



College Affairs Committee

Friday, May 8, 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 April 10, 2026 Meeting – Breana Sylwester
- b. Proposal to Establish G-23-3 Data Privacy Policy, 2nd Reading – Darren McCrea
- c. Proposed Revisions to G-30-20 Policy Statement on General Student Fees and A-30-2 Approval Process for General Student Fees, 2nd Reading – Angie Anderson-May and Michael LaLonde

2. New Business

- a. Proposed Increase to EMT and Fire Course Fees, 1st and 2nd Reading – Paula Simone
- b. Proposed Revisions to G-6-3 Academic Affairs Committee, 1st Reading – Breah Bollom
- c. Discussion Item: Suicide Prevention and Intervention Plan – Sarah Baron
- d. Election for Next Year's College Affairs Committee Chair – Breana Sylwester

Next Meeting: Friday, June 12, 2026, 10:00 – 11:30 a.m. in the Boyle Education Center Boardroom and via Zoom



Date: April 10, 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	Lisa Merritt	Frank Payne
Tracy Crockett		Helen Wiersma-Koch
Scott Dove		Venus Nguyen
Galit Ruebush		Darren McCrea
Talia Stockwell		Angie Anderson-May
Marilyn Waller-Niewold		Michael LaLonde
Sara Henson		
Greg Pereira, President		
Kyle Matthews, Recorder		

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

1. Old Business

- a. Review Minutes from March 13, 2026 Meeting – Breana Sylwester
 - Motion to approve the meeting minutes.
Motion made by Talia Stockwell, seconded by Galit Ruebush.
- b. Proposal for Anatomy and Psychology (A&P) Online Lab Fees, 2nd Reading – Sarah Fuller
 - Motion to approve the second reading of the proposed A&P online lab fees.
Motion made by Tracy Crockett, seconded by Talia Stockwell.
 - Motion approved by all voting members present.
- b. Proposed Inclusive Access (IA) Course Fees for the Fall 2026 Term, 2nd Reading – Frank Payne
 - Crockett asked if any additional courses were added to this proposal.
 - Payne said that there was only one addition for Writing 227.
 - Motion to approve the second reading of proposed IA course fees for the Fall 2026 term.
Motion made by Galit Ruebush, seconded by Savannah Boyer.
 - Motion approved by all voting members present.
- c. Proposed Construction Pre-Apprenticeship Program Fees, 2nd Reading – Helen Wiersma-Koch
 - Motion to approve the second reading of proposed Construction Pre-Apprenticeship fees.
Motion made by Talia Stockwell, seconded by Scott Dove.
 - Motion approved by all voting members present.

3. New Business

- a. Proposed Art and Design Course Fees Adjustments, 1st and 2nd Reading – Venus Nguyen
 - Nguyen explained this this proposal is part of a pilot program for the new course fees approval process. It was determined that the art course fees were too complex for the pilot, so they are being presented to the College Affairs Committee (CAC) as part of the existing fee approval



process. The proposed adjustments are meant to cover instructional assistant compensation and lab fees.

- Ruebush asked if any further proposals for course fee adjustments would go through the CAC, or if they would go through the Academic Affairs Committee (AAC) moving forward.
 - Anderson-May said that the policy has not yet been officially changed, so any course fee adjustments outside of the pilot would still need to go through the CAC.
 - Nguyen noted that all of the Ceramics course fee adjustments were able to go through the AAC as they were able to identify equipment costs by classroom space.
- Ruebush asked when these fees were last adjusted.
 - Nguyen said they were most recently adjusted in 2022.
- Henson asked if there were any concerns whether proposed fees, such as \$70 for Introduction to Animation, could impact enrollment.
 - Nguyen said that some of these classes, like the Introduction to Animation course, are already full and are only offered once per year. The current class is not using the technology needed for the course.
- Henson asked about the \$80 fee proposed for Art 265.
 - Nguyen explained that this course requires Adobe software, which COCC has not been charging students for licenses.
 - Henson asked if this software license fee is charged per year.
 - Nguyen said it is charged per term.
- Stockwell asked if bulk purchasing from COCC's Bookstore was taken into account when proposing these fees.
 - Nguyen said that the current fees already implement bulk purchasing for art kits and supplies sold by the Bookstore.
- Henson asked how these fees compare to competing institutions.
 - Nguyen said that COCC's fees are significantly lower.
 - Henson asked how these other institutions are funding their art programs.
 - Nguyen said they are also charging course fees to fund their programs.
- Henson asked whether the Art and Design instructional assistants are irregular wage or classified employees.
 - Nguyen said they are irregular wage employees.
 - Henson asked why they are irregular wage when COCC's science lab technicians are classified.
 - Nguyen explained that the Art and Design department had submitted a request for a facilities employee, but it was denied.
 - Henson asked if it was determined that using irregular wage employees is best practice.
 - Nguyen said the department has always advocated for a three-quarter position, but so far has not succeeded.
- Dove asked how many irregular wage instructional assistants are in the department.
 - Nguyen estimated 12-15 people.
 - Dove asked how many hours each employee works.



- Nguyen said each works 10-19 hours per week, the latter being a combination with their other positions with Community Education.
- Henson asked whether the open studio/lab fee could be funded as tutoring.
 - Nguyen explained that that only CTE programs can receive funding for tutoring.
 - Henson noted that transfer programs can receive funding for tutoring.
 - Nguyen concurred and noted that the Art and Design instructional assistants are not necessarily providing the kind of support that could be considered tutoring, but rather ensuring safety.
- Pereira asked what fees could be covered by financial aid.
 - Sylwester explained that all of these proposed fees would qualify for financial aid because they are associated with a COCC course.
- Sylwester noted that this proposal, and any further proposals for changes to course fees, will be presented to the CAC for a first and second reading in order to ensure the course catalogue is updated in a timely manner.
- Motion to approve the first and second reading of proposed Art and Design course fee adjustments.

Motion made by Galit Ruebush, seconded by Talia Stockwell.

Motion approved by all voting members present.

b. Proposal to Establish G-23-3 Data Security Policy, 1st Reading – Darren McCrea

- McCrea explained that COCC currently has a Banner security agreement that all employees are required to sign before being granted access to the system. The amount of time it takes for new employees to gain access to Banner has gotten longer over the past few years. The Oregon School Boards Association and their insurer, PACE, have recommended forming a policy to replace the agreement in order to expedite this process. ITS has worked with Human Resources to develop this policy.
- Ruebush asked if new employees would be expected to read the proposed policy during their onboarding process.
 - McCrea confirmed this and noted that, when an employee asks for access for a new section of Banner, they will be reminded of the policy.
- Pereira asked if “knowingly expunge or modify any data entry...” requires to word “knowingly,” as it could add a burden of proof when acceptable use is already explained in the policy.
 - McCrea said that word could be removed.
- Henson asked what “College information, records and files” refers to.
 - McCrea said it refers to any document or record that obtains information about a student or staff member.
 - Henson asked if this could be further defined in the policy. Does it include emails, digital files, etc.? She noted that faculty members have intellectual properties, which they have the right to determine whether COCC is allowed to use. She also acknowledged that those rights may not be protected in matters of security.
 - Waller-Niewold suggested changing the language to “College records and data files.”



- Henson asked why this section was necessary for the policy when COCC already has policies on protecting data.
- McCrea explained that there were concerns for ensuring that data was safeguarded, rather than withheld.
- Henson suggested the first sentence of that paragraph could be removed. McCrea concurred and offered to follow-up on with PACE on this matter.
- Henson noted the paragraph stating “each employee is responsible for understanding the confidentiality requirements of the data to which they have access...” and suggested adding a link to policies that describe where that information can be found.
 - McCrea noted that a link is included later in the proposal.
 - Pereira suggested including an additional link could be helpful.
- Motion to approve the first reading of the proposal to establish G-23-3 with proposed revisions from the CAC.

Motion made by Galit Ruebush, seconded by Scott Dove.

Motion approved by all voting members present.

c. Proposed Revisions to G-30-20 Policy Statement on General Student Fees and A-30-2 Approval Process for General Student Fees, 1st Reading – Angie Anderson-May and Michael LaLonde

- Anderson-May explained that these policies are being proposed for revision in order to align with the new procedure of the Academic Affairs Committee approving any changes to course fees.
- Henson clarified that any Academic policy changes would need to go through the CAC, so this can be a first reading for both G-30-20 and A-30-2. Anderson-May concurred.
- Henson suggested that the language referring to the Senior Leadership Team could be revised to say “College leadership” in order to ensure more people from COCC could be involved in the course fees review process. She also expressed concern about whether two vice presidents from the College might undermine the Academic Affairs Committee’s (AAC’s) role in reviewing fee proposals by “pre-approving” any fee proposals before they are presented to the AAC.
 - Ruebush asked where the policy calls for two vice presidents to review course fees before the AAC.
 - Henson noted that the proposed language calls for “recommended fees changes and additions” from the Vice President of Academic Affairs and the Vice President of Finance and Operations to the AAC.
 - Ruebush asked if Henson’s concern is that that any proposed fees that the vice presidents do not recommend will not be presented to the AAC. Henson confirmed this.
 - Dove asked if language could be added to call for the vice presidents to explain to the AAC why they might have rejected any fee proposals.
 - Henson suggested it would ultimately be for the CAC to decide and said that her concerns were more philosophical.
 - Pereira concurred that including explanations to changes in policy could be helpful.
 - Anderson-May offered to revise the language in A-30-2 to say “Following administrator review, the Vice President of Academic Affairs will present *all* requested fee changes to the AAC.”



- LaLonde also suggested adding “in addition to their recommendations” in order to give the vice presidents a chance to voice their concerns.
- Henson suggested that this process could be reviewed again in one or two years.
- Motion to approve the first reading of proposed changes to G-30-20 and A-30-2 with the proposed changes from the CAC.
Motion made by Galit Ruebush, seconded by Talia Stockwell.
- Motion approved by all voting members present.

d. Discussion Item: Academic Affairs Course Fees Approval Pilot Process – Angie Anderson-May and Michael LaLonde

- Anderson-May explained that the new course fees approval pilot process included Nursing, Ceramics (Nguyen explained earlier in this meeting why the other Art and Design courses needed to go through the CAC), Manufacturing, Culinary Arts, and Science lab fees. The pilot was successful and revealed how convoluted the approval process can be. Moving forward, the CAC will be informed when fees are changed. She asked the CAC to consider what format they would prefer to receive this information in, such as spreadsheets, PDFs, etc.
- Ruebush noted some information on the forms presented in this meeting’s packet that appeared to be repetitive and asked if it was necessary.
 - Anderson-May suggested it could have been a matter of how an individual completed the form, and that those two sections normally would not repeat. She offered to follow-up on this.
- Stockwell asked if these forms are only filled out by people who are making a request to change a fee, or is there a section where additional information could be added during the approval process?
 - Anderson-May said that would be added to the form in the future. The pilot process did not require it.
- Dove asked if the estimated revenue from proposed fees would be included in future proposals.
 - Anderson-May said that will be added to the form and it was not used during the pilot process.
- Dove asked if there is an institutional philosophy on how much of a course’s cost of materials should be covered by fees.
 - Anderson-May said that one of the objectives of this project is to develop this philosophy. A specific percentage was not determined. It will vary by program and students will be expected to bare a share of the cost. LaLonde is working on those benchmarks of this philosophy.
 - Dove suggested it could be helpful to know the total cost of a course and see comparative costs.
- Ruebush asked if the CAC would be receiving proposed changes to course fees as information items after they have already been approved. Sylwester confirmed this.
- Stockwell noted that the Culinary Arts fees did not change and asked whether this is how every department will go through this process, even if they are not requesting changes to fees.



- Anderson-May said that would not be the case and explained that the Culinary Arts department participated in the pilot and determined that they did not need to change their fees.
 - Henson asked if every academic program would be asked to go through this process on a routine basis, such as every three years.
 - Anderson-May confirmed this. It would most likely not be an annual process.
 - Stockwell asked if multiple fields were necessary for the request form if most of the requests would involve multiple courses.
 - Anderson-May said that some fees only apply to certain courses. The form will ask users to confirm whether they are asking for changes to a single course or multiple courses.
 - Henson asked if the same formula would be used for program fees.
 - Anderson-May said that program fees are currently not being treated any differently from course fees. She was unsure whether that would change in the future.
- e. Discussion Item: Next Year's CAC Chair
- Sylwester asked all CAC members to consider their interested in volunteering themselves or nominating a voting member as next year's Chair. The CAC will vote on next year's Chair during their next meeting on May 8.

Motion to adjourn the meeting.

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

Meeting adjourned at 11:16 a.m.

NEXT MEETING: Friday, May 8, 2026 at 10:00 a.m. in the Boyle Education Center Boardroom and via Zoom



Presentation/Proposal Form

G-23-3 DATA SECURITY POLICY PROPOSAL

Name: Darren McCrea

Date: 4/3/26

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 SECURITY.

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 [COCC's confidentiality requirements](#) ~~of for~~ 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 e~~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](#)

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[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, [spouses, guardians, or other relatives](#)) 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.

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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 ~~and~~ program fees ~~at~~ may also ~~may~~ be assessed for eo~~instructional activities~~ourses 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

PSE Fee Increases

Name: Paula Simone

Date: 4-13-2026

Department: Public Service Education

Contact Information: Paula Simone (x7404)

- ❖ 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)

EMT prefix courses will go to non-general fund EMTX.
 FIRE prefix courses will go to non-general fund FIRE.
 The fees and fee increases are due to materials & supplies getting more expensive and paying irregular wages for testing proctors for testing/certification.

This proposal is for fee increases for the following courses:
 EMT 151 & 152 = \$110 per student (These courses had been approved previous for \$95, but have not been applied to EMTX non-general fund for testing)
 FIRE 175 = \$200 per student (this is an increase of \$100 to the current fee)
 FIRE 123 = \$75 per student (this is an increase of \$25 to the current fee)
 FIRE 125 = \$80 per student (this is an increase of \$30 to the current fee)
 FIRE 130 = \$50 per student (this is an increase of \$20 to the current fee)
 FIRE 232 = \$50 per student (this is a new fee)
 FIRE 275 = \$30 per student (this is a new fee)
 FIRE 170 = \$30 (this will be a new course to go through curriculum next year. We are combining FIRE 205 & FIRE 110). this course is running as a FIRE 199 for 2026-27 and we will need to the fee on these sections.

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

Currently we are in a deficit since the EMS fees have not been coming out as they should and in the budget being denied for Fire Science for irregular wage to pay for the extra assistants and proctors needed to run certifying classes.

Right now we are impacted in a deficit to our budgets because the fees are not correct and not being submitted.

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Currently the impact is to our budgets. We have to have a student to instructor ratio for accreditation and safety standards. Both programs are impacted by this lack of money in the current budget to cover the high expenses of equipment and irregular wage.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

The impact is with irregular wage, not full or part time faculty. If we have to reduce this number of proctors and assistants, then we would have to offer a lower max capacity of students. Instead of 24 students per class, we would have to go as far down as 12 students per class.

6. OPERATIONAL IMPACT

We have to operate the programs the way we are and have to take the deficit as a result since we have not been approved for the increases in the general fund budget.

If the fees do not go into place, we will continue running a deficit.

7. STUDENT IMPACT

How this will impact students without the fees, no certification testing, minimal equipment and lower course enrollment max numbers as a result.

we currently have an equipment deficit when we opened a second section of FIRE 130. we do not have the money to purchase enough equipment.

EMT classes = 144 students per academic year

FIRE classes = 240 students per academic year

8. ANTICIPATED IMPLEMENTATION TIMELINE

This needs to go into effect for Fall 2026 term.

9. MOTION TO BE RECOMMENDED

I would motion to approve the proposed fee changes and approval of the new fees.



Presentation/Proposal Form

Amendment to GPM 6-3

Name: Breah Bollom

Date: 4/13/2026

Department: Academic Affairs

Contact Information: bbollom@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)

To be compliant with the terms set forth by College Affairs in allowing Academic Affairs to oversee the Course Fee Proposals, Academic Affairs is looking to amend the GPM 6-3 to add a student voting member to the committee.

2. TYPE OF PRESENTATION/PROPOSAL

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

3. BUDGET IMPACT

none

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

ASCOCC would have to appoint a student to be on the Academic Affairs committee for the year or for the term, but Academic Affairs must have a student member during the Winter term.

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

none

6. OPERATIONAL IMPACT

none

7. STUDENT IMPACT

A student would need to be appointed or elected to the Academic Affairs Committee.

8. ANTICIPATED IMPLEMENTATION TIMELINE

By next Winter term.

9. MOTION TO BE RECOMMENDED

Approve the amendments to GPM 6-3.

G-6-3 ACADEMIC AFFAIRS COMMITTEE (AAC)

CHARGE: The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

The Academic Affairs Committee makes decisions within the parameters of the policy governance articulated by the COCC Board of Directors.

Primary Functions of the Academic Affairs Committee:

1. Coordinate long-range planning in curriculum and academic policy;
2. Set academic priorities that help shape budget decisions and allocations;
3. Act as the main clearinghouse/review committee for all instructional policy and procedure issues; specifically, those outlined in the academic policies and academic procedures sections of the GPM;
4. Keep informed on the Curriculum Committee and Learning Outcomes and Assessment Committee through reading minutes and/ or periodic updates, as appropriate for each committee;
5. Assure that curricular decisions, academic priorities, and instructional policies are held accountable to the mission of the College; and
6. Communicate decisions made by the Academic Affairs Committee to other campus groups.

(We ask that the members be arranged by Voting and Non-Voting)

Membership, Voting Status and Terms

Faculty Senate representative (1)	Appointed by the Faculty Senate	Voting	Two years
Vice President for Academic Affairs (VPAA)	Automatic	Voting	Standing
Department Chairs Representative**	Appointed by Chairmoot	Non- Voting	One year
Registrar	Automatic	Non- Voting	Standing
Assessment and Curriculum Administrator	Automatic	Non- Voting	Standing
Committee Specialist	Appointed	Non- Voting	Standing
Classified	Selected by CACOCC President or designee	Voting	Two years
Faculty (4)*	Elected by the Faculty Senate	Voting	Two years
Faculty Forum Executive Team member**	Automatic	Non-Voting	One year
CTE Council Representative**	Appointed by CTE Council	Non- Voting	One year
Faculty Member-at-Large	Elected by the Faculty Senate	Voting	Two years
ASCOCC Representative	Elected by ASCOCC	Voting	One year, or Winter Term

* Four faculty members (at least three of whom are tenured) elected by the faculty senate, serve staggered two- year terms, with the option to stay for an additional year if serving as Chair in the third year. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education (CTE).

** If another Academic Affairs Committee member already holds one of these positions, that person can serve in both roles.

Voting members will recuse themselves from voting on decisions in which they believe they may have a conflict of interest, including over-representation by any one department on pertinent issues.

The President of the College may appoint non-voting administrative liaisons to sub-committees or task forces.

Chair Election: The committee shall elect a new Chair by its mid-April meeting.

Presentations to the Academic Affairs Committee:

The Academic Affairs Committee encourages presentation of all instructional issues by all campus constituents. Examples of relevant instructional issues include but are not limited to:

- Instructional policies impacting admissions, advising, curriculum, Banner systems and technology, as well as students.
- Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block course scheduling, grading policies and final exam schedules.

Committee Process:

1. **Presentation Checklist Form:** ^(Fixed hyperlink) All presenters will need to complete a presentation checklist form (~~Form #1: Presentations to Academic Affairs Checklist~~), and e-mail it to the Academic Affairs Committee Chair by their specified deadline. Please consult the **Policy Committee Presentation Instructions** ^(hyperlink inserted) ~~Academic Affairs Presentation Checklist Form~~ as a reference for completing the form.
2. **Information Items:** Presenters may simply want advisory input or to notify the committee of campus discussions. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support but no first or second reading is required. These situations will be noted in the **minutes**. If presentations include issues not relevant to the Academic Affairs Committee, presenters will be referred to appropriate campus resources, including other committees.
3. **Action Items:** Presentations including an action item are required to complete and submit the following form (~~Presentations to Academic Affairs Checklist Policy Committee Presentation-Checklist~~ ^(Fixed hyperlink)) prior to being scheduled.
 - a. Action Items may receive any of the following options:
 1. Approve the proposal as submitted
 2. Approve an amended proposal
 3. Vote against a proposal
 4. Create a task force to address any issues arising as they relate to the needs and goals of ~~the instruction~~ at COCC.

5. Appoint additional individuals to a task force to broaden the range of interests and/or deepen the levels of expertise.
 6. Modify the task given to a task force.
 7. Refer the issue to the **Vice President for Academic Affairs**, **Instructional Deans** and/or other appropriate College **Committees (such as College Affairs, Student Affairs, Chairmoot, CTE Council, Institutional Support Committee, Faculty Senate)** for broader review and consideration.
4. **Approval and Communications:** Final approval and communication of **actions** and **recommendations** of the Academic Affairs Committee shall be subject to the policies defined in G-6-1.3 and G-6-1.4.
 5. **Implementation:** Recommendations made by **the Academic Affairs Committee** and approved by the President should be implemented by responsible parties. In addition to those presenting proposals to **the Academic Affairs Committee**, other parties may be involved in implementation and communications regarding action items. The table below describes individuals or groups potentially included in communication and implementation of recommendations.

Recommendations for Implementation of and Communications about Approved Proposals:

Recommendations	Parties included in communication/implementation
Program Level	Program Director, Chairmoot/CTE Council , VPAA, Dean, and/or Faculty Senate Chair
Instructional policies that impact admissions, advising, curriculum, banner systems and technology , as well as students	Chairmoot/CTE Council , VPAA, other appropriate administrator(s), Dean and/or Faculty Senate Chair
Instructional policies that impact faculty	Chairmoot/CTE Council , VPAA, Faculty Senate Chair, and/or Faculty Forum President
Policies that impact the larger campus	VPAA, Faculty Senate, Faculty Forum President, College Affairs and/or President

College Communication:

In order to facilitate communication between faculty and administration, the Chair of Academic Affairs may communicate directly with the **Vice President for Instruction and/or Academic Deans of Academic Affairs and/or Instructional Deans** and the President of the College



Presentation/Proposal Form

Suicide Prevention and Intervention Plan Discussion

Name: Sarah Baron

Date: April 27, 2026

Department: HHP

Contact Information: sbaron@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)

Informational Agenda Item

Suicide prevention is often viewed as the responsibility of a single department; however, from a community health perspective, prevention is most effective when it is upstream, proactive, and inclusive of the entire campus community.

Currently, the college has an established plan addressing required response and compliance elements, currently housed on the internal intranet. There is interest in exploring whether there may be value in strengthening how prevention efforts are communicated and integrated across the institution.

This approach recognizes activities such as mental health awareness days, ongoing training opportunities for all staff throughout the year, and student-led efforts as essential components of a comprehensive prevention strategy.

Guidance is sought on whether and how to gather input—consistent with public health partner recommendations—from Instructional Services, Behavioral Health, Student Affairs, individuals trained in QPR, and students, including those involved in the new Community Connectors Club (NAMI club). Input could help identify ways existing efforts align with current response protocols and where opportunities exist to strengthen coordination.

Up for discussion.....

2. TYPE OF PRESENTATION/PROPOSAL

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

3. BUDGET IMPACT

No budget impact

4. IMPACTED DEPARTMENTS AND/OR PROGRAMS

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

Possible consultation across programs

5. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

6. OPERATIONAL IMPACT

N/A

7. STUDENT IMPACT

Opens up communication on resources for students.

8. ANTICIPATED IMPLEMENTATION TIMELINE

9. MOTION TO BE RECOMMENDED