



FORM 1: Presentation Checklist

Please review the following list of items that must be considered by new programs or significant changes to current programs or policy. Not every item listed is required for each presentation to Academic Affairs. This list serves as a review of potential questions addressed by the Academic Affairs Committee.

Facilitators of new or changing programs or policy should work closely with the curriculum coordinator, appropriate department chair(s) and instructional dean, or with appropriate administrative leadership to review the following list, prior to the first reading with Academic Affairs.

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark it as **N/A**. Use the last page for your remarks.

OVERVIEW OF PROGRAM OR POLICY

- Give rationale for new program or changes in current program or policy, including data to support rationale (attach any necessary documents).

BUDGET

- Review key budget items.
 - Revenue projections based on student enrollment projections or other sources of income, including tuition and fees.
 - Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.
 - Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities

INSTRUCTIONAL REQUIREMENTS

- Review requirements.
 - Current availability of faculty, administration and/or staff.
 - Potential impacts to all affected academic and other departments.
 - Minimum qualifications for faculty, administration and/or staff.

OPERATIONAL NEEDS, CURRENT AND FUTURE

- Review possible operational needs.
 - Existing resources including faculty, administration, staff, equipment.
 - Involvement of department with oversight of program or process
 - Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.
- Required administrative support.
- Facility needs, including location, amount of space, construction or remodeling requirements.

STUDENT IMPACT

- Identify student impact
 - Identify and quantify potential student impact.
 - Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.
 - Communication planning.

ANTICIPATED IMPLEMENTATION TIMELINE

- Anticipated Timeline
 - Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.
 - Identify current process adjustments.
 - Change General Procedures Manual as needed.
 - Communication planning.

Academic Affairs Presentation Checklist

Name: Debbie Hagan

Date: 09/23/2015

Department: College Now

Please note: If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as N/A. Use as many pages as necessary.

OVERVIEW OF PROGRAM OR POLICY

College Now is a credit program in which high school students earn COCC credit for courses articulated by qualified, COCC-approved high school teachers at the high school during the regular school day. The courses are articulated with high school classes, and the high schools all run on slightly different calendars. The majority of high schools are on semester schedules with a few on trimester schedules. None of the high schools run on a calendar exactly like COCC's. The goal in College Now is to replicate college processes as closely as possible for the high school students, which is challenging with calendars that do not align well to COCC's.

One area in which we have not been able to replicate COCC processes in the past is around drop dates. Our policy has been to use the W grade for withdrawals for College Now students. The W date has been the Wednesday before the last week of the high school grading period to align with COCC practice. Students have not had the option of dropping without grade responsibility.

I am proposing to add a drop date (without grade responsibility) for College Now that aligns with COCC practice. I've worked with Courtney Whetstine to develop a drop policy that sets drop dates at 70% of the high school grading period for College Now students. The date for dropping with a W would remain the same.

If this is an option, I would like to pilot this new drop date for fall term and return to the committee with results in winter term for formal approval to continue with implementation.

BUDGET

This policy change is budget neutral, because all drop processes are handled by College Now staff.

INSTRUCTIONAL REQUIREMENTS

Current College Now staff enter all student registrations, drops, and grades. All processes are manual so do not require changes in Banner.

COCC faculty who serve as College Now mentors will be notified of the drop dates and may contact their high school teachers about those dates. This would be the potential impact to many academic departments.

OPERATIONAL NEEDS, CURRENT AND FUTURE

Existing College Now staff would implement the drop date process. The Registrar participated in development of the policy and process, and we will continue to consult with her to remain aligned to COCC policy. We also have support of the Interim Chief Academic Officer to implement this change.

STUDENT IMPACT

The potential impact on students should be positive. College Now students who decide they do not want to earn college credit for a course after registration will have a drop option that would not involve grade responsibility. Even though relatively few students drop with a W or earn an F, we anticipate that this additional drop option should lead to fewer W and F grades. Students will be contacted via email, their high school teachers, and the College Now High School Liaison about the new drop date.

ANTICIPATED IMPLEMENTATION TIMELINE

College Now staff to implement the new policy and process are Debbie Hagan, Director of Secondary Programs; Ruth Wolfe, Administrative Assistant; and Julia Huni, College Now High School Liaison.

If the pilot is approved, the new fall drop dates will be added to the individual high school College Now calendars and sent to articulating high school teachers and high school principals right away. Follow up will occur with students via email and contact with the College Now High School Liaison. The Administrative Assistant will process the drops in Banner as they arrive at the office.