



**College Affairs Committee**

Friday, March 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 February 13, 2026 Meeting – Breana Sylwester

**2. New Business**

- a. Proposal for Anatomy and Psychology Online Lab Fees, 1<sup>st</sup> Reading – Sarah Fuller and Jess Schueler
- b. Proposed Inclusive Access Course Fees for the Fall 2026 Term, 1<sup>st</sup> Reading – Frank Payne
- c. Proposed Construction Pre-apprenticeship Fees, 1<sup>st</sup> Reading – Helen Wiersma-Koch and Brandi Dancen

**3. Old Business**

- a. Proposed Increase to Automotive Course Fees, 2<sup>nd</sup> Reading – Helen Wiersma-Koch and Jim Siekkinen
- b. Proposed Revisions to General Student Policies, 2<sup>nd</sup> Reading – Alicia Moore, Tyler Hayes and Andrew Davis

**4. Confidential Business (Committee Members Only)**

- a. Bart Queary Lifetime Achievement Award Nominees – Breana Sylwester

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



Date: February 13, 2026  
Time: 10:00 – 11:30 a.m.  
Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Lisa Merritt, Interim Co-Chair	Breana Sylwester, Chair	Frank Payne
Galit Ruebush, Interim Co-Chair	Tom Barry	Rachel Knox
Savannah Boyer	Tracy Crockett	Ken Harmon
Talia Stockwell	Scott Dove	Helen Wiersma-Koch
Marilyn Waller-Niewold		Jim Siekkinen
Sara Henson		Alicia Moore
Greg Pereira, President		Tyler Hayes
Kyle Matthews, Recorder		Shannon Waller

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

1. Old Business

- a. Review Minutes from January 9, 2026 Meeting – Lisa Merritt and Galit Ruebush
  - Motion to approve the meeting minutes.  
Motion made by Savannah Boyer, seconded by Galit Ruebush.
- b. Proposed Inclusive Access (IA) Course Fees for the Spring 2026 Term, 2<sup>nd</sup> Reading – Frank Payne
  - Payne explained that the list of proposed IA courses was updated since the first reading as some instructors had missed the initial deadline to submit their requests. He noted that this would be especially beneficial for Chemistry courses as students will no longer need to use an activation code to access their course materials, and one Biology course’s IA materials will save students about \$200 in course material fees.
  - Henson asked if there have been any updates in course fee discussions regarding IA.
    - Payne said he has not heard any updates yet. He recommended following up with the College’s vice presidents.
  - Motion to approve the second reading of proposed IA course fees for the Spring 2026 term.  
Motion made by Galit Ruebush, seconded by Talia Stockwell.  
 Motion approved by all voting members present.
- c. Proposed Revisions to HR-1-0 Mandatory Reporting, 2<sup>nd</sup> Reading – Rachel Knox
  - Motion to approve the second reading of proposed revisions to HR-1-0.  
Motion made by Talia Stockwell, seconded by Marilyn Waller-Niewold.  
 Motion approved by all voting members present.
- d. Proposed Revisions to HR-4-0 Criminal Background Check, 2<sup>nd</sup> Reading – Rachel Knox
  - Motion to approve the second reading of proposed revisions to HR-4-0.  
Motion made by Savannah Boyer, seconded by Talia Stockwell.  
 Motion approved by all voting members present.
- e. Proposed Revisions to HR-9-0 Workers’ Compensation Procedures, 2<sup>nd</sup> Reading – Rachel Knox
  - Motion to approve the second reading for proposed revisions to HR-9-0.



Motion made by Galit Ruebush, seconded by Talia Stockwell.

Motion approved by all voting members present.

f. Proposal to Establish G-22-1 Data Governance Policy, 2<sup>nd</sup> Reading – Ken Harmon

- Harmon explained that the proposal was revised to move responsibilities for providing training on best practices for data governance to the ITS department and the Data Governance Committee. These groups will make sure everyone at COCC is aware of the College's procedures and policies. Language on CIS frameworks was also added, along with links to information on FERPA, HIPPA, the Gram-Leach-Bliley Act, and the Payment Card Industry Data Security Standard.
- Merritt asked who would be providing "direction for required compliance."
  - Harmon said that ITS would provide direction.
- Motion to approve the second reading for the proposal to establish G-22-1.

Motion made by Talia Stockwell, seconded by Lisa Merritt.

Motion approved by all voting members present

2. New Business

a. Proposed Increase to Automotive Course Fees, 1<sup>st</sup> Reading – Helen Wiersma-Koch and Jim Siekkinen

- Wiersma-Koch explained that these fees have not been updated for at least ten years. The proposed increases are intended to fund printing for course workbooks, which are currently printed by the Automotive department at a loss, as well as provide a dedicated lab assistant position to increase safety in the shop.
- Ruebush asked if the lab assistant position is expected to be filled at the beginning of the Fall 2026 term. Wiersma-Koch confirmed this.
- Merritt asked if the lab assistant position would be a student position.
  - Siekkinen said the position is currently planned to be an instructional assistant position and not a student position.
- Henson asked if these fees are direct or indirect fees.
  - Wiersma-Koch said they are direct course fees.
- Henson asked if funds from these fees would go to COCC's general fund or a special fund.
  - Wiersma-Koch said the funds would go to a non-general fund in order to make the lab assistant position self-supporting.
- Henson asked what would need to be done if enrollment or printing costs for these courses decrease.
  - Wiersma-Koch said the non-general fund currently has a \$100,000 buffer, and it is unlikely that enrollment would decrease by 10%. The position could still be sustained with these additional funds.
- Ruebush asked if the additional \$100,000 would remain in the non-general fund until needed. Wiersma-Koch confirmed this.
- Henson asked why the Automotive department is printing and distributing workbooks, rather than providing course packets through COCC's Bookstore.



- Siekkinen said that course packets through the Bookstore had been the department's practice in the past, but they later decided it was easier to keep the content of the workbooks up-to-date if they were managed internally. They also found it was easier to get the workbooks to the students by distributing them directly in class, rather than asking students to get them from the Bookstore.
- Stockwell asked the College Affairs Committee (CAC) if they would still be responsible for approving course fees in the near future, or if that responsibility would be transferred to the Academic Affairs Committee (AAC).
  - Henson said that the AAC would take over this responsibility at the start of the 2026-27 academic year.
- Henson asked whether the proposed fees could be covered by financial aid, veterans' benefits or other student benefits. Wiersma-Koch confirmed this.
- Motion to approve the first reading of proposed increases to Automotive course fees. Motion made by Galit Ruebush, seconded by Talia Stockwell.
  - Motion approved by all voting members present.

b. Proposed Revisions to General Student Policies, 1<sup>st</sup> Reading – Alicia Moore, Tyler Hayes and Andrew Davis

- Moore explained that these recommended changes are being made after a routine request from the Shared Governance Committee (SGC) for various departments to review their policies, and they have been written to align with COCC's current practices.
- Ruebush noted that the CAC recently approved changes to the Course Challenge policy that will need to be reflected in G-30-6, mainly the \$70 fee and the minimum grade of C.
  - Moore concurred and said those changes can be made.
- Henson asked if some language was proposed to be removed because it can be found in other policies.
  - Moore confirmed that language regarding academic honesty was proposed for removal because it was already available in another policy.
  - Hayes said the language on instructor approval in G-30-2 was proposed for removal because COCC now uses an automated system that makes this language inaccurate. Other language could still be drafted to reflect current practices, but it may not need to be as in-depth as the existing language that is proposed for removal. Language on current practices may also be available elsewhere in the College's policies.
- Henson asked why, in G-6-4, the Vice President of Student Affairs' role on the Student Affairs Committee was proposed to be replaced by either the Dean of Student Engagement or the Dean of Enrollment Management.
  - Moore explained that the Committee would still be advise the Vice President of Student Affairs, and that most of the work that comes to the committee comes from the offices of Student Engagement or Admissions and Records, so there is a desire for someone with the most expertise on those matters be regularly involved with the Committee.
- Henson asked Moore if she would still plan on attending Committee meetings.
  - Moore said it would depend on the agenda.



- Henson asked Stockwell if the ASCOCC has discussed the proposed changes.
  - Stockwell said that the proposed changes reflect current practices and there have been no issues reported to the ASCOCC.
- Henson asked if student voices are being heard by the Student Affairs Committee.
  - Stockwell said that they had not heard any concerns from students in their time on the Committee.
- Stockwell asked if G-32-6 is proposing a reference to a policy that has not yet been written.
  - Moore said that “C-XX-XX” is meant to be a placeholder while the SGC is renumbering some of COCC’s policies.
- Motion to approve the first reading of proposed revisions to G-6-4, 8.2, and 8.15; G-7-0; G-13-0; G-30-2, 4, 5, 6, 7, 9, 13, 14, 15, 16, and 18; G-32-6; G-33-0, 1.2, 1.3, 1.4, 4, 7, and 8 with proposed revisions.  
Motion made by Galit Ruebush, seconded by Talia Stockwell.  
 Motion approved by all voting members present.

c. Discussion Item: Health and Human Performance (HHP) Course Fee Implementation Timeline – Shannon Waller

- Waller was unsure what the purpose was for this agenda item. She noted that she had received an email from Tony Russell that COCC wouldn’t be able to implement the recently approved increase to CPR course fees until the Fall 2026 term. The HHP department can pay the difference for the Spring 2026 term.
  - Henson suggested that this delay was necessary in order for the increased fees to be published in a timely manner for students to be aware.

e. Discussion Item: Purpose of the CAC – Sara Henson

- Henson asked what other opportunities the CAC might have to serve COCC with approval for course fees moving to the AAC.
- Ruebush asked if the CAC has served other purposes in the past that it does not serve now.
  - Henson said the CAC used to take on philosophical questions as a College-wide committee, but that responsibility has since moved to other advisory committees.
- Merritt asked what the procedure is to bring such questions to the CAC.
  - Henson said that any COCC employee can fill out and submit a CAC form.
- Merritt asked Henson if she had any ideas for the CAC to discuss.
  - Henson said she did not have any specific ideas, but there have been regular conversations about what the CAC’s purpose should be moving forward.
  - Merritt concurred that these conversations are worth having.
- Ruebush asked if there is a plan to review all of COCC’s committees.
  - Pereira confirmed this, adding that there has been some poor communication that has led to creating several committees in order to address that. The vice presidents will be discussing how to improve College-wide communication with Aimee Metcalf from Marketing and Public Relations at their next meeting.



Motion to adjourn the meeting.

Motion made by Talia Stockwell, seconded by Marilyn Waller-Niewold.

Meeting adjourned at 10:44 a.m.

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



## Presentation/Proposal Form

### At-Home Dissection Kits for Online A&P 2

Name: Sarah Fuller; Jess Schueler

Date: 2/20/2026

Department: Biology

Contact Information: sfuller@cocc.edu; jschueler2@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)

COCC's in-person Anatomy and Physiology (A&P) labs are full of dissections, cadaver viewings, physiological experiments, and 3D models, which build lab skills and support deeper learning. In contrast, our online A&P labs rely heavily on labeling 2D diagrams of structures. While the online instructors have made some progress in adding some simulations and case studies, online students are missing out on the hands-on learning and lab skills training in-person students participate in. In order to bring about greater equity between students in these two different course modalities, we plan to pilot the use of at-home dissection kits from Carolina Biological Supply Company in a limited number of sections of online A&P 2 next year, up to three of the scheduled thirteen sections in AY 26-27). We will assess the educational benefit of this addition to the curriculum prior to deciding on full implementation for AY 2027-28. If we choose to fully implement across all sections we will revisit the course fee structure we are proposing here.

The kit we have chosen is \$85/student and comes with detailed instructions, safety equipment, disposal instructions, and an online lab interface that connects with Canvas (so these dissections can be used as lab assignments), see accompanying file for more details. In order to finance these kits, we propose adding a \$55/student pass-through course fee. The remaining \$30/student would be subsidized by Biology Department Materials and Supplies budget for the pilot period in the three sections, an estimated \$2,160 departmental cost based on estimated 72 students participating in the pilot. Since students in the pilot sections will be trialling this change the department plans to partially subsidize the associated cost. COCC will pay the lump sum to Carolina Biological and they would provide vouchers to enrolled students for delivery of the lab kits to their home.

#### 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 \$15 (total of \$100)
  - Other:

### **3. BUDGET IMPACT**

Estimated \$2,160 cost to Biology Department Materials and Supplies Budget.

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

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

Impacts are to internal biology department funds used to support biology lab classes. Until recently all lab fees from online and in-person labs were used exclusively for in-person lab supplies. This project/course fee will limit the impact to the biology budget to ~\$2,000.

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

Online A&P 2 instructors would need some basic training of how to implement these at-home kits, but these dissections are ones done in in-person labs, so most instructors would already be familiar with them.

### **6. OPERATIONAL IMPACT**

No additional support from lab techs will be needed. Carolina Biological will handle all of the supplies and delivery to students.

## **7. STUDENT IMPACT**

Students would incur an additional cost of \$55 if they enroll in one of the sections piloting this project.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

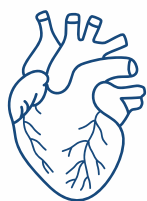
The current plan is to trial these at-home dissection kits Fall of 2026 in three sections of online BI 232 (all taught by Jess Schueler). Course fees would be added to courses before registration starts this spring.

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

"I move to allow the addition of a \$55 course fee to online BI 232 in order to purchase at home dissection kits"

# Carolina Distance Learning Essentials

There is unparalleled value of hands-on labs in teaching online science, but cost and safety considerations can make them challenging to implement. Carolina Distance Learning has created a perfect solution for your A&P course. Our Essentials solutions selects the most popular hands-on investigations and pairs it with Gateway which provides access to the entire virtual and dry lab library. This dual approach ensures that students receive the best of both worlds—practical experience through hands-on labs and the flexibility of virtual simulations—without any additional cost.



A&P Essentials	
Sheep Heart Dissection	
Sheep Brain Dissection	
Pig Kidney Dissection	
Cow Eye Dissection	
Dissection Set	
Safety Set	
Gateway Access: All virtual and dry labs	
	<b>Price: \$85.00</b>



The A&P Essentials Kit contains 4 laboratory dissection investigations typically covered in the first-year sequence of A&P. Expand the hands on the investigations with our virtual microscope and histology library, and physiology dry labs. Personal protective equipment, a dissection set, and dissection mats are included. Instructors are provided detailed lab manuals describing safety, procedures, and disposal as well as supplemental resources.



## Presentation/Proposal Form

### Inclusive Access Course Fee Proposal - Fall 2026

Name: Frank Payne

Date: 03/06/2026

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 Fall 2026 term on September 21st. 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 177 - \$120.00

HIM 120 - \$50.00

Math 211 > 213 - \$50.00

WR 121Z/122Z (courses using Little Seagull Handbook courseware) - \$25.00

### 4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Business

Mathematics

Writing

### 5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

### 6. OPERATIONAL IMPACT

N/A

## 7. STUDENT IMPACT

BA 177 - \$120

HIM 120 - \$50.00

Mathematics 211 > 213 - \$50.00 (for entire sequence).

Writing 121Z/122Z - \$25.00

## 8. ANTICIPATED IMPLEMENTATION TIMELINE

Beginning Fall term - September 21st, 2026

## 9. MOTION TO BE RECOMMENDED



## Presentation/Proposal Form

### Construction Pre-Apprenticeship Fees

Name: Brandi Dancen and Helen Wiersma-Koch

Date: 2/6/26

Department: Apprenticeship and Pre-Apprenticeship

Contact Information: 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 requests approval to implement a \$100 course fee for APR 100, a required course within the Construction Pre-Apprenticeship program. The course was previously supported through grant funding that is no longer available, creating the need for a sustainable funding source for instructional materials and supplies. APR 100 is a hands-on, lab-intensive course in which students construct framed walls, sheds, and small structures using industry-standard materials and tools essential to meeting course learning outcomes and apprenticeship-aligned competencies. Materials and supplies for each cohort average approximately \$1,500. With enrollment capped at 12 students, the proposed fee would generate roughly \$1,200 per section, covering about 80 percent of consumable costs, with the remainder supported through program resources. Implementing this fee will ensure the continued quality, safety, and workforce relevance of the course while minimizing financial impact on students and stabilizing program operations following the loss of external funding.

#### 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"): \$100 new fee added to APR 100
  - Other:

### **3. BUDGET IMPACT**

This proposal adds a \$100 course fee to APR 100, a required class in the Construction Pre-Apprenticeship program. The course was previously supported by grant funding that has ended, creating the need for a sustainable funding source for instructional materials. APR 100 is a hands-on course in which students build walls, sheds, and framed structures using industry-standard construction materials and supplies. Each cohort requires approximately \$1,500 in consumable materials. With enrollment capped at 12 students, the proposed fee would generate about \$1,200 per section, covering roughly 80 percent of these costs, with the remainder supported through program budgets.

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

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

The primary program impacted by this proposal is the Construction Pre-Apprenticeship program, specifically the APR 100 course. The Construction and Skilled Trades instructional area is also affected, as it oversees hands-on lab instruction and the purchase of construction materials and supplies essential to student projects. The proposed fee is intended to replace expired grant funding and stabilize course operations, not to expand enrollment or redirect resources from other departments. Program leadership has shared the proposed fee with division administrators, fiscal services, and workforce development leadership as part of the internal review process. Faculty teaching in the program were consulted regarding material usage and cost estimates to ensure the amount reflects actual instructional needs.

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

APR 100 is a lab-intensive, project-based course in which students develop foundational construction skills through the building of framed walls, sheds, and structural components using industry-standard materials and tools. Instruction depends on the consistent availability of consumable supplies such as lumber, fasteners, sheathing, and hardware to meet learning outcomes aligned with pre-apprenticeship competencies. The proposed course fee directly supports these instructional requirements following the expiration of prior grant funding. Without a stable materials budget, faculty would be required to scale back projects, limit hands-on practice, or reduce the complexity of builds, negatively affecting skill development and workforce readiness.

### **6. OPERATIONAL IMPACT**

The addition of a \$100 course fee for APR 100 will stabilize operational planning for the Construction Pre-Apprenticeship program following the loss of prior grant funding. A dedicated materials budget will allow staff to procure supplies in advance, maintain consistent project scopes across cohorts, and avoid last-minute substitutions that could disrupt instruction. The fee reduces reliance on limited discretionary funds and supports predictable scheduling and inventory management for lab-based courses. No staffing increases are anticipated as a result of this change, and existing instructional and facilities resources will continue to support course delivery.

## **7. STUDENT IMPACT**

The proposed \$100 course fee for APR 100 represents an added out-of-pocket expense for students, as the Construction Pre-Apprenticeship program is not currently eligible for financial aid. The fee is designed to offset a substantial portion of required materials and supplies used directly by students during hands-on construction projects, reducing the need for individual tool or material purchases. By supporting high-quality, project-based learning, the fee helps preserve the instructional value of the course and students' readiness for entry into apprenticeship programs and employment in the trades. The amount reflects actual costs while seeking to minimize financial burden.

## **8. ANTICIPATED IMPLEMENTATION TIMELINE**

Fall 2026

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

Move to approve the addition of a \$100 course fee for APR 100 in the Construction Pre-Apprenticeship program to support instructional materials and supplies following the expiration of grant funding, effective in the next academic term pending final administrative approval.



## 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 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 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 a ~~\$70 per course fee, 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 ~~or certificate, nor for~~.
- ~~Challenged courses do not count in d~~etermining 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.

## 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~~

~~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.~~

**Commented [TH1]:**  
Delete as it is part of G-33-3, H-5-ia

## 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 or 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 effects 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 AAOT 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~~

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

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. 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 regard ~~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