



College Affairs Committee

Friday, March 14, 2025

10:00 – 11:30 a.m.

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/96383214641>

Dial up: 253-215-8782 | Meeting ID: 963 8321 4641

1. Old Business

- a. Review Minutes from February 14, 2025 Meeting – Breana Sylwester

2. New Business

- a. Inclusive Access Course Fees for the Fall 2025 Term, 1st Reading – Frank Payne
- b. PIRT Award Deadlines, 1st Reading – Kirsten Hostetler
- c. G-6-8.11 Insurance Committee Policy Revision, 1st Reading – Rachel Knox

3. Confidential Business (Committee Members Only)

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

Next Meeting: Friday, April 11, 2025, 10:00 – 11:30 a.m. via Zoom



Date: February 14, 2025
Time: 10:00 – 11:30 a.m.
Location: Zoom meeting

Attending	Absent	Guests
Tim Peterson, Chair	Galit Ruebush	Frank Payne
Tracy Crockett		Kristine Roshau
Allison Dickerson		
Breana Sylwester		
Marilyn Waller-Niewold		
Thomas Wisley		
Sara Henson		
Laurie Chesley, COCC President		
Kyle Matthews, Recorder		

Meeting called to order at 10:02 a.m.

1. Old Business

- a. Review Minutes from January 10, 2025 Meeting – Tim Peterson
 - Motion to approve the meeting minutes.
Motion made by Breana Sylwester. Seconded by Tracy Crockett.
 Motion approved by all voting members present.
- b. Spring 2025 Inclusive Access Course Fees, 2nd Reading – Frank Payne
 - Peterson and Payne have been discussing whether a blanket policy can be written so Payne will not need to return to the College Affairs Committee (CAC) twice every quarter to have Inclusive Access fees approved.
 - Payne noted that all course fees in general are currently under review from the Senior Leadership Team (SLT). They may be considering streamlining the process of attaching fees to courses, as well as how COCC can be more transparent with course fees.
 - Motion to approve the second reading of the proposed inclusive access fees.
Motion made by Tracy Crockett, seconded by Thomas Wisley.
 Motion approved by all voting members present.

2. New Business

- a. Discussion Item: Digital Accessibility, Student Technology and Privacy Policies – Kristine Roshau
 - Peterson noted that this proposal was approved and recommended by the Academic Affairs Committee in June 2024. It was being presented to the CAC for feedback.
 - Roshau explained that the Student Technology and Privacy Policy was developed in response to the realities of remote education during then COVID-19 pandemic in light of the Family Educational Rights and Privacy Act (FERPA). Students needed to know what software they were being asked to use for their classes. While most software that students are required to use will not ask for their personal information, there was no transmittance of FERPA information. Students need to be assured that their information is protected and not sold to third parties.



When ADA standards for digital access changed, eLearning and Disability Services decided to review digital accessibility for all technology used for instruction at COCC. They decided to develop a centralized academic technology catalogue that could be accessed by faculty and students. The digital accessibility policy is essentially the same as the federal policy; the College will make its best effort to make sure that all of the digital content that students see is accessible and the software they use is accessible. The student privacy policy was written as an addendum, so while collecting information, the College will do a security check on it, and the policy will be disclosed in every course syllabus.

- Henson asked if this area has been impacted by recent federal activities.
 - Roshau said the ADA has not been affected yet.
 - Peterson asked what might happen if the federal Department of Education (DOE) was discontinued.
 - Roshau said the ADA is not part of the DOE. The technology portion of this policy is part of COCC's accreditation standards.
 - Henson asked if the digital accessibility push was in response to a letter from the DOE?
 - Roshau explained that the letter was actually from the Office of Civil Rights. All of the information was listed on the COCC Disability Services department's website.
- b. Discussion Item: G169 Field Geology Course Fee Update – Hal DeShow
- Peterson explained that DeShow contacted him in regards to this course fee. It had been approved in October 2022, but he anticipated additional fees may be needed in the future. With the earlier mentions about SLT reviewing course fees in this meeting, Peterson suggested tabling the discussion until further notice.
 - Chesley clarified that SLT is planning to review course fees as many of them have not been reviewed or updated for several years. What are course fees intended to pay for? Is it only materials and supplies? Should we expect students to pay for them if they are consumable? Chesley expected it will be brought to the CAC for discussion and then there will be a lot of business on fees next year.
 - Dickerson noted that there was a policy that allowed for a 5% increase in fees without approval from the CAC. Was it possible to revisit this course fee in order to approve a \$150 fee for DeShow's geology course?
 - Peterson explained that it was approved in 2022, but DeShow expected the cost would need to be increased to a rate that would require the CAC's approval next year.
- c. Discussion Item: Interim Chair for the March 14 CAC Meeting – Tim Peterson
- Peterson will not be able to attend the next CAC meeting. Is anyone willing to volunteer to serve as interim chair?
 - Sylwester volunteered.
- d. Discussion Item: Bart Queary Lifetime Achievement Award – Tim Peterson
- Peterson noted that the CAC will need to make a final decision on whether anyone would receive this award by their April 11 meeting. An initial review will be conducted at their next meeting on March 14. Letters of nomination are currently being compiled. The deadline for



submission is March 7. This award is for any COCC faculty or staff members who have worked for at least 20 years in higher education and for the last 15 years at COCC. The recipient has made a significant impact and/or contribution in fulfilling COCC's mission, performance in their primary assignment, community involvement, and/or professional improvement. This award is not always presented every year as it depends on whether anyone submits nominations for the CAC to review and vote on.

- e. Discussion Item: New CAC Voting Member – Laurie Chesley
 - Chesley announced that Ruebush has agreed to replace Krissa Harris as a presidentially appointed member of the CAC. Ruebush was unable to attend this meeting, but will begin on March 14.

Motion to adjourn the meeting.

Motion made by Allison Dickerson, seconded by Breana Sylwester.

Meeting adjourned at 10:38 a.m.

NEXT MEETING: Friday, March 14, 2025 at 10:00 a.m. via Zoom



Presentation/Proposal Form

Inclusive Access Course Fees - Fall 2025

Name: Frank Payne

Date: 03/14/2025

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 2025 term on September 22nd. 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 Redshelf - 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 169Z - Course fee: \$129.99
ENG 254 - Course fee: \$39.00 (Malinda Williams)
LMT 155 - Course fee: \$14.50
WR 121Z - Course fee: \$13.00 (Jacob Agatucci)
WR 121Z - Course fee: \$28.50 (Irene Cooper)
WR 121Z - Course fee: \$19.00 (Stephanie Andre)

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Business.

English.

Licensed Massage Therapy.

Writing

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

BA 169Z - Course fee: \$129.99
ENG 254 - Course fee: \$39.00 (Malinda Williams)
LMT 155 - Course fee: \$14.50
WR -121Z - Course fee:\$13.00 (Jacob Agatucci)
WR - 121Z - Course fee: \$28.50 (Irene Cooper)
WR 121Z - Course fee: \$19.00 (Stephanie Andre)

8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall term 2025 - beginning on Monday, September 22nd.

9. MOTION TO BE RECOMMENDED



Presentation/Proposal Form

PIRT Award Deadlines

Name: Kirsten Hostetler

Date: 2/21/25

Department: PIRT co-chair

Contact Information: khostetler@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)

Change G-34-5.1.3 Nominating Process and G-34-5.2.2 Nominating Process for Full-Time and Adjunct/Part-Time Faculty Achievement award deadlines from specific dates to “will be set by PIRT and is normally in mid-February” and “will be set by PIRT and is normally in mid-March,” respectively, to align with the PIRT handbook and give greater flexibility to committee members.

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

AY2025-26

9. MOTION TO BE RECOMMENDED

Approve the revision of G-34-5.1.3 from: "The deadline for submitting nominations for the Faculty Achievement Award for full-time faculty is February 15." to "The deadline for submitting nominations for the Faculty Achievement Award for full-time faculty will be set by PIRT and is normally in mid-February."
And approve the revision of G-34-5.2.2 from "The deadline for submitting nominations for the Faculty Achievement Award for Adjunct and Part Time Faculty is March 15." to "The deadline for submitting nominations for the Faculty Achievement Award for Adjunct and Part Time Faculty will be set by PIRT and is normally in mid-March."



Presentation/Proposal Form

G-6-8.11 Insurance Committee Policy Revision

Name: Rachel Knox

Date: 2/25/2025

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)

[G-6-8.11 Insurance Committee](#)

The Insurance Committee is an Advisory Committee that has included an ABS faculty member serving in a full- or part-time benefited position as part of its membership. This employee type is not listed in the current policy.

The proposal is to revise policy G-6-8.11 to include a full- or part-time benefited ABS faculty member.

Current policy with revised language attached.

This proposal has been reviewed and approved by Alicia Moore and Laura Boehme.

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)

ABS

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

6. OPERATIONAL IMPACT

Recruitment of an ABS faculty for the Insurance committee when the position is vacant. i.e. policy revision will reflect current operational practice.

7. STUDENT IMPACT

none

8. ANTICIPATED IMPLEMENTATION TIMELINE

Upon approval by College Affairs

9. MOTION TO BE RECOMMENDED

Move to revise policy G-6-8.11 Insurance Committee to include a full- or part-time benefited ABS faculty member.

G-6-8.11 Insurance Committee

CHARGE: The purpose of the Insurance Committee is to review and recommend group health insurance plans and other employee benefits (both College-provided and voluntary) to the College administration.

The Insurance Committee may meet with vendors, consultants, and/or Oregon Educators Benefits Board (OEBB) representatives to determine the best mix of benefits for College employees.

Voting members of the Committee provide recommendations to the Vice President of People and Technology to present to the President.

Membership, Voting Status and Terms

Administrator, part-time benefitted (1)	Appointed by the President	Voting	Three years
Administrator, full-time (1)	Appointed by the President	Voting	Three years
Faculty, tenure or tenure-track (1)	Elected by Faculty Forum	Voting	Three years
Faculty, adjunct (1)	Elected by Faculty Forum	Voting	Three years
<u>Adult Basic Skills (ABS), full- or part-time benefitted (1)</u>	<u>Selected by ABS Director or designee</u>	<u>Voting</u>	<u>Three years</u>
Classified Staff, part-time benefitted (1)	Selected by CACOCC President or designee	Voting	Three years
Classified Staff, full-time (1)	Selected by CACOCC President or designee	Voting	Three years
Payroll, administrative staff	Appointed by the Director of Fiscal Services	Non-Voting	Standing
Human Resources staff (1)	<u>Vice President of People and Technology or HR designee</u>	<u>Non-Voting</u>	<u>Standing</u>

Additional members of the Human Resources and Payroll staff provide committee support.

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