



College Affairs Committee

Friday, April 10, 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 March 13, 2026 Meeting – Breana Sylwester
- b. Proposal for Anatomy and Psychology Online Lab Fees, 2nd Reading – Sarah Fuller and Jess Schueler
- c. Proposed Inclusive Access Course Fees for the Fall 2026 Term, 2nd Reading – Frank Payne
- d. Proposed Construction Pre-apprenticeship Fees, 2nd Reading – Helen Wiersma-Koch and Brandi Dancen

2. New Business

- a. Proposed Art and Design Course Fees Adjustments, 1st and 2nd Reading – Venus Nguyen
- b. Proposal to Establish G-23-3 Data Privacy Policy, 1st Reading – Darren McCrea
- c. Proposed Revisions to G-30-20 Policy Statement on General Student Fees, 1st Reading – Angie Anderson-May and Michael LaLonde
- d. Discussion Item: Proposed Revisions to A-30-2 Approval Process for General Student Fees – Angie Anderson-May and Michael LaLonde
- e. Discussion Item: Academic Affairs Course Fees Approval Pilot Process – Angie Anderson-May and Michael LaLonde

Next Meeting: Friday, May 8, 2026, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom



Date: March 13, 2026

Time: 10:00 – 11:30 a.m.

Location: Boyle Education Center Boardroom and Zoom

Attending	Absent	Guests
Breana Sylwester, Chair	Tom Barry	Sarah Fuller
Savannah Boyer		Jess Schueler
Tracy Crockett		Frank Payne
Scott Dove		Helen Wiersma-Koch
Lisa Merritt		Alicia Moore
Galit Ruebush		
Talia Stockwell		
Marilyn Waller-Niewold		
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

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

1. Old Business

- a. Review Minutes from February 13, 2026 Meeting – Breana Sylwester
 - Motion to approve the meeting minutes.
Motion made by Lisa Merritt, seconded by Tracy Crockett.

2. New Business

- a. Proposal for Anatomy and Psychology (A&P) Online Lab Fees, 1st Reading – Sarah Fuller and Jess Schueler
 - Schueler explained that online A&P lab students have been doing at-home dissections, which are the same dissections done by in-person students. The kit costs \$85 per student and includes four dissections. The proposal is for a trial during the Fall 2026 term with a \$55 flat fee, and the remaining \$30 per student subsidized by the Biology Department.
 - Ruebush asked if kits would be delivered to a student’s home and if the students would be expected to bring the kits to in-person labs.
 - Schueler said that students can do their dissections as a group during open lab time, but others do not live near Bend and would prefer to do their dissections at home.
 - Pereira asked what the students would be dissecting.
 - Schueler said they would dissect a sheep’s brain, eye and heart. The kit also includes a sheep’s kidney, which is not currently required for the program, but could be added to a course in the future.
 - Ruebush asked if students could obtain a kit, use it for one course, and keep it until they need it again for another course.
 - Schueler confirmed this and noted that the kits will not require refrigeration and will include instructions for proper disposal.
 - Henson asked if the proposal is for the full \$85 fee, or only for the \$55 pilot program.



- Fuller said that they are requesting for the \$55 fee for a one-year trial. They will ask for feedback from the instructors to assess the new fee process for the following year.
 - Henson asked what impact this proposal might have on faculty workload.
 - Schueler expected the impact would be minimal. The faculty will send the funds to the vendor, then the vendor would send individual order codes for the instructors to distribute to their students.
 - Henson asked if there would be any additional preparation, assessment and grading from instructors that would be needed for these dissections.
 - Schueler suggested that it would only be a replacement of one kind of workload for a similar amount.
 - Pereira asked if COCC has other courses that offer supplemental kits for online courses.
 - Fuller said that there are no other science courses that currently offer supplemental kits for online students. They were temporarily offered during the COVID-19 pandemic, but it required a lot of in-house work and had liability concerns.
 - Henson said that there are online art classes that have packages of materials that students can order through COCC's Bookstore.
 - Motion to approve the first reading of the proposed A&P online lab fees.
Motion made by Galit Ruebush, seconded by Scott Dove.
 Motion approved unanimously.
- b. Proposed Inclusive Access (IA) Course Fees for the Fall 2026 Term, 1st Reading – Frank Payne
 - Payne said that there will be some additional courses that will be added to the second reading of this proposal.
 - Motion to approve the first reading of proposed IA course fees for the Fall 2026 term.
Motion made by Scott Dove, seconded by Tracy Crockett.
 Motion approved unanimously.
- c. Proposed Construction Pre-Apprenticeship Fees, 1st Reading – Helen Wiersma-Koch and Brandi Dancen
 - Wiersma-Koch explained that the Pre-Apprenticeship program was grant funded prior to the Fall 2025 term, so it was offered at no cost for students. The grant has since been discontinued, so the program transitioned from non-credit to a credit program, which was not anticipated and budgeted for. It costs about \$1,500 per section to supply students with the tools and materials needed to offer these courses. The proposal is to charge students a course fee of \$100 for the Construction Building course in order to subsidize the tools and materials needed. This will not cover the entire cost for the course, but COCC could sell the finished projects at tradeshows to recoup some costs.
 - Merritt noted that there have been difficulties with student recruitment for this program, even when it was offered free of charge.
 - Wiersma-Koch said that the program's cohorts have been full every term since she started working at COCC.
 - Merritt asked why the students could not keep their finished projects.
 - Wiersma-Koch explained that 12 students would build a shed and a doghouse together, so it would not be feasible for them to take their projects home.
 - Henson asked if students would qualify for financial aid for these credited courses.



- Wiersma-Koch said they are not currently eligible as the program only consists of 12 credits and 36 credits are required for a program to be eligible for financial aid. However, the Pre-Apprenticeship program is working with the Financial Aid and Enrollment departments on an application for eligibility for Workforce Pell Grants. This could happen as soon as the Fall 2027 term.
- Henson asked if there are any other sources of funding that students could use to pay for these courses.
 - Wiersma-Koch said the College has a close relationship with the Central Oregon Builder's Association, who may be able to offer scholarships in the future. She also noted that over 90% of the graduates from this program have either been hired into apprenticeships or transferred into other COCC programs.
 - Henson asked what programs graduates have transferred into.
 - Wiersma-Koch said that most of the transfers have been to Manufacturing or Automotive Technology, but some students have transferred to Culinary Arts or other CTE programs.
- Motion to approve the first reading of proposed Construction Pre-Apprenticeship program fees. Motion made by Galit Ruebush, seconded by Tracy Crockett.
 - Motion approved unanimously.

3. Old Business

- a. Proposed Increase to Automotive Course Fees, 2nd Reading – Helen Wiersma-Koch and Jim Siekkinen
 - Motion to approve the second reading of proposed increases to Automotive course fees. Motion made by Tracy Crockett, seconded by Scott Dove.
 - Motion approved unanimously.
- b. Proposed Revisions to General Student Policies, 2nd Reading – Alicia Moore, Tyler Hayes and Andrew Davis
 - Moore said that additional revisions were made after the first reading to reflect the recently revised Course Challenge policy.
 - Motion to approve the second 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. Motion made by Lisa Merritt, seconded by Galit Ruebush.
 - Motion approved unanimously.

4. Confidential Business (Committee Members Only)

- a. Bart Queary Lifetime Achievement Award Nominees – Breana Sylwester
 - The Committee Reviewed the letters of nomination and voted on winners for the award.

Motion to adjourn the meeting.

Motion made by Scott Dove, seconded by Marilyn Waller-Niewold.

Meeting adjourned at 10:59 a.m.

NEXT MEETING: Friday, April 10, 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

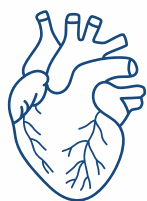
The current plan is to trial these at-home dissection kits Fall of 2026 in three sections of online BI 232 (all taught by Jess Schueler). Course fees would be added to courses before registration starts this spring.

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	
	Price: \$85.00



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

AH 150 - \$46.00

BA 111 > 113 - \$120.00

BA 177 - \$120.00

HIM 120 - \$50.00

Math 211 > 213 - \$50.00

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

WR 227 - \$45.00 (Technical Communication)

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Allied Health

Business

HIM

Mathematics

Writing

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

AH 150 - \$46.00
BA 111 > 113 - \$120.00 - (for entire sequence).
BA 177 - \$120
HIM 120 - \$50.00
Mathematics 211 > 213 - \$50.00 (for entire sequence).
Writing 121Z/122Z -\$25.00
WR 227 - \$45.00 (Technical Communication)

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

ARH/ART/DSGN Course Fee Adjustments for 2026-27 Academic Year

Name: Venus Nguyen

Date: 3/11/2026

Department: FAC - Art and Design

Contact Information: vnguyen3@cocc.edu, 541.383.7514

- ❖ 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)

Art and Design is one of the pilot programs for the new course fees process. During the first round of this we found that for the pilot assessment, that we could not assess all of the course fees in our program using the new process at this time, but I had already done the fee assessment work for all Art and Design courses in their variety of modalities.

After a meeting with Angie Anderson-May (Finance/Operations Project Manager), Cathleen Knutson (Controller), Jessica Giglio (our Instructional Dean), Jessica Lovelace (FAC Admin Assistant), and myself, it was determined that only courses that took place in the ceramics studio (Pence 226) would be put through the new process and that all the other courses should be sent through the current process of review from College Affairs. Approval from CC would allow us to start implementing these fee changes for the 2026-27 AY and would better support the costs of the Art and Design program.

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"): See Attachments - No fee change is larger than a \$50 increase.

Other:

3. BUDGET IMPACT

These fee changes would better support us as our program has grown in ways that we had not predicted when we had last put our fees through CC in Winter/Spring 2022. Reassessment for Fees was based on the following categories (See attachment for explanations):

- Instructional Assistant (IA) Fee
- Open Studio/Lab Fee
- Replace and Repair Fee
- Studio/Lab Materials
- Studio/Lab Supplies
- Instructor Kit Fee



4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

ITS - Equipment and Software purchasing

- More predicable replace/repair and licensing purchasing and costs

Bookstore - Purchasing

- Working to create 1 year plans for bulk purchasing for lower cost and reflect those savings to students

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

We would move the majority of Instructional Assistant and Art Model cost from IRW to the Nongeneral (paid through fees).

It is critical that we have IAs in our foundational digital art courses to support our students as well as Art Models for our many of our traditional art courses.

6. OPERATIONAL IMPACT

These small adjustments to our course fee would allow us to use more our general fund on the maintenance of our aging studio spaces and equipment.

7. STUDENT IMPACT

Students would be impacted by these changes, but we have worked to balance the costs with lower Bookstore art supply requirement (providing more materials/supplies in class). We also must cover open/lab studio times for students to work outside of class time. Many of our courses require use of specialized equipment and we must pay for educated staff to monitor these spaces since it is not part of instruction.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Fall 2026

9. MOTION TO BE RECOMMENDED

Please see the attachments of the ARH/ART/DSGN Course Fee Assessment that I conducted in January 2026 for all details.

In Review: We tried to keep the fee adjustments between \$40 - 150 per course without significant changes to the current fees with only some courses that are very new having the biggest changes.

Motion Proposed: Approval for course fee adjustment for ARH/ART/DSGN courses as proposed in the supporting document.

ARH/ART/DSGN Course Fee Assessment – as of January 9, 2026

Current (since 2022-23...)

Our current fees are in a few categories

Studio Courses (Courses **without** software)

1. IP Studio courses with minimal fee - \$35 (EARF)
2. IP Studio courses with higher fee - \$55 (EARF)
3. OL Studio courses with minimal kit - \$35 (EARF)
4. OL Studio courses with higher fee kit - \$55 (EARF)
5. OL Studio course are usually - \$0

Software Courses (Courses that require software)

1. IP Software Courses - \$75 (\$20 EARF/\$55 EARD)
2. OL Software Courses with minimal software fee - \$55 (EARD)

Note: There are two codes that we use in our program for fees - EARF and EARD. Both fees deposit to the same account but are coded differently because an EARD code will only get charged for this cost once (even if a student is taking more than one course with an EARD code). EARF codes are charged every time.

Other Courses: ART 199/299 and ART 289

- Our 199/299 has a flexible fee but it is typically under our highest fee (\$90)
- ART 289: Custom Framing for Art \$90 (EARF)

Reassessment of Fees

We would like to propose the following general rules for fees in our program

Instructional Assistant (IA) Fee

We currently pay our IAs from our IRW General Fee budget. We would like to charge some of the cost of IAs from fees. We agreed that IAs are needed in our CTE courses when a student uses a type of software/dangerous equipment for the first time.

- ART 101AM, 110, 111AM, 113AM, 114AM, 141, 142, 165, 211AM, 213AM, 265, 267, 289).

Note: We did the math, and it is not equitable for us to expect students to pay the entire cost of the IA (and this price point varies considerably over the seat capacity for each course). We decided that a flat \$50 fee per student is fair (or split \$25/25 between courses that run at the same time IP and OL).

Open Studio/Lab Fee

This is like the IA Fee, except this is an opportunity for students to work in the studio/lab beyond class time. We would like to have students pay for a portion of this IRW employee's scheduled time. This was established by courses that have this and how many courses share the classroom and the amount of time we offer open studio/lab in each classroom.

Fee varies from \$5 – 25) This fee is for IP courses only.

- ARH 269, ART 101, 115, 116, 117, 121, 122, 131, 132, 143, 157, 157A1, 158B1, 158B2, 159A1, 159C1, 159C2, 161, 166, 181, 184, 190, 191, 240, 241, 243, 257MA, 261, 266, 269AC, 270, 271, 273, 281, 289, 261, 297MA, 297PM

Replace and Repair Fee

This was added to courses to **many in person** courses and varies based on how much we replace/repair or may need to replace and repair equipment *Fees Varies*

Note: Computers are not added here and we need to make more considerations around this

Studio/Lab Materials

These fees are for NEW purchases of classroom equipment (lasting longer than 3 years).

Fees Varies

Studio/Lab Supplies

These fees are for NEW purchases of classroom supplies/disposables (per course purchases). *Fees Varies*

Instructor Kit Fee

This fee covers the cost of supplying the instructor with a kit for the course (from the Bookstore) and/or teaching materials. *Fees Varies*

Software Cost (EARD)

This is the software fee as listed above. This is typically an Adobe CC license.

- ART 101AM, 110, 111AM, 112AM, 113AM, 114AM, 141, 142, 165, 166, 211AM, 213AM, 214AM, 230, 240, 241, 243, 257MA, 265, 267, 268, 269AM, 269PJ, 295, 296, 297GD, 297IL, 267PV, DSGN 202, 203, 297UX

Other Costs

Some courses have other costs, like shipping, field trips, or live models. These have been listed as well as their explanation. *Fees Varies*

In Review

We tried to keep our fees between \$40 – 150 per course without significant changes to the current fees with only some courses that are very new having the biggest changes.

Color Key Online Course Hyflex Course No Fee Change Fee Difference Approved at AA Pilot

Prefix	Number	Course Title	Mode	Credits	Contact Time	Seats	IA Fee	Open Studio Lab Fee	Replace Repair Fee	Studio/Lab Materials Fee	Studio Lab Supplies Fee	Instructor Kit Fee	Software Fee	Other Fees	Other Fees Explained	Proposed New Fee	Current Fee (25-26)	Difference
ARH	201	Ancient Art History	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	202	Medieval and Renaissance Art	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	203	Baroque to Early Modern Art	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	206	Modern and Contemporary Art	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	207	Native American Art	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	208	Art History: Non-Western	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ARH	269	Design & Illustration History	IP	4	40	30	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ARH	269	Design & Illustration History	OL	4	0	30	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$5.00	\$0.00	\$15.00	Shipping	\$40.00	\$35.00	\$5.00
ARH	270	Photography History	IP	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ART	101	Intro to the Visual Arts	IP	4	40	30	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	101	Intro to the Visual Arts	OL	4	40	30	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$5.00	\$0.00	\$15.00	Shipping	\$40.00	\$0.00	\$40.00
ART	101AM	Intro to Animation	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$55.00	\$0.00		\$130.00	\$55.00	\$75.00
ART	102	Intro to Art & Design Careers	OL	3	0	30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ART	104	Creative Applications of Math	IP	4	40	30	\$25.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00		\$40.00	n/a	\$40.00
ART	104	Creative Applications of Math	OL	4	0	30	\$25.00	\$0.00	\$0.00	\$0.00	\$15.00	\$0.00	\$0.00	\$0.00		\$40.00	n/a	\$40.00
ART	110	Beginning Graphic Design	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	110	Beginning Graphic Design	OL	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00			\$80.00	\$55.00	\$25.00
ART	111AM	2-D Animation: Basics	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	\$55.00	\$50.00
ART	111AM	2-D Animation: Basics	OL	4	0	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	n/a	\$105.00
ART	112AM	2-D Animation: Narrative	IP	4	50	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	n/a	\$55.00
ART	113AM	3-D Animation: Basics	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	\$55.00	\$50.00
ART	114AM	3-D Animation: Modeling I	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	n/a	\$105.00
ART	115	Basic Design: 2-D	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	115	Basic Design: 2-D	OL	4	0	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00		\$5.00	\$0.00	\$5.00
ART	116	Basic Design: Color	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	116	Basic Design: Color	OL	4	0	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00		\$5.00	\$0.00	\$5.00
ART	117	Basic Design: 3-D	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$40.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	121	Ceramics: Intro Hand Building	IP	4	50	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	122	Ceramics: Intro Wheel Throwing	IP	4	50	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	131	Beginning Drawing	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	131	Beginning Drawing	OL	4	0	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$0.00		\$5.00	\$0.00	\$5.00
ART	132	Intermediate Drawing	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	140	Sequential Art: Non-Digital	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$40.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	140	Sequential Art: Non-Digital	OL	4	0	15	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00	\$5.00	\$0.00	\$15.00	Shipping	\$60.00	\$55.00	\$5.00
ART	141	Vector Art Illustration	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	141	Vector Art Illustration	OL	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	142	Digital Painting: Basics	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	142	Digital Painting: Basics	OL	4	0	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	143	Scientific Illustration: Basic	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$15.00	\$5.00	\$0.00	\$25.00	Field Trips	\$60.00	\$55.00	\$5.00
ART	157	Metal Arts: Basic Techniques	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	157A1	Metal Arts: Surfaces	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	158B1	Metal Arts: Beginning Casting	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	158B2	Metal Arts: Intern Casting	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	159A1	Metal Arts: Forming	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	159C1	Metal Arts: Enameling	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	159C2	Metal Arts: Setting	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	161	Photography: Darkroom Basics	IP	4	50	10	\$0.00	\$10.00	\$5.00	\$5.00	\$15.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	165	Videography: Basics	IP	4	50	15	\$45.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	166	Photography: Lighting	IP	4	50	10	\$0.00	\$10.00	\$10.00	\$10.00	\$15.00	\$0.00	\$55.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	181	Beginning Painting	IP	4	50	15	\$0.00	\$25.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	184	Watercolor	IP	4	50	15	\$0.00	\$5.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	190	Figurative Clay Sculpture	IP	4	50	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00	Approved in Pilot - 3/2/26	\$60.00	\$55.00	\$5.00
ART	191	Sculpture	IP	4	50	15	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00	Approved in Pilot - 3/2/26	\$60.00	\$55.00	\$5.00
ART	211AM	Animation: Motion Graphics	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	n/a	\$105.00

ART	213AM	3-D Animation: Character	IP	4	50	10	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$105.00	n/a	
ART	214AM	3-D Animation: Modeling II	IP	4	50	10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	n/a	
ART	230	Intermediate Graphic Design	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	230	Intermediate Graphic Design	OL	4	0	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	234	Figure Drawing	IP	4	50	15	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00	\$5.00	\$0.00	\$45.00	Model IWR Fee	\$60.00	\$55.00	\$5.00
ART	240	Digital Illustration Concept	IP	4	50	15	\$0.00	\$25.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	240	Digital Illustration Concept	OL	4	50	15	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	241	Digital Illustration Narrative	IP	4	50	15	\$0.00	\$25.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	241	Digital Illustration Narrative	OL	4	0	15	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	243	Digital Illustration Science	IP	4	50	15	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$20.00	Field Trips	\$100.00	\$75.00	\$25.00
ART	253	Ceramics: Intermediate	IP	4	50	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00	Approved in Pilot - 3/2/26	\$60.00	\$55.00	\$5.00
ART	257MA	Metal Arts: Production	IP	4	50	10	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	n/a	
ART	261	Photography: Interm. Darkroom	IP	4	50	10	\$0.00	\$10.00	\$5.00	\$5.00	\$15.00	\$5.00	\$0.00	\$0.00		\$40.00	\$35.00	\$5.00
ART	265	Photography: Digital Basics	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$35.00	\$65.00
ART	265	Photography: Digital Basics	OL	4	0	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$0.00	\$80.00
ART	266	Ceramics: Raku	IP	2	40	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	267	Photography: Digital Editing	IP	4	50	15	\$25.00	\$0.00	\$0.00	\$0.00	\$20.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	267	Photography: Digital Editing	OL	4	0	15	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	268	Videography: Intermediate	IP	4	50	15	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$65.00	\$55.00	\$10.00
ART	269AC	Photography: Art & Commercial	IP	4	50	15	\$0.00	\$10.00	\$0.00	\$10.00	\$25.00	\$0.00	\$55.00	\$0.00		\$100.00	\$75.00	\$25.00
ART	269PJ	Photography: Photojournalism	IP	4	50	15	\$0.00	\$0.00	\$0.00	\$10.00	\$25.00	\$0.00	\$55.00	\$10.00	Field Trips	\$100.00	\$75.00	\$25.00
ART	270	Beginning Printmaking	IP	4	50	12	\$0.00	\$25.00	\$10.00	\$10.00	\$30.00	\$5.00	\$0.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	271	Intermediate Printmaking	IP	4	50	12	\$0.00	\$25.00	\$10.00	\$10.00	\$30.00	\$5.00	\$0.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	273	Printmaking: MixMedia Monotype	IP	4	50	12	\$0.00	\$25.00	\$10.00	\$10.00	\$30.00	\$5.00	\$0.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	281	Intermediate Painting	IP	4	50	15	\$0.00	\$25.00	\$5.00	\$5.00	\$20.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	289	Custom Framing for	IP	4	80	8	\$25.00	\$25.00	\$15.00	\$15.00	\$50.00	\$20.00	\$0.00	\$0.00		\$150.00	\$90.00	\$60.00
ART	291	Sculpture Mold Making	IP	4	50	12	\$0.00	\$10.00	\$15.00	\$20.00	\$10.00	\$5.00	\$0.00	\$0.00		\$60.00	\$55.00	\$5.00
ART	295	Portfolio & Business Practices	IP	4	40	15	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$0.00	\$55.00	\$0.00		\$65.00	\$55.00	\$10.00
ART	295	Portfolio & Business Practices	OL	4	0	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
ART	296	Creative Team	IP	1	20	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
ART	297	Capstone: All Media	OL	1	0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
ART	297GD	Capstone: Graphic Design	OL	1	0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
ART	297IL	Capstone: Illustration	OL	1	0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
ART	297MA	Capstone: Metal Arts	IP	1	20	8	\$0.00	\$25.00	\$20.00	\$15.00	\$30.00	\$10.00	\$0.00	\$0.00		\$100.00	\$55.00	\$45.00
ART	297PM	Capstone: Printmaking	IP	1	20	8	\$0.00	\$25.00	\$10.00	\$10.00	\$30.00	\$5.00	\$0.00	\$0.00		\$80.00	\$55.00	\$25.00
ART	297PV	Capstone: Digital Photo/Video	OL	1	0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
ART	297SP	Sustainable Practices: Art Project	IP	1	20	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
DSGN	101	Intro to Product Design	IP	4	50	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$35.00	-\$35.00
DSGN	103	UX Research Methodologies	HYF	4	40	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
DSGN	104	UX Design Principles	HYF	4	40	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
DSGN	202	UI Design	HYF	4	40	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
DSGN	203	Usability Testing	HYF	4	40	15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00
DSGN	297UX	Capstone Project: UX/UI	OL	4	0	8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55.00	\$0.00		\$55.00	\$55.00	\$0.00

\$105.00

Approved in Pilot - 3/2/26

\$100.00

Approved in Pilot - 3/2/26



Presentation/Proposal Form

G-23-3 DATA PRIVACY POLICY PROPOSAL

Name: Darren McCrea

Date: 11/22/23

Department: ITS Department

Contact Information: dmccrea@cocc.edu / 541-383-7741

- ❖ 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)

In an effort to streamline the employee new-hire process, as well as access to COCC systems, the ITS Department is proposing to convert the current Banner Security Agreement to a policy, similar to the Acceptable Use Policy, rather than require new employees to complete and sign this form during new-hire orientation. Some of the feedback we have received from our insurance carrier and the Oregon School Boards Association included the suggestion that we create this policy rather than creating a document that required an individual signature and the ongoing administration associated with a document. This policy would replace the current Banner Security Agreement (example attached).

2. TYPE OF PRESENTATION /PROPOSAL

- Information Item and/or Committee Feedback (requires approval of CA Chair)
- Action Item:
 - Procedure/Policy — *typographical correction and/or federal/state mandate update* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *revision* (Attach current procedure/policy with proposed changes highlighted using track changes.)
 - Procedure/Policy — *new* (Attach proposed procedure/policy separately.)
 - Identify suggested location in manual: G-23-3
 - Course Fee — If applicable, identify a suggested cap for the course fee (for example, a percentage or "increase to not exceed \$X"):
 - Other:

3. BUDGET IMPACT

N/A

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

While having no direct impact on any specific department or program, new and existing staff and faculty across all departments and programs will be expected to adhere to this new policy. We are open to any suggestions for communicating this addition, if required.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

Including this policy in the GPM, rather than requiring a separate signature, will provide faster access to COCC systems for new-hires. New and existing staff and faculty across all departments and programs will be expected to adhere to this new policy.

7. STUDENT IMPACT

N/A

8. ANTICIPATED IMPLEMENTATION TIMELINE

ASAP

9. MOTION TO BE RECOMMENDED

I move to insert a new policy and language around data privacy as G-23-3 DATA PRIVACY.

G-23-3 DATA SECURITY

Policy Overview: Central Oregon Community College is committed to protecting its information resources from accidental or intentional intrusion, damage or public exposure and is equally committed to preserving and nurturing the open, information-sharing requirements of its academic culture. The privacy of student and employee information is protected by state and federal laws regulating the use of confidential and personally identifiable information. Moreover, COCC imposes its own requirements regarding the safeguarding of Central Oregon Community College data assets.

Policy Information: All college information, records and files, including those stored electronically, are property of Central Oregon Community College. This policy describes employee responsibilities for safeguarding, recording or accessing records and the policies, procedures, rules and statutes of Central Oregon Community College, the State of Oregon and the United States Government by which they are governed.

Personal Responsibility: By law (including but not limited to FERPA, HIPAA and Social Security regulations), most data is confidential and cannot be released by the College without proper authorization. Each employee is responsible for understanding the confidentiality requirements of the data to which they have access. Intentional disclosure of individually identifiable information to any unauthorized person could subject that person to criminal and civil penalties imposed by law. Willful or unauthorized disclosure also violates Central Oregon Community College policy and could constitute just cause for disciplinary action and may be referred to appropriate COCC offices and/or, as appropriate, law enforcement authorities.

Acceptable Use: Access to student and employee data is provided to support an employee's official College responsibility and shall only be used for legitimate College business. A person who has access to student or employee data may not:

- Access student or employee records unless there is a work-related reason to do so.
- Reveal the content of any record or report to anyone, except in the conduct of that person's work assignments and in accordance with College policies and procedures;
- Make or allow any unauthorized use of information;
- Knowingly include any false, inaccurate or misleading entry in any report or record;
- Knowingly expunge or modify any data entry from any record, report or file except as officially authorized;
- Share individual access passwords or PIN numbers with any other person;
- Remove any official record or report, or copy thereof, from the area where it is maintained, except in the performance of official duties;
- Seek personal benefit or allow others to benefit personally from knowledge of college data.

Student Data: Unless the law provides an exception, non-directory information, as defined by the Federal Family Education Rights and Privacy Act (FERPA) and [Central](#)

[Oregon Community College's FERPA policy](#), may not be released to a third party without a [Release of Information form](#) on file for the current academic year. A "third party" is considered anyone (including parents) without a "legitimate educational interest" in the student record. Information may be shared with other college employees in the completion of work only. Please reference COCC's [Confidentiality and FERPA web page](#) for more information.

Student Confidentiality Indicator: If a student requests that his/her student information not be released to anyone, a flag will appear on any Banner screen that includes student information. If a student confidentiality indicator exists, the staff person may not release any information on that student to anyone other than the student themselves. Contact the Admissions & Records Office for if further guidance is required.

Employee Data: COCC expects all college personnel that are granted access to personal employee information to strictly protect the confidentiality of information to which they may have access. Any violation of privacy may result in disciplinary action.

Accounts and Passwords: Passwords are the first line of security and must remain confidential. Do not reveal your password or allow anyone to use the accounts assigned to you. Accounts access and passwords assigned to individual employees are to be used in connection only with assigned duties as an employee of Central Oregon Community College and may be revoked without notice. Please reference COCC's [Acceptable Use of Information Technology Resources](#) for more information.

Banner Security Agreement

Central Oregon Community College is committed to protecting its information resources from accidental or intentional intrusion or damage and is equally committed to preserving and nurturing the open, information-sharing requirements of its academic culture. The privacy of student and employee information is protected by federal laws, FERPA, HIPAA and state laws referring to the use of social security and credit card numbers. Moreover, COCC imposes its own requirements regarding the safeguarding of the community college assets.

Student Data:

Non-directory information as defined by Federal Family Education Rights and Privacy Act (FERPA), and clarified by COCC's FERPA policy, may not be released to a third party without a Release of Information form on file for the current academic year. Third party is anyone (including parents) without a "legitimate educational interest" in the student record. Information may be shared with other college employees in the completion of work only.

Student Confidentiality Indicator:

If a student requests that his/her student information not be released to anyone, a flag will appear on any Banner screen that includes student information. If a student confidentiality indicator exists, the staff person may not release any information on that student to anyone other than the student themselves. Contact the Admissions & Records Office for guidance should this situation arise.

Employee Data:

COCC expects all personnel granted access to personal employee information, to strictly protect the confidentiality of information to which they may have access. Any violation of privacy may subject security offenders to disciplinary action.

Passwords:

Passwords must remain confidential. Log off of any application being used and lock the computer if the work station will be unoccupied.

Submission of this form implies my agreement with the following:

I will adhere to all data security guidelines as listed above.

Passwords are the first line of security. I will not reveal my password nor allow anyone to use the account assigned to me.

Maintaining the confidentiality of data retrieved in the course of my job duties, including data that I use for reporting purposes or in other software products is of utmost importance.

This account is assigned to me to be used in connection only with my assigned duties as an employee of Central Oregon Community College and may be revoked without notice.

/*****/



Presentation/Proposal Form

Policy Draft Review - Statement on Fees - G-30-20

Name: Angie Anderson-May

Date: 03/31/2026

Department: Fiscal Services

Contact Information: aamay@cocc.edu; ext.7204

- ❖ 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)

Review and approved edits for refined course fee definitions (G-30-20). Approval Process for Fees (academic policy A-30-2) included for information, as it requires approval from the Academic Affairs Committee.

2. TYPE OF PRESENTATION/PROPOSAL

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

3. BUDGET IMPACT

NA

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Policy G-30-20 doesn't directly affect any specific departments or programs, but A-30-2 will. Instructional staff and leaders have been informed and involved in course fee process change discussions and will be fully trained on the new process in Fall 2026.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

NA

6. OPERATIONAL IMPACT

This policy change will provide clearer definitions of fees to match the new course fee process that will be fully implemented in Fall 2026.

7. STUDENT IMPACT

Added transparency for students regarding how course fees are established and what fees cover.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Policy approval by end of Spring term 2026 with implementation of in Fall 2026.

9. MOTION TO BE RECOMMENDED

Approval of policy changes.

G-30-20 Policy Statement on ~~General Student Fees~~~~Fees~~

Approved: 9/13/2017; Revised: 1/29/2026; ~~Draft Revision 3/12/2026~~

Institutional Fees:

The intent of COCC ~~general student~~~~institutional~~ fees is to partially cover the cost of providing specific materials, activities, and services that enhance the student experience. ~~General student~~~~institutional~~ fees are any fees other than course or program fees and fall into two categories:

Direct ~~Service~~~~Institutional~~ Fees: The fee is directed to a specific service or tangible good, and fee revenue is returned directly to the department coordinating the service. Examples include student activity fees, green energy fees, and Mazama Gym fees.

Indirect ~~Service~~~~Institutional~~ Fees: The fee is dedicated to a specific service, but is applied to the College's general fund as a means of covering a portion of the cost. Examples include technology fees, application fees, transcript fees, late registration fees, and late payment fees.

Course and P~~rogram~~ F~~ees~~:

~~The fee is assessed to~~The intent of course and program fees is to offset ~~high~~ costs related to providing required materials, consumable supplies, equipment maintenance and support, depreciation, equipment and room rental, travel, software, and licensesure/certificatione costs for a course, set of courses, ~~(s) in a program and/or department or a program. A course or~~ and program fees ~~at~~may also ~~may~~ be assessed for eo~~instructional activities~~courses or programs that carry extraordinary administrative, - instructional, or accreditation requirements ~~that~~resulting in higher-than-normal expenses.

Inclusive access fees, by contrast, are limited exclusively to required digital instructional materials that are provided to students on or before the first day of class through an institutionally coordinated access program and may not be used to support general instructional, operational, or programmatic costs. ~~Course and program fees assessed to cover high costs related to annual operations should be placed in the General Fund where the expenditures are recorded. Fees to cover special one-time purchases and/or expenditures for items that are expected to last more than one year, should be placed in an Auxiliary account.~~

Direct service fees include student activity fee, green energy fee, and Mazama Gym fee. Indirect service fees include technology fee, application fee, transcript fee, late registration fee, late payment fee, and online course fee.

Commented [AAM1]: Policy addresses institutional and course/program fees. Section revised for clearer delineation.

Commented [AAM2]: Explanation of inclusive access added.

Informational only – Will be reviewed by Academic Affairs

A-30-2 Approval Process for General Student Fees

Institutional Fees:

~~Student fees~~Institutional fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. ~~Student fees~~Institutional fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other ~~student fees~~institutional fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from ~~these stakeholder~~ groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

The COCC Board of Directors has sole authority to approve increases or decreases to institutional fees, including the fee amount and any applicable credit limits, when such action is determined to be in the best interest of students and the College.

Course and Program Fees:

Course and program fees are established based on actual costs, with students sharing responsibility for those costs. Fee structures will reflect differences in program expenses and are determined in accordance with criteria and guidance established by the College. ~~determined based on criteria determined by the College;~~ For additional information, contact the Office of Academic Affairs Office of Instruction for details.

Annually, the ~~Chief Financial Officer~~vice president of finance and operations, in collaboration with college leadership, will provide guidance and establish a benchmark ~~amount~~criteria to evaluate course and program fees. Fiscal Services will ~~provide~~prepare an annual report that identifies ~~existing program~~course and program fees and the related costs for evaluation. Using benchmark criteria and annual report, New, or changes to, course and program fees will be evaluated by faculty, program directors, department chairs, and instructional deans will evaluate existing fees and ~~who will~~ provide recommendations for fee changes and new fees to the vice president of academic affairs and the vice president of finance and operations.

Following administrative review, the vice president of academic affairs, the appropriate Department Chair, Program Director, Instructional Dean or appointed faculty member will present submit the recommended fee changes and additions to the College Academic Affairs Committee for approval. The Vice President for The Instruction Academic Affairs Committee shall then provide documentation to the Office of the President for formal signature approval of course and program fee changes and shall provide fee approval details to the College Affairs Committee as an informational item, and Executive Administrators an annual update and present an annual information item to the COCC Board of Directors summarizing all course and program fees. Upon formal approval, the Office of the President shall notify the original requester, the instructional dean, the academic affairs coordinator, and the appropriate department administrative assistant and instructional specialist.

Commented [AAM3]: Policy addresses institutional and course/program fees. Section revised for clearer delineation.

To support student transparency and financial planning, the College shall annually publish an updated list of course and program fees on the Admissions & Records website by the end of Spring term. All newly approved or adjusted fees shall take effect at the beginning of Fall term.

If a course or program fee must be implemented or adjusted outside of the annual review and implementation cycle, approval from the vice president of academic affairs is required. Upon such approval, a proposal will be submitted to the Academic Affairs Committee and the process will proceed as indicated per this policy.

DRAFT

G-30-20 Policy Statement on Fees

Approved: 9/13/2017; Revised: 1/29/2026; Draft Revision 3/12/2026

Institutional Fees:

The intent of COCC institutional fees is to partially cover the cost of providing specific materials, activities, and services that enhance the student experience. Institutional fees are any fees other than course or program fees and fall into two categories:

Direct Institutional Fees: The fee is directed to a specific service or tangible good, and fee revenue is returned directly to the department coordinating the service. Examples include student activity fees, green energy fees, and Mazama Gym fees.

Indirect Institutional Fees: The fee is dedicated to a specific service but is applied to the College's general fund as a means of covering a portion of the cost. Examples include technology fees, application fees, transcript fees, late registration fees, and late payment fees.

Course and Program Fees:

The intent of course and program fees is to offset costs related to providing required materials, consumable supplies, equipment maintenance and support, depreciation, equipment and room rental, travel, software, and licensure/certification costs for a course, set of courses, or a program. A course or program fee may also be assessed for instructional activities that carry extraordinary administrative, instructional, or accreditation requirements resulting in higher-than-normal expenses.

Inclusive access fees, by contrast, are limited exclusively to required digital instructional materials that are provided to students on or before the first day of class through an institutionally coordinated access program and may not be used to support general instructional, operational, or programmatic costs.

Informational only – Will be reviewed by Academic Affairs

A-30-2 Approval Process for Fees

Institutional Fees:

Institutional fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. Institutional fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other institutional fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from stakeholder groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

The COCC Board of Directors has sole authority to approve increases or decreases to institutional fees, including the fee amount and any applicable credit limits, when such action is determined to be in the best interest of students and the College.

Course and Program Fees:

Course and program fees are established based on actual costs, with students sharing responsibility for those costs. Fee structures will reflect differences in program expenses and are determined in accordance with criteria and guidance established by the College. For additional information, contact the Office of Academic Affairs for details.

Annually, the vice president of finance and operations, in collaboration with college leadership, will provide guidance and establish benchmark criteria to evaluate course and program fees. Fiscal Services will prepare an annual report that identifies existing course and program fees and the related costs for evaluation. Using benchmark criteria and annual report, faculty, program directors, department chairs, and instructional deans will evaluate existing fees and provide recommendations for fee changes and new fees to the vice president of academic affairs and the vice president of finance and operations.

Following administrative review, the vice president of academic affairs will present recommended fee changes and additions to the Academic Affairs Committee for approval. The Academic Affairs Committee shall then provide documentation to the Office of the President for formal signature approval of course and program fee changes and shall provide fee approval details to the College Affairs Committee as an informational item. Upon formal approval, the Office of the President shall notify the original requester, the instructional dean, the academic affairs coordinator, and the appropriate department administrative assistant and instructional specialist.

To support student transparency and financial planning, the College shall annually publish an updated list of course and program fees on the Admissions & Records website by the end of Spring term. All newly approved or adjusted fees shall take effect at the beginning of Fall term.

If a course or program fee must be implemented or adjusted outside of the annual review and implementation cycle, approval from the vice president of academic affairs is required. Upon such approval, a proposal will be submitted to the Academic Affairs Committee and the process will proceed as indicated per this policy.



Presentation/Proposal Form

Academic Affairs Approved Course Fee Changes - Winter 2026

Name: Angie Anderson-May

Date: 03/31/2026

Department: Fiscal Services

Contact Information: aamay@cocc.edu; ext. 7204

- ❖ 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)

Review course fees approved through Academic Affairs pilot process. Provide feedback on information College Affairs would like to receive in the future when course fees are changed or implemented through Academic Affairs.

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

NA

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Instructional staff and leaders have been informed and involved in course fee process change discussions and will be fully trained on the new process in Fall 2026.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

NA

6. OPERATIONAL IMPACT

Efficient and effective information sharing after annual course fee review process has been completed.

7. STUDENT IMPACT

Added transparency for students regarding how course fees are established and what fees cover.

8. ANTICIPATED IMPLEMENTATION TIMELINE

Process pilot test complete in Winter 2026. Official roll out will be in Fall 2026. The next time College Affairs will review course fee changes will be in Spring 2027.

9. MOTION TO BE RECOMMENDED

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

With the exception of Aviation student, Culinary students bear the largest fee burden on campus - covering 100% of the cost of the program (Materials and Supplies, Repair and Replace, Outside Contracts and Services, and Personnel budget). Despite this, the consensus of the Culinary Faculty is to keep the fee the same and to not reduce it.

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

Culinary lab fees are approximately \$740 per course. This is substantially larger than Culinary programs across the country. Other fees range from \$50 per course to \$260 per course (see attached fee comparison)

Course Fee Request Form

Request date 02/04/26

Instructional Dean clenhart@cocc.edu

Department MFG

Department Chair jsiekkinen@cocc.edu

Type of Fee Multiple Course Fee

Type of course fee request Fee Change

Course Information

Course Subject *

Course Number *

Multiple course fee request

MFG 103, 105, 107, 110, 112, 114, 119, 121, 133, 161, 197, 201, 203, 207, 219, 227, 250, 257, 258, 260, 261, 264, 267, 268, 271, 272, 277, 279, 281, 282, 288, 289

New Fee Request Information

Proposed new fee amount * 150

Estimated revenue from new fee *

Fee Change Request Information

Current fee * 0, 25, 50, 55, 60

Proposed fee change * 150

Number of students charged the fee annually *

Current Revenue *

Fee Justification

Briefly explain why this new fee or fee change is needed. Use the attachment feature at the end of this form to provide additional information such as a cost breakdown worksheet and vendor quotes.

To increase the fees to better reflect the value of materials and equipment students are working with, which will better prepare them for industry employment

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

We are adjusting course fees over time so the impact is not as great to existing students. These fees will help the program be more sustainable and stay within the materials and supplies budget, which currently remains static regardless of our enrollment.

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

Fees vary from \$40 - \$1000 depending on the institution (LBCC, Clackamas CC)

Course Fee Request Form

Request date 02/04/26

Instructional Dean clenhart@cocc.edu

Department MFG

Department Chair jsiekkinen@cocc.edu

Type of Fee Multiple Course Fee

Type of course fee request New Fee

Course Information

Course Subject *

Course Number *

Multiple course fee request

MFG 101, 104

New Fee Request Information

Proposed new fee amount *

Estimated revenue from 95 new fee *

Fee Change Request Information

Current fee *

Proposed fee change *

Number of students charged 95 the fee annually *

Current Revenue *

Fee Justification

Briefly explain why this new fee or fee change is needed. Use the attachment feature at the end of this form to provide additional information such as a cost breakdown worksheet and vendor quotes.

To increase the fees to better reflect the value of materials and equipment students are working with, which will better prepare them for industry employment

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

We are adjusting course fees over time so the impact is not as great to existing students. These fees will help the program be more sustainable and stay within the materials and supplies budget, which currently remains static regardless of our enrollment.

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

Fees vary depending on the institution (LBCC, Clackamas CC)

Course Fee Request Form

Request date 02/05/26

Instructional Dean jdowning@cocc.edu

Department NUR

Department Chair cingulli@cocc.edu

Type of Fee Multiple Course Fee

Type of course fee request Fee Change

Course Information

Course Subject *

Course Number *

Multiple course fee request

NUR 106, 107, 108, 206, 207, 208

New Fee Request Information

Proposed new fee amount * \$127.00

Estimated revenue from new fee *

Fee Change Request Information

Current fee * \$120.00

Proposed fee change * \$127.00

Number of students charged the fee annually *

Current Revenue *

Fee Justification

Briefly explain why this new fee or fee change is needed. Use the attachment feature at the end of this form to provide additional information such as a cost breakdown worksheet and vendor quotes.

New contract with Wolters Kluwer for NurseThink Student Success Bundle resulted in price increase
note, I am in the process of obtaining a copy of the updated contract since I cannot find a copy on our Ndrive and Sharla and Daura are both no longer here to assist, please accept this email in the meantime, knowing that the contract does exist

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

minimal impact, increasing \$7/term

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

many nursing programs require access to and payment for software fees and/or adjunct subscriptions

Course Fee Request Form

Request date 02/06/26

Instructional Dean tgrussell@cocc.edu

Department BIO

Department Chair sfuller@cocc.edu

Type of Fee Multiple Course Fee

Type of course fee request Fee Change

Course Information

Course Subject *

Course Number *

Multiple course fee request

Astronomy 100, 121, 122, 123
Biology 101, 102, 103, 114, 115, 120, 142, 202, 221Z, 222Z, 223Z, 231, 232, 233, 234
Chemistry 104, 105, 106, 107, 221Z, 222Z, 223Z, 227Z, 228Z, 229Z, 241, 242, 243
Engineering 100, 102, 103, 201, 202
Geology 100, 161, 162CV, 163, 201, 202, 203
Physics 100, 201, 202, 203, 211, 212, 213
General Science 104
Sustainability 102, 103

New Fee Request Information

Proposed new fee amount * 35

Estimated revenue from new fee *

Fee Change Request Information

Current fee * \$12.00

Proposed fee change * 35

Number of students charged the fee annually *

Current Revenue *

Fee Justification

Briefly explain why this new fee or fee change is needed. Use the attachment feature at the end of this form to provide additional information such as a cost breakdown worksheet and vendor quotes.

Fee has not been adjusted in 15+ years. Cost per student is \$175. Lab quality and services far exceeds peer institutions and may need to increase in future terms to better support the expenditure for this level of quality.

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

Faculty members in the two science departments have asked that online students be excluded from paying a lab fee since they do not use labs, staff, or materials. While \$35 is an increase for students, it is also at a point where raising the fee, but excluding the online students, does not result in a loss in revenue over what we would have expected from charging \$12 to all students.

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

The median science lab fee at other Oregon community colleges is \$30. The average is \$52. The quality of COCC's lab, staff, and materials is comparable to some universities. [Request has been submitted on behalf of Biological Sciences, but the change would affect Engineering & Physical Sciences, too, as reflected in the course listings.]

Course Fee Request Form

Request date 02/04/26

Instructional Dean jdowning@cocc.edu

Department NUR

Department Chair cingulli@cocc.edu

Type of Fee Multiple Course Fee

Type of course fee request Fee Change

Course Information

Course Subject *

Course Number *

Multiple course fee request

2026-27: NUR 106, 107, 108 = \$621

2027-28: NUR 106, 107, 108, 206, 207, 208 = \$792

2028-29: NUR 106, 107, 108, 206, 207, 208 = \$963

2029-30: NUR 106, 107, 108, 206, 207, 208 = \$1134

New Fee Request Information

Proposed new fee amount * \$621, \$792, \$963, \$1134

Estimated revenue from new fee *

Fee Change Request Information

Current fee * \$450.00

Proposed fee change * \$621, \$792, \$963, \$1134

Number of students charged the fee annually *

Current Revenue *

Fee Justification

Briefly explain why this new fee or fee change is needed. Use the attachment feature at the end of this form to provide additional information such as a cost breakdown worksheet and vendor quotes.

Nursing skills labs and simulation require purchasing and maintaining expensive equipment and consumables. The program offers extensive skills lab experience with an average of 1:4 faculty:student ratio, and the Oregon State Board of Nursing mandates a ratio of no higher than 1:8 faculty:student ratio for clinical.

Student Impact

Please describe the expected financial and academic impact of this fee on students and explain how the fee supports student learning or success.

The fee will contribute to the maintenance of quality skills lab equipment and learning opportunities, as well as support staffing ratios required by the Board and optimizing student learning. Given comparatively low tuition rates and access to financial aid/scholarships, we are hopeful this will not negatively impact a students' opportunity to participate in the program.

Peer Comparison *

How does the proposed course fee compare to similar fees at peer institutions?

It is common for nursing programs to charge greater than \$1,000 per term or \$7,000-\$8,000 per program given the mandated staffing and necessary equipment/consumables. This fee is typically well accepted given a new graduate nurse in Oregon is compensated extremely well.