pereira concurred.
  - Motion to approve the second reading for proposed revisions to G-6-2 with additional recommended revisions from this meeting.  
Motion made by Savannah Boyer, seconded by Galit Ruebush.  
 Motion approved unanimously.
- f. Proposed Revisions to HR-9-0 Workers’ Compensation Procedures, 2<sup>nd</sup> Reading – Rachel Knox
  - Knox asked this agenda item to be struck in favor of a new proposal.

2. New Business

- a. Proposed Revision to HR-9-0 Workers’ Compensation Procedures, 1<sup>st</sup> Reading – Rachel Knox
  - Knox explained that the initial proposal from the previous meeting has been discarded and this new proposal is being presented for a first reading. The only change would be replacing stewardship of compensation claims from the discontinued Risk Management office to Human Resources.
  - Dove asked if the filing deadline in the policy is three business days or calendar days.
    - Knox said it is three days from the injury.
  - Dove asked how this policy would apply if the College is closed during that three-day period.
    - Knox said, in such a situation, the employee should inform Human Resources as soon as possible. To her knowledge, COCC’s insurer has never denied a workers’ comp claim from a College employee that had missed the three-day deadline.
  - Motion to approve the first reading for the proposed revision to HR-9-0.  
Motion made by Savannah Boyer, seconded by Galit Ruebush.  
 Motion approved unanimously.
- b. Proposed Revisions to HR-1-0 Mandatory Reporting, 1<sup>st</sup> Reading – Rachel Knox
  - Knox explained that the proposal is to move responsibility from the discontinued Risk Management office to Human Resources, as well as clean-up some grammar in the policy.
  - Henson noted that the Risk Management department consisted of one person, while Human Resources consists of multiple people. Would there be a specific person for people to report to, or would it go to a generic email like [myhr@cocc.edu](mailto:myhr@cocc.edu)? And would every HR employee have access to this email account?
    - Knox said that, if a mandatory reporter is unsure who to contact, they can email [myhr@cocc.edu](mailto:myhr@cocc.edu). Their message would be forwarded to the appropriate HR employee.



They would not need to disclose any sensitive information. They can simply say that they have a question regarding mandatory reporting.

- Henson asked if an email asking to speak with someone about mandatory reporting would be documented on COCC's website.
  - Knox was unsure whether the former Director of Risk Management would publish such communications on the website.
- Sylwester suggested that the proposed language allows for flexibility in terms of who in Human Resources needs to be notified.
  - Henson suggested the policy should name a specific position or a secure email that a mandatory report could be sent to.
  - Knox said that she (Knox) will be the person who will be responsible for receiving mandatory reporting. She will be posting the required annual reports of mandatory reporting to the website. She offered to discuss this further with the Director of Campus Safety/Emergency Management.
- Ruebush noted that not every HR employee has access to [myhr@cocc.edu](mailto:myhr@cocc.edu).
  - Crockett asked how many people have access to that email account.
  - Ruebush estimated that three or four HR employees have access to the account, and the department consists of 12 employees.
- Knox summarized that she would clarify some language in the proposal about where employees should send any mandatory reporting information or questions.
- Motion to approve the first reading of proposed revisions to policy HR-1-0.  
Motion made by Talia Stockwell, seconded by Scott Dove.  
 Motion approved unanimously.
- c. Proposed Revision to HR-4-0 Criminal Background Check, 1st Reading – Rachel Knox
  - Knox explained that the proposal is to move responsibility from the discontinued Director of Risk Management role to the Director of Human Resources.
  - Motion to approve the first reading of proposed revisions to HR-4-0.  
Motion made by Lisa Merritt, seconded by Savannah Boyer.  
 Motion approved unanimously.
- d. Proposed Inclusive Access (IA) Course Fees for the Spring 2026 Term, 1<sup>st</sup> Reading – Frank Payne
  - Motion to approve the first reading of proposed IA fees for the Spring 2026 term.  
Motion made by Scott Dove, seconded by Tracy Crockett.  
 Motion approved unanimously.
- e. Discussion Item: Interim Chair for February 13 Meeting – Breana Sylwester
  - Sylwester will not be able to attend the next CAC meeting. She asked if anyone would be willing to volunteer or nominate someone to serve as interim chair on February 13.
    - Crockett nominated Ruebush.
    - Merritt volunteered to serve as co-interim chair along with Ruebush.
  - Sylwester offered to follow-up with Ruebush and Merritt regarding CAC procedures.



Motion to adjourn the meeting.  
Motion made by Talia Stockwell, seconded by Tracy Crockett.  
Meeting adjourned at 10:47 a.m.

NEXT MEETING: Friday, February 13, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom

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## Presentation/Proposal Form

### Inclusive Access Course Fee Proposal - Spring 2026

Name: Frank Payne

Date: 02/09/26

Department: Bookstore

Contact Information: fpayne@cocc.edu

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

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

Using Inclusive Access reduces course materials costs for students and allows students who can afford courses, but do not have access to bookstore credit, to have their course materials available on the first day of their classes.

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

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

#### 2. TYPE OF PRESENTATION/PROPOSAL

Information Item and/or Committee Feedback (requires approval of CA Chair)

Action Item:

Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)

Procedure/Policy — *new* (Attach proposed procedure/policy separately.)

Identify suggested location in manual:

Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):

Other:

### 3. BUDGET IMPACT

BA 229 - \$128.00

BA 249 - \$59.00

BH 204 - \$34.00

BI 231 - 20734 & 20735 only - \$45.00

CHEM 104, CH 221Z, CH 222Z, CH 242 - All Chem sections using Aktiv Chem for Chem - \$36.00

CJ 201 - \$54.00

FIRE 114 - \$51.00, FOR 273 - \$86.00

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Behavioral Health

Biology

Business

Chem

Criminal Justice

Fire

Forestry

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

### 6. OPERATIONAL IMPACT

N/A

## 7. STUDENT IMPACT

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

BA 229 - \$128.00

BA 249 - \$59.00

BH 204 - \$34.00

BI 231 - 20734 & 20735 only - \$45.00

CHEM 104, CH 221Z, CH 222Z, CH 242 - All Chem sections using Aktiv Chem - \$36.00

CJ 201 - \$54.00

FIRE 114 - \$51.00, FOR 273 - \$86.00

## 8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Spring term - March 30th, 2026

## 9. MOTION TO BE RECOMMENDED



## Presentation/Proposal Form

### Update to GPM Procedure HR-1-0 Mandatory Reporting

Name: Rachel Knox

Date: 12/30/2025

Department: HR

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

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

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

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

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

### 3. BUDGET IMPACT

None

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

None

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

### 6. OPERATIONAL IMPACT

None

**7. STUDENT IMPACT**

None

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

Completed. Work transferred to HR.

**9. MOTION TO BE RECOMMENDED**

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

# HR-1-0 Mandatory Reporting Procedure

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

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

What are my responsibilities?

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

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## DEFINITIONS

"ABUSE" means:

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

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

1. Contributing to the sexual delinquency of a minor;

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

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

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

"Law Enforcement Agency" means:

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

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



## Presentation/Proposal Form

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

Name: Rachel Knox

Date: 12/30/2025

Department: HR

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

- ❖ Complete Items 1-9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it N/A.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

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

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

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

**3. BUDGET IMPACT**

None

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

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

None

**5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

None

**6. OPERATIONAL IMPACT**

None

**7. STUDENT IMPACT**

None

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

Complete, role reassigned in HR

**9. MOTION TO BE RECOMMENDED**

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

# HR-4-0 Criminal Background Check Procedure

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

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

~~Deleted:~~ Human Resources Manager - Compliance

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

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

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



## Presentation/Proposal Form

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

Name: Rachel Knox

Date: 12/30/2025

Department: HR

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

- ❖ Complete Items 1–9 to the best of your ability (see [Instructions](#) form for reference).
- ❖ If an item is not relevant to your specific presentation/proposal, please mark it *N/A*.
- ❖ E-mail the completed Presentation/Proposal Form to the College Affairs chair and committee support specialist no later than 5 pm the Friday prior to the scheduled College Affairs meeting.

#### 1. PRESENTATION/PROPOSAL ABSTRACT (no more than 250 words)

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

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

#### 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
  - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
  - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
    - Identify suggested location in manual:
  - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
  - Other:

**3. BUDGET IMPACT**

None

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

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

None

**5. INSTRUCTIONAL REQUIREMENTS/IMPACTS**

None

**6. OPERATIONAL IMPACT**

Reassignment of duties in HR. Completed.

**7. STUDENT IMPACT**

None

**8. ANTICIPATED IMPLEMENTATION TIMELINE**

This change has already be implemented.

**9. MOTION TO BE RECOMMENDED**

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

## HR-9-0 Workers' Compensation Procedures

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

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## 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

**Definition:**

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Data governance is the process ~~by which of managing~~ an organization ~~manages its~~ data to ensure it is secure, accurate, consistent and useable ~~to an organization~~. ~~It This~~ governance involves establishing policies, roles, ~~responsibilities,~~ and procedures that govern how data is collected, stored, accessed, and used, ~~and procedures for how data is gathered, stored, and used.~~

**Policy Purpose:**

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~~The Data Governance (DG) Policy: 1) establishes uniform data governance policy and standards; 2) identifies shared responsibilities for ensuring data integrity; 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 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 ~~for on~~ required compliance ~~the on~~ 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. COCC establishes this Data Governance Policy to define standards, accountability, and oversight for institutional data. ~~It is best practice for an organization to have a data governance policy that dictates overarching standards and accountability.~~

**Policy**

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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. Information Technology Services (ITS) department will be responsible to provide appropriate resources guidance and training to ensure that the data governance frameworks, security practices, privacy requirements and compliance obligations are understood and applied across the organization.

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The COCC ITS department has adopted the CIS Critical Security Controls Version 8.1 as the institution's information security framework supporting this DG policy. The CIS framework is an industry-recognized standard and will be implemented and managed by the Information Technology Services (ITS) department. COCC recognizes and adheres to all applicable federal, state and local regulatory requirements which include, but are not limited to Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Gramm-Leach-Bliley Act (GLBA), The Payment Card Industry Data Security Standard (PCI DSS). Additionally, other

protocols, procedures, standards, and guidelines will be provided to stakeholders by the COCC Information Technology Services (ITS) department and COCC Data Governance Committee.

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This policy will be reviewed at least annually by the Information Technology Services and COCC Data Governance Committee. The scope of this policy is managed by COCC ITS Department to ensure COCC employees, and all individuals who create access, or use COCC data are informed and aware of Data Governance best practices.

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~~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 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) and will be executed and managed by the Information Technology Services (ITS) department.

~~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. 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

### Automotive Fee Increase

Name: Jim Siekkinen and Helen Wiersma-Koch

Date: 1/25/26

Department: Automotive Technology

Contact Information: jsiekkinen@cocc.edu; hwiersmakoch@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 increasing the Automotive course fee from \$15 to \$40 to support instructional materials and enhance student safety in the Automotive shop. The fee increase will fund the printing of required student workbooks and provide dedicated support for a Lab Assistant position. Due to high enrollment and line-of-sight limitations within the shop, existing instructional staffing is insufficient to ensure continuous supervision and immediate assistance for all students. The addition of a Lab Assistant will improve safety oversight, instructional efficiency, and overall learning conditions while allowing instructors to focus more effectively on teaching and assessment. The proposed fee increase represents a direct reinvestment in instructional quality and student safety, with no impact on the College's general fund.

#### 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 from \$15 to \$40 - see attached list for courses proposed to increase fee
  - Other:

### **3. BUDGET IMPACT**

This proposal increases the Automotive course fee from \$15 to \$40 per student to support instructional materials and student safety. Of the \$25 net increase, \$5 will fund required printed workbooks, and \$20 per enrolled seat will support a Lab Assistant position. With up to 75 students in the shop at one time, current staffing limits effective supervision. The Lab Assistant will enhance safety oversight, improve response times, and support instructional quality without impacting the College's general fund.

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

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

This fee increase will impact the Automotive Department, including all Automotive Technology courses that utilize the main instructional shop. Programs affected include certificate and degree pathways that require hands-on lab instruction within the Automotive facility. No other academic departments or non-Automotive programs will be impacted by this fee change.

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

Automotive courses require hands-on, shop-based instruction involving equipment and procedures that carry inherent safety risks. Effective instruction requires continuous supervision and the ability to respond immediately to safety concerns, which is challenging when up to 75 students are in the shop at once. The proposed fee increase supports adding a Lab Assistant to improve supervision, reduce response times, and allow instructors to focus on teaching and assessment, strengthening instructional quality and maintaining safe learning conditions.

### **6. OPERATIONAL IMPACT**

The proposed fee increase will have a positive operational impact on Automotive program delivery by supporting staffing aligned with the scale and complexity of shop operations. Funding a Lab Assistant will improve daily shop flow, enhance supervision coverage, and support timely setup, oversight, and coordination during lab activities. This added capacity will help mitigate operational bottlenecks, reduce safety-related disruptions, and allow instructors to focus on instruction rather than routine monitoring tasks. No additional facilities, equipment, or administrative resources are required as a result of this change.

## **7. STUDENT IMPACT**

The proposed fee increase directly supports student safety and learning in Automotive courses. The addition of a Lab Assistant will improve supervision in a high-risk, hands-on shop environment, allowing for faster assistance, clearer guidance, and more immediate response to safety concerns. This support helps create a safer and more structured learning experience, particularly during high-enrollment lab periods. While students will see an increase in course fees, the additional cost directly offsets required instructional materials and enhanced supervision. The fee increase represents a reinvestment in student success by supporting safer learning conditions, improved access to assistance, and a higher-quality instructional experience.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2026 implementation.

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

Move to approve an increase in the Automotive course fee from \$15 to \$40, effective Fall 2026, to support the printing of required student workbooks and to fund a Lab Assistant position that enhances student safety and instructional support in the Automotive shop.

Subject	CrseNo	Course Title	Fee Detail Code	Fee Code Description	Current Fee	Proposed Fee	Index	Dept./Org	Account
AUT	101	Basic Electricity-Automotive	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	102	Automotive Electric I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	103	Automotive Electric II	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	104	Automotive Electric III	GCRL	Credit Lab Fee	\$ 15.00	\$	40.00 000	General Fund	42500
AUT	105	Diesel Performance I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	107	Mechanical Systems I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	110	Small Gas Engines	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	111	Computerized Engine Controls	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	112	Basic Engine Performance I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	113	Basic Engine Performance II	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	201	Automotive Engines	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	202	Manual Drive Trains I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	203	Manual Drive Trains II	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	204	Steering and Suspension	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	205	Engine Performance I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	206	Engine Performance II	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	208	Automotive Brakes	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	251	Automatic Transmissions I	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	253	Automotive Air Conditioning	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500
AUT	256	Automatic Transmissions II	EAUL	Auto & Industrial Fees	\$ 15.00	\$	40.00 61513	Auto & Industrial	42500



## Presentation/Proposal Form

### COCC Policy Manual: Student Policy Updates

Name: Alicia Moore, Tyler Hayes, Andrew Davis

Date: 2.3.26

Department: Student Affairs

Contact Information: amoore@cocc.edu or x7244

- ❖ 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)

COCC's Shared Governance Committee works with various departments to review and update policies and procedures on a regular basis. This past fall, the Student Affairs' Division was asked to review student-related policies. Attached are recommended changes based on that review.

#### 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 - recommended edits align with changes in institutional, state, federal or other directions and are offered in order to keep the policies as up-to-date as possible.

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

### 6. OPERATIONAL IMPACT

None -- the policy edits align with current practice.

## **7. STUDENT IMPACT**

Provides clarity for students.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Immediate.

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

The COCC College Affairs Committee recommends adopting proposed edits to General Student policies as presented.

# G-6-4 STUDENT AFFAIRS COMMITTEE (SAC)

**CHARGE:**

The Student Affairs Committee serves as a forum for reviewing and recommending policies to the COCC President or Vice President of Student Affairs on issues directly impacting COCC students. Additional responsibilities include:

1. Convening as the Student Fee Committee to recommend the initial allocation of student fees and the detailed ASCOCC budget to the Vice President of Student Affairs.
2. Selecting the Distinguished Student Services award recipient each year.
3. Working with the Director of Student and Campus Life Dean of Student Engagement, appoint Student Affairs Committee members to serve on the hiring committee for ASCOCC appointed positions.
4. Convening as a Student Concerns Committee should a student-issued concern arise that is not covered by other College processes (e.g., academic policy petition, incident report, grade appeal process).
5. Serving as an advisory board to the Associated Students of AS-COCC, as needed, to provide feedback on potential Bylaw and Constitution changes, as well as other questions or concerns presented by ASCOCC.

**Membership, Voting Status and Terms**

Faculty (1)	Elected by the Faculty Senate	Voting	Two years
Classified (1)	Selected by CACOCC President or designee	Voting	Two years
Administrative (1)	Appointed by the President	Voting	Two years
ASCOCC Representative	Appointed by ASCOCC	Voting	One year
Students, At-Large (2)	Appointed by the Director of Student Life	Voting	One year
<u>Vice President of Student Affairs</u> <u>Dean of Student Engagement or</u> <u>Dean of Enrollment Management</u>	Automatic	Non-voting	Standing

Chair Election:

Chair to be elected annually by the committee.

## G-6-8.2 DIVERSITY COMMITTEE

CHARGE:

1. The Diversity Committee functions in an advisory role to the [Director of Diversity and Inclusion](#) [Dean of Equity and Well-Being](#) and will focus their efforts in regards to the following identified areas:
  - a. Access: Increase opportunities for underrepresented populations to attend and succeed at COCC.
  - b. Awareness: Spread understanding of the challenges and opportunities within a diverse society.
  - c. Training: Provide access to professional development for COCC staff, faculty and students to increase their knowledge of diversity issues.
2. The Diversity Committee advises, recommends and develops strategies for recruitment and retention of a diversified faculty, staff and student body.
3. The Diversity Committee considers and recommends actions and programs that help support and fulfill diversity related commitments by the college.
4. The Diversity Committee provides a forum to which faculty, staff and students may refer questions and recommendations concerning diversity related policies, procedures and programming.
5. The Diversity Committee entertains proposals for funding from various interests on and off campus and advises and recommends actions to the [Director, Diversity and Inclusion](#) [Dean of Equity and Well-Being](#).
6. The Diversity Committee advises, recommends and develops strategies for integrating diversity into the curriculum.
7. The Diversity Committee reviews and evaluates diversity related programming and actions in collaboration with the [Director, Diversity and Inclusion](#) [Dean of Equity and Well-Being](#) annually.
8. Membership, Voting Status and Terms

Faculty (2)	Elected by Faculty Senate	Voting	Two years
Administrators (1)	Appointed by the President	Voting	Two years
Classified Staff (2)	Selected by CACOCC President or designee	Voting	Two years
Administrator, ABE Program (1)	Appointed by the President	Voting	Two years

OSU-Cascades Faculty or Staff (1)  
Students (2)  
Dean of Equity and Well-Being

Appointed by OSU-Cascades Associate Provost  
Appointed by ASCOCC  
Automatic

Voting	Two-years
Voting	One Year
Non-Voting	Standing

9. Chair Election:

10. The committee will appoint one Chair and one Chair-elect annually. The ~~Director of Diversity and Inclusion~~ Dean of Equity and Well-Being may not serve as chair.

## G-6-8.15 ACADEMIC REINSTATEMENT COMMITTEE

Approved: 2017-01-17

CHARGE: The Academic Reinstatement Committee is an advisory committee tasked with reviewing third academic warning petitions and approving, denying or approving with conditions. This committee will be chaired by the Assistant Director of Admissions Registrar (or designee), with two faculty representatives (one transfer and one career/technical education) and one representative from CAP Services. The committee will also include an alternate from CAP Services, to be brought in only when petitions volume is significant. Typically, this committee meets the second Tuesday following term start. All members of the committee are voting members and will serve staggered two-year terms.

## G-7-0 ALCOHOL AND DRUG-FREE CAMPUS

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it ~~shall is be~~ the policy of Central Oregon Community College to maintain ~~a~~ drug-free campuses for all employees and students. In accordance with ORS 475.300--475.346, COCC's ~~D~~drug-free ~~Campus P~~policy includes prohibiting the use of medical ~~or recreational~~ marijuana on ~~College campus~~ property or for any ~~College campus~~-sponsored class, activity or event regardless of location. It is

the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. ~~In some instances, alcohol may be allowed at College events or as part of classroom instruction; see G-XX-XX for details. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures."~~

## G-13-0 POSTING

College departments and recognized campus organizations may post without prior approval on campus bulletin boards or other approved mechanisms.

Off-campus organizations wishing to post materials on the ~~Awbrey-Butte Bend~~ campus must contact the Office of Student Life in ~~the Coats~~ Campus Center or the ~~Information Office>Welcome Center~~ in Boyle Education Center for approval; ~~postings for branch campuses must be approved by the branch campus director or office staff. Any off-campus organization in one of the branch campus communities must contact the appropriate branch campus administrator for approval.~~ Any posting promoting an organization or gathering that is not in compliance with ~~the COCC Equal Employment Opportunity/Affirmative Action Policy (HR-3-0)COCC's nondiscrimination policy~~ will not be approved for posting. Additionally, the College has the right to reject any postings that are not relevant to an educational function of the College, a student activity and/or a community service.

All posters, flyers or other material must bear the name of the sponsoring organization. Nothing may be posted on walls, doors (excluding office ~~or residence hall room doors and residence hall room doors~~), windows or other objects in or on buildings or elsewhere on campus. The exception to this

~~policy is the posting of important academic announcements or changes in the College schedule of hours of operation, which may be posted on doors.~~

~~It is the responsibility of the organization that posts information to remove all posters after the termination of the promoted event. The College may remove any posting not in compliance with this policy.~~

## G-30-2 REGISTRATION ACTIVITIES

All registration activity (add/drop/change to or from audit) for full term classes is allowed only through the seventh week for Fall, Winter and Spring. (The deadline is earlier during Summer.) The deadline for withdrawal with a grade of W is the Wednesday before finals week. Short-term classes have different deadlines and can be found on COCC's website.

~~**Instructor Approval:** Students need instructor approval to register if they are on the waitlist but the instructor is willing to let them in the class; or if they are not on the waitlist and the class is full but the instructor is still willing to let them in; or if it is past the first day of the class. The approval is good for two business days following the date of approval.~~

## G-30-4 ADMISSION

NEW STUDENTS - To qualify for admission, students must be 18 years of age or older, or possess a high school diploma or GED. ~~All new students~~ Students (those who have never taken credit courses at COCC) are required to submit a non-refundable application fee at the time of application. ~~Applications will not be processed without the fee.~~

## G-30-5 COMMENCEMENT

All students who have met requirements for ~~an Associate degree, two-year Certificate of Completion, one-year Certificate of Completion, or an Career~~

~~Pathway Certificate of Completion, a degree, certificate, or a GED~~ are eligible to participate in commencement if they have earned or will earn that degree, ~~or certificate, or GED~~ in the past Fall, Winter or Spring, or the coming Summer. ~~(Only candidates for Summer graduation who demonstrate a realistic plan to complete all requirements by the end of Summer term are eligible).~~

## 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 the regular tuition rate payable at the time the completed petition is processed in ~~Enrollment Services~~ 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 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.
- 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-" or better. Students may not re-challenge a course if they do not pass the first attempt.

## G-30-7 DEGREES/ CERTIFICATES (REQUIREMENTS)

A degree or certificate is awarded when it meets the appropriate course requirements listed in the catalog and the student has met the following:

1. Complete the minimum number of credits required for the degree
2. Earn a minimum 2.0 cumulative grade-point average at COCC
3. Complete at least 24 degree-applicable residency credits for an Associate degree; 18 certificate-applicable residency credits for an Associate degree; 18 certificate applicable residency credits for a two-year Certificate of Completion; 9 certificate applicable residency credits for a one-year Certificate, [Career Foundations Certificate](#) or Career Pathway Certificate.
4. One of the following criteria:
  - a. Students have three years to complete their program under the catalog in which they began or any subsequent catalog. The student's choice of catalog years is based upon the student's attendance and the most recent year that the student applied to COCC:
    - i. The student's default catalog year is the year the student is admitted to COCC and the student may graduate under that default catalog year or either of the next two catalog years.
    - ii. If the student has a break in enrollment of more than four consecutive terms, the student must reapply to COCC and the default catalog year will now be the year the student is re-admitted.
    - iii. The student's choice of catalog years is limited to two catalog years prior to the student's year of graduation. If the student does not graduate within three catalog years of student's admittance, the default catalog year will be updated yearly to the subsequent catalog year.
  - b. The student transfers back to COCC, other college credits within the term immediately following the last term attended at COCC, excluding summer, and meets degree requirements listed in the current college catalog or the previous two catalogs.
  - c. The student left COCC prior to completing degree requirements but through subsequent transfer credit meets degree requirements currently in effect at the time of final degree evaluation and award.

When a student's completion of degree requirements coincides with the last term attended, the degree will be posted in that term. When the student uses transfer credits after an absence from the College, the degree will be posted in the term in which the degree evaluation is successfully completed, and when it has been determined that all degree requirements have been met.

**MULTIPLE OR CONCURRENT DEGREES:** Revised: 10/30/12 Students applying for multiple or concurrent degrees must meet the degree requirements outlined above and as listed for each degree in the catalog. For each additional degree, students must complete at least 15 COCC credits that are different than those used for the other degree(s) and are applicable to the additional degree requested.

## **G-30-9 FERPA, CONFIDENTIALITY, PRIVACY, NON-DISCLOSURE**

COCC follows the guidelines of the Family Rights and Privacy Act of 1974, and OAR 589-004-0100. Students will be notified of their FERPA rights annually by publication in the College Catalog. A full description of the policy is available through Admissions and Records, but the salient points for staff and faculty are these:

1. If requested on an individual basis, staff may release the following information on a student: student's full name, dates of attendance (term only; does not include attendance on specific days), major field of study, class standing, degrees and awards received, mailing address, email address, telephone number, participation in officially recognized activities and sports, and most recent previous school attended.
2. Staff CANNOT release the following information ("release" includes posting this information in a public site - albeit in print or electronically, leave homework outside of office doors for pick up, in class or other contexts): Social Security Number, date of birth, gender, GPA, grades, cumulative credit hours, current term credits, current or previous term class schedule, copies of transcripts from other institutions, academic standing or eligibility to return to COCC, whether or not student has applied for graduation, accounts receivable balance, financial records of students or parents, student employment

records, medical or mental health records, or campus network, email content, Student Online Services or other campus issued ID's or passwords.

3. Keep lists of students and sensitive information such as grades and Social Security Numbers in a private location.
4. Do not discuss student situations outside of the classroom unless it is with a colleague of the College who has an educational need to know.
5. Personal notes regarding student progress and achievement are considered personal property, and not part of the College records, as long as they are treated as personal memory aids and not used in a public way or shared with another person.

All requests for student information should be referred to the Admissions and Records Office

## ~~G-30-13 HONESTY~~

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~~All students are expected to submit work that is their own, and to properly cite the work of others. Application and registration forms must reflect true and accurate information. Plagiarism, cheating, forgery and other dishonest acts will not be tolerated and may result in disciplinary action. For a full statement, refer to the Student Rights and Responsibilities.~~

## G-30-14 HONOR ROLL/ DEANS LIST

Students enrolled in 12 or more credit hours with grades which apply to a GPA and who earn a GPA of 3.6 or higher will have a Dean's List notation on their official transcript for each term that the GPA is earned. The College Dean's List is published each term in a nondiscriminatory (A-Z) manner (no subdivision of college transfer, occupational or developmental).

Honors will be listed on the transcripts of COCC graduates based on the following cumulative GPA from the end of the term prior to the student's graduation:

3.60 - 3.74 Honors

3.75 - 3.89 High Honors

3.90 - 4.00 Highest Honors

Graduates participating in commencement ~~exercises~~ will receive honor cords. Graduates with a 4.00 will have an asterisk by their name in the annual commencement program.

## G-30-15 PETITION

In cases of exceptional circumstance, students can request an exception to a published academic by submitting the student petition form to Enrollment Services ~~the Admissions and Records Office~~. Such policies may include but are not limited to late drop or withdrawal, late add, refund/waiver of tuition/fees after the published deadline, refund/waiver of late payment or late registration fees, changing to or from an audit, and course substitution and/or transfer policies. Students must submit the student petition form and include documentary evidence to support the request if applicable. Each case is decided upon its own merits and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome, which was not submitted at the time of the initial request. The student petition form, including instructions on how to complete it, is available online ~~and in Enrollment Services on all COCC campuses~~. Please call 541-383-7500 for more information or have questions about petitions.

The "Petition to Challenge a Course" is available through the Admissions and Records Office. The student is responsible for acquiring the signatures of the persons involved with the approval process, and in submitting the form with proper signatures to the Admissions and Records Office by the end of the sixth week of class.

The Academic Reinstatement petition following the third Academic Warning is available through the Admissions and Records Office. The student is

responsible for submitting it to the Admissions and Records Office no later than 5 p.m. Monday of the second week of the term, where it is further reviewed by the Academic Reinstatement Committee.

## G-30-16 REGISTRATION

After submitting an application for admission, providing placement information, [completing Bobcat Welcome](#), and meeting with an advisor (if applicable), students may register for courses based on the dates and times listed on the COCC website. The registration schedule for credit students is based on enrollment status and number of credits earned at COCC. Degree-seeking students who have attended credit classes at COCC in any of the past four terms, [veterans, active-duty military, students using VA education benefits, and OSU Cascades students with sophomore, junior, or senior status](#) are eligible for priority registration. Transfer credits may meet some program requirements but are not counted toward "earned credits" for registration purposes. Students may view the priority registration schedule on the [COCC registration](#) web page. Students wishing to pursue a cohort program without a selection process must meet the basic pre-requisite competencies and will be placed in the program according to seat availability on a first-come, first-served basis according to the priority registration schedule.

Student registrations are complete only when courses are web or data-entered into COCC's computer system. A student may not register if a debt is owed to the College. Students must be registered in order to attend class. Students may not take more than 19 credit hours per term without permission from Admissions and Records.

## G-30-18 RESIDENCY

Determination of residency for purposes of tuition will be made according to the following definitions. Applicants to the nursing program must satisfy in-

district residency requirements as outlined in the nursing program application packet.

### **In-district**

An individual who owns property, who, for one full year prior to beginning taking credit classes has either; a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the district will be classified as an in-district resident. The COCC District consists of all of Deschutes, Crook and Jefferson Counties, the northern portion of Klamath County, and the Warm Springs Indian Reservation in Jefferson and Wasco Counties.

### **Out-of-district (In-state)**

An individual who, for one full year prior to beginning taking credit classes has either: a) owned property (or if under the age of 24, whose parent/guardian owns property); or b) maintained a permanent and continuous residence in the state of Oregon (but outside the COCC district) will be classified as an out-of-district resident. The student will remain an out-of district student for two calendar years after the term in which the student began courses; at that time, the student will convert to in-district residency.

### **Out-of-state**

An individual who has not maintained a permanent and continuous residence in the state of Oregon during the full year prior to the beginning of the first term of enrollment will be classified as "out of state." The student's residency will convert to in-district two calendar years after the term in which the student began classes.

### **Exceptions**

#### **Border State**

Per Oregon Administrative Rules, residents of Washington, California, Nevada and Idaho will be charged in-state (out-of-district) tuition.

### **Native American Students**

Students who are enrolled members of federally recognized tribes of Oregon or of a Native American tribe which had traditional and customary tribal boundaries that included part of Oregon or which had ceded or reserved lands within the state of Oregon shall be charged in-state, out-of-district tuition regardless of their state of residence. Residents of the Confederated Tribes of Warm Springs are will be charged in-district tuition. See a listing of eligible tribes.

### **Military Personnel**

Military veterans who have been discharged from service under honorable conditions (and/or their qualifying dependents) will be assessed tuition as follows:

- Students who were in-district residents prior to military service will be charged the in-district tuition rate.
- Students who were in-state/out-of-district/border state residents prior to military service will be charged the non-resident veteran tuition rate.
- Students who were not Oregon residents prior to military service will be charged the non-resident veteran tuition rate. The non-resident veteran tuition rate is calculated as the in-district tuition rate plus 50 percent of the difference between COCC's in-district rate and out-of-district/border state rate.

### **Freely Associated States**

Citizens of the following three Freely Associated States will be assessed in-state, out-of-district tuition.

- the Federated States of Micronesia (FSM),
- the Republic of the Marshall Islands (RMI), and

- [the Republic of Palau.](#)

### Verification

Residency of each applicant for college credit classes is determined from information provided at the time of application. When there appears to be an inconsistency, the College staff may require additional information to verify residency.

In-district or in-state status at COCC does not guarantee in-state status for tuition purposes at any other Oregon college or university.

## G-32-6 ALCOHOL AND DRUG-FREE WORKPLACE POLICY

~~Revised 4/29/2024~~

**Commented [AM2]:** Revision dates are not provided on every policy. Recommend adding or deleting for all for consistency.

### COCC Employee Conduct - Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students.

COCC's Drug Free Campus Policy includes prohibiting the use of medical or recreational marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. While Oregon law ~~as of July 1, 2015,~~ may allow certain marijuana-related activities, such as limited medical marijuana use and other recreational use and possession, using and possessing marijuana in any form remains a crime under federal law. ~~COCC's policies related to the use and possession of recreational marijuana has not changed now that the state of Oregon's recreational marijuana law has taken effect.~~

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campuses, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located.

Exceptions to this are for Culinary classes, Community Education classes, or other events approved by the President; see policy G-XX-XX for details.

Violators of this policy ~~will~~may be prosecuted ~~to the full extent of~~under State and Federal law. ~~Additionally, and, in addition, there are~~ specific consequences ~~exist for~~ for employees and ~~for~~ students, ~~detailed in the~~which are also stated in the C-XX-XX College Drug-Free Campus Procedures.

## **COCC Employee Conduct - Drug and Alcohol Policy**

### **Policy Purpose:**

Central Oregon Community College has a responsibility to our employees, ~~to our~~ students, and ~~to~~ the general public to ensure safe operating and working conditions. To ~~satisfy~~meet our ~~alcohol- and drug-~~free workplace objective ~~and meet these responsibilities, we COCC~~ must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. ~~Accordingly, we have adopted this drug and alcohol policy.~~

### **Scope:**

This policy applies to all employees of COCC while on COCC premises, as that term is described below. The Human Resource (HR) department is responsible for policy administration.

### **Definitions:**

- a. "COCC premises" includes all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by COCC, or any site on which COCC is conducting work-related activities.
- b. "Drugs" shall include any illegal drug, hallucinogenic drug, prescription drug (in the possession of an individual without a valid prescription), narcotic drug, amphetamine, barbiturate, marijuana, or any other controlled substance (as

the same is defined in ORS 475B.005 pr Schedules I through V under the Federal Controlled Substance Act, 21 U.S.C. Section 812).

c. "Alcohol" shall include any form of alcohol consumption, including but not limited to beer, wine, wine coolers or distilled liquor.

d. "Refuse to cooperate" means any employee who: (1) expressly refuses to take a test when so requested by the HR department; (2) fails to provide an adequate breath, saliva, or urine sample without a valid explanation; or (3) engaged in conduct that clearly obstructs the testing process.

See **Notification of Test Results** in this policy for additional details on testing.

#### **Possession, Use or Distribution of Illegal Drugs or Alcohol:**

The following conditions and activities are expressly prohibited on COCC premises and/or during work time and/or while representing COCC in any work-related fashion and will subject employees to disciplinary action at the sole discretion of COCC, up to and including immediate termination of employment, and may be referred to local law enforcement authorities, if necessary:

1. The unlawful manufacture, distribution, offer, sale, attempt to sell, use or possession of alcohol or illicit drugs.
2. Reporting for work or being at work under the influence of alcohol or illegal drugs in a manner that may impair work performance.

#### **Events on the COCC Campus:**

Alcohol is prohibited on COCC premises except at sponsored events where prior permission has been granted in accordance with COCC General Policy Manual [G-2-2 Alcoholic Beverages policy or as part of specific Culinary and Community Education classes](#). Alcoholic beverages may be served at events where the target audience is not primarily students and with prior approval of the President and notification of the Board. [Aside from Culinary and](#)

Community Education classes. The servicing-of-serving alcoholic beverages will be managed and handled by a licensed food service contractor.

**Employee Assistance:**

COCC will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other COCC policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, or otherwise accommodated, as required by law. Employees may be required to provide documentation of successful completion of a prescribed treatment program. Employees may also be required to submit to follow-up testing if, in the College's determination, the employee's position involves performing safety-sensitive functions. Employees who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. Any employee returning to work after such treatment will be expected to comply with all aspects of this policy. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug or alcohol test or to avoid taking a drug or alcohol test when requested to do so under the terms of this policy.

Once an alcohol and/or drug test has been initiated by COCC under this policy, (in lieu of the employee seeking employee assistance), and unless otherwise required by law, the employee may forfeit the opportunity to use accrued paid time off or other employee leave options. The employee may also be placed on a leave of absence, be referred to treatment providers, or otherwise be accommodated to ensure their safety and the protection of the College and its employees. Employees who violate this policy and/or fail to seek treatment, may be subject to disciplinary action, up to and including dismissal.

**Testing:**

**Pre-employment:** Offers of employment for certain positions may be contingent upon successful passage of a College required drug test.

**Reasonable suspicion:** The College will require any employee to be tested for alcohol and/or illegal drugs if the employee's physical appearance or pattern of behavior gives a supervisor or College official reason to believe the employee may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Reasonable suspicion testing also includes testing an employee for the presence of prescription medication when the College has reason to believe the employee may be abusing the medication.

The College will be responsible for transporting the employee, or arranging for the employee to be transported, to the testing facility when an event providing reasonable suspicion takes place on COCC premises.

COCC reserves the right to search employee workspaces and personal affects for the presence of prohibited alcohol, illegal drugs, and controlled substances at any time when reasonable suspicion exists that an employee may be under the influence. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

**Notification of Test Results:**

All drug test results received from a laboratory will be forwarded to Human Resources. In forwarding test results, the laboratory staff will only report results to authorized College officials. The College will be notified of both the employee's name and the drug(s) for which they were tested. Any employee who tests positive will be given the opportunity to discuss that result with the laboratory staff prior to the College taking disciplinary action. In talking with any such individual, the laboratory staff will follow up on all information deemed necessary to resolve the employee's positive drug test. If the laboratory staff determines that an employee's positive test result was due to his/her authorized use of prescription medication they will immediately report

that result to the College and no further action will be taken. However, if an employee cannot provide a reasonable explanation for his/her positive test results, the College will then take disciplinary action consistent with the terms of this policy. Reasonable efforts shall be made to handle such requests confidentially.

## G-33-0 STUDENT POLICIES

Student Policies inform students and staff of the rules regarding student-related issues, such as student rights and responsibilities, student concerns process, student awards, and many others.

### G-33-1.2 COCC DISTINGUISHED STUDENT SERVICE AWARD

Awarded to a student who contributes outstanding service to the institution during the academic year. Selected by the Student Affairs Committee and presented by the ~~Dean of Student and Enrollment Services~~Vice President of Student Affairs or designee; coordinated by the Office of Student Life.

### G-33-1.3 HELEN LEICESTER HONORARY SCHOLASTIC AWARD

Each year the name of the student who has the highest scholastic average, with the highest number of COCC credits, among those receiving the Associate Degree is engraved on this plaque. Award is determined by highest COCC GPA, with a minimum of 36 COCC credits, ~~through the Director of Admissions/Registrar~~by the Admissions and Records Office. The award is presented by the ~~student's faculty advisor or other department faculty with a connection to the student~~department chair if awarded to an Associate of

~~Applied Science student, or by a chosen faculty member, if an AOT student.~~  
In case of a tie, all students with the highest GPA and highest number of COCC credits will receive the award. In the event that a student is eligible for both the Helen Leicester and Walter G. Coombs awards, then he or she may receive both awards.

## G-33-1.4 WALTER G. COOMBS DISTINGUISHED ACHIEVEMENT AWARD

Each year the name of the student who has the highest scholastic average, with the highest number of COCC credits, among those receiving the One Year Certificate of Completion is engraved on this plaque. Award is determined by highest COCC GPA, with a minimum of 36 COCC credits, ~~through the Director of Admissions/Registrar by the Admissions and Records Office~~ and presented by the ~~student's faculty advisor or other department faculty with a connection to the student~~ chair of the department awarding the ~~student's respective certificate~~. In case of a tie, all students with the highest GPA and highest number of COCC credits will receive the award. In the event that a student is eligible for both Leicester and Coombs award, then he or she may receive both awards.

## ~~G-33-4 COCC DRUG & ALCOHOL POLICY~~

~~"In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of Central Oregon Community College to maintain a drug-free campus for all employees and students. In accordance with ORS 475.300-475.346, COCC's Drug-Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy. As such, the following policy is in effect:~~

**Commented [AM3]:** Delete as this is a direct repeat of G-7-0 and is also covered under Student Rights and Responsibilities.

The unlawful possession, use, or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students which are also stated in the College Drug-Free Campus Procedures."

## G-33-7 STUDENT CONCERNS PROCESS

The Student Concern Process should be used for *general* issues or concerns ~~in~~ regarding ~~ings to~~ College staff, ~~or faculty or a College~~ policy or process. Concerns regarding any of the following areas must be addressed through the appropriate processes linked below:

- [Student Discipline Process](#)
- [Grade Appeal Procedure](#)
- [Discrimination](#)
- [Title IX and Sexual Misconduct or Sexual Violence](#)
- ~~Sexual Harassment~~
- [Student Petition](#): Petitions for exceptions to late adding, dropping or withdrawal from a course; refund or waiver of tuition and fees after the published deadline; refund or waiver of late payment or late registration fees; changing to or from an audit; ~~and~~ certificate or degree course substitutions; or other academic policies.

A student who needs assistance with or has questions about the student concerns process may contact the ~~Director of Student Life~~ [Dean of Student Engagement](#).

## G-33-8 STUDENT COMMUNICATIONS

Mass student communications are distributed to credit and/or noncredit students within the COCC community through several channels, including email, website, social media, texts, learning management system, and the

emergency notification system; mass communications could be sent to smaller subsets of students depending on the circumstances. This policy defines “urgent” and “regular” communications and outlines related guidelines and procedures for these types of mass communications.

### **Urgent Communications**

Urgent mass communications are messages that the College has determined as critical and time-sensitive (immediate/same day). All urgent communications should be approved by a member of the Senior Leadership Team and/or Marketing and Public Relations prior to distribution.

Examples include messages related to:

- On-campus emergencies
- Critical operational disruptions
- College closings or delayed openings

### **Regular Communications**

Regular communications sent to all credit or non-credit students – or large subsets of either – are messages the College has strategically planned and scheduled in advance. All regular communications should be approved by a ~~member of the Senior Leadership Team~~ Vice President of Student Affairs, Marketing and Public Relations, ~~Director of Admissions/Registrar~~ Dean of Enrollment Management, or the ~~Director of Student Life~~ Dean of Student Engagement.

Examples include messages related to:

- Academic and institutional policies
- Enrollment dates and deadlines (add/drop, payment, registration, advising, financial aid information, etc.)

- Messages from the President or other member of the Senior Leadership Team
- Major College-wide events (e.g., Commencement)
- Mandatory notifications
- Student Government communications

### **Departmental Communications**

Academic departments or other college entities may send unsolicited emails and text messages without prior approval to targeted sub-groups of students (e.g., all students within a particular major ~~e.g. nursing~~) with whom they have an official relationship.

Examples include messages related to:

- Student club information and events
- Financial Aid
- Office of Diversity and Inclusion program information (Afrocentric, Latinx, etc.)
- ~~Instructional-Academic~~ Programs (e.g. Nursing)

~~Effective date 2/3/2023~~