



**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.
  - Start-up budget requirements including salary, benefits, materials and supplies, equipment, facilities
  - Post implementation budget including salary, benefits, materials and supplies, equipment, facilities, etc.

**INSTRUCTIONAL REQUIREMENTS**

- |  |  |   |
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| <input type="checkbox"/> Review requirements.                          | <ul style="list-style-type: none"> <li>• Current availability of faculty, administration and/or staff.</li> <li>• Minimum qualifications for faculty, administration and/or staff.</li> </ul>  | <ul style="list-style-type: none"> <li>• Potential impacts to all affected academic and other departments.</li> </ul>   |
| <input checked="" type="checkbox"/> Review possible operational needs. | <ul style="list-style-type: none"> <li>• Existing resources including faculty, administration, staff, equipment.</li> <li>• Involvement of department with oversight of program or process</li> </ul>  | <ul style="list-style-type: none"> <li>• Required administrative support.</li> <li>• Facility needs, including location, amount of space, construction or remodeling requirements.</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• Potential impacts to administrative and student support departments including Enrollment services, Financial Aid, CAP Center, Library, Tutoring and Testing, Information Technology Services and others.</li> </ul> |   |

## STUDENT IMPACT

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Identify student impact | <ul style="list-style-type: none"> <li>• Identify and quantify potential student impact.</li> <li>• Minimize negative student impact through teach-outs, grandfather clauses, substitutions or other options.</li> <li>• Communication planning.</li> </ul> |
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## ANTICIPATED IMPLEMENTATION TIMELINE

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|--|--|
| <input checked="" type="checkbox"/> Anticipated Timeline | <ul style="list-style-type: none"> <li>• Designate affected department(s) and include names and positions of faculty, administration and staff involved in implementation.</li> <li>• Identify current process adjustments.</li> </ul> |
|--|--|

- Change General Procedures Manual as needed.
- Communication planning.

## Academic Affairs Presentation Checklist

Name: Jenni Newby, Interim Chief Academic Officer

Date: Feb. 8, 2016

Department: VPI Office/Instruction

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

#### Background:

In 2012-13, the College moved from our long standing 12 week fall term to an 11 week fall term in order to align with OSU-Cascades' schedule at the time. That move happened in 2013-14, and the loss of instructional time was felt immediately, particularly in Fall 2014 with several snow days and the loss of two Tuesday/Thursday class days because of Veterans' Day and Thanksgiving Day.

As a result of the above, and of OSU-Cascades' more recent decision to have an 11 ½ week fall term (starting either on Wednesday or Thursday depending on Yom Kippur), in Spring 2015 the Interim VPI brought forth a proposal to match OSU's start date by having an 11 ½ week fall term (10 ½ weeks of instruction and one week of finals). This was approved by Academic Affairs and by College Affairs in June 2015 and was set to begin in Fall 2016.

The Interim CAO and the Dean of Student and Enrollment Services created an Academic Calendar Work Group to identify and propose a method to implement the required changes to our infrastructure resulting in the change in the academic calendar. As some are aware, the College rolls the academic schedule of classes, the foundation of which is the academic calendar, one year in advance. In order to do that several updates occur in Banner over the summer to prepare for the roll of the schedule of classes. When the group started meeting in August, it became apparent that inserting a ½ week into the infrastructure created issues. As a result of the issues surrounding the ½ week, the Academic Calendar Work Group requested that the Interim CAO delay the implementation of the 11 and ½ week fall term until Fall 2017 since much of the background work required to make the change would have had to be completed in just a few months, before the Fall 2016 schedule rolled. The request to keep an 11-week term in Fall 2016 was presented to College Affairs in fall 2015, discussed with Academic Affairs, and approved by the President. During fall term 2015, the Work Group continued discussion, and ultimately created a proposal to return to the pre-2013 12-week fall term (11 weeks of instruction and 1 week of finals).

Returning to a 12 week fall term would address many of the concerns that an 11 ½ week fall term would—and more. Right now, the proposal for an 11 ½ week fall term (10 ½ weeks of class time plus a finals week)—now scheduled to begin Fall 2017---does not add enough additional class days to make up for Columbus Day, Veterans' Day, Thanksgiving break and snow days.

The move to an 11 ½ week fall term, which has been delayed until Fall 2017, was made to align with OSU-Cascades. However, because they will be moving that initial start day to either Wednesday or Thursday, depending on when Yom Kippur falls, and COCC's plan is to start on a Wednesday no matter the holiday, we would not be matching OSU-Cascades' schedule all of the time. Additionally, in fall 2015, 6187 students are registered, 640 of

which are OSU-Cascades dually admitted students, comprising only ~10% of our population. An additional but related point is that starting in Fall 2017, OSU-Cascades will no longer be co-located on the COCC Bend campus, so the need to begin on the same day may not be a major consideration.

Benefits of returning to COCC's historic use of an 11-week (plus one week for finals) fall term:

- Faculty and students will have the full 10 weeks of class meeting times that were lost when we shortened fall term in the academic calendar.
- Columbus Day can be used as student learning assessment day without feeling the loss of an instructional day, a past practice that our accrediting body applauded.
- The additional week is particularly helpful for new first year students at COCC (including dual enrolled students), allowing them more time to get their bearings. Fall term is when the majority of first time students begin at COCC.
- The communication piece is more intuitive: starting on a Monday makes more sense to students than starting on a Wednesday.
- This proposal would require changes from a Banner perspective, as well as for Admissions and Records, and the CAP Center, given enough time to make any changes. Starting on a Monday instead of a Wednesday does not require a change in "date logic" in Banner, thus the impact is minimal. Policy changes would not need to be made since the definition of a "week" would not change.

The Work Group has representation from many areas of the College; however, a re-visiting of the fall calendar does still need to be discussed and vetted campus wide, with approval from the key policy committees and employee groups.

- Instructional Administration
- Faculty (Faculty Forum)
- Classified Staff
- Registrar
- CAP Center
- MIS/Banner (ITS)
- Financial Aid
- Student Affairs

## **BUDGET**

The budget impact for moving from an 11 week fall term to a 12 week fall term will have a resource/budget impact for the initial set up, but will be fairly budget neutral after that. The key effect is student success, but there would have to be some adjustments in the following areas.

- The proposed 12 week fall term would also require additional days of residence hall occupancy, possibly creating additional student costs. This would be true of the 11 ½ week fall term schedule as well.
- The proposed 12 week fall term, would require changes to the following, which will affect people's workload, at least initially (this is true of the 11 ½ week schedule as well):

- Communication (brochures, catalog, website, GP Manual, etc.) will need to be updated to reflect the change; however, because a 12 week term would begin on a Monday, rather than a Wednesday, there is no need to change the “logic” in Banner for just fall term.
  - The faculty return schedule will need to reflect the change.
  - The fall activities during the first two weeks before the start of fall term would need to be adjusted.
  - Add/drop deadlines (including short term courses)
  - Refund policy (for tuition)
  - Bookstore refund policy would need adjustment
  - Tuition due dates and refund period
  - Census dates (this is how we capture our enrollment for our FTE for state funding purposes and for our large classes and CWEs)
  - Financial Aid deadlines/policies
  - Academic Warning deadlines
  - Admission application deadlines
  - Bobcat orientation
  - New student advising

## **INSTRUCTIONAL REQUIREMENTS**

- The proposed 12 week fall term would require additional days of residence hall occupancy, possibly creating additional student costs.
- Adding an additional week to the fall term will require an additional week of pay for part-time and adjunct faculty in the fall.
- The benefit to instructional (additional instructional days during many new students’ first term, and during a term with the most holidays/snow days) are immeasurable.

## **OPERATIONAL NEEDS, CURRENT AND FUTURE**

- A change in the faculty return schedule each September as well as adjustments to the range of activities that take place during the two weeks prior to the start of fall term.
- Both proposals would also require additional days of residence hall occupancy, possibly creating additional student costs.
- Both proposals would also require a rescheduling of Bob Cat orientation as well as rethinking how late we offer New Student Advising.

## **STUDENT IMPACT**

- Students would need to attend classes for an additional week, instead of an additional 2-3 days in the currently scheduled 11 ½ week fall term.
- Both proposals would also require additional days of residence hall occupancy, possibly creating additional student costs.
- Both proposals would also require a rescheduling of Bob Cat orientation as well as rethinking how late we offer New Student Advising.

The 12-week term start dates would look like this for students. There is still a 3-week winter break. Columbus Day is always a Monday; Veterans' Day moves around; Thanksgiving "break" is always Thursday and Friday. The 12-week term would make up missed days for Columbus Day and Thanksgiving, and in some years, create only one additional missed class due to Vet's Day:

- Fall 2017: Start 9/25 and end on Dec 15<sup>th</sup>. Winter term starts Jan 8<sup>th</sup>.
- Fall 2018: Start 9/24 and end on Dec 14<sup>th</sup>. Winter term starts on Jan 7<sup>th</sup>.
- Fall 2019: Start 9/23 and end on Dec 13<sup>th</sup>. Winter term starts on Jan 6<sup>th</sup>. (Vet's Day is a Monday)
- Fall 2020: Start on 9/21 and end on Dec 11<sup>th</sup>. Winter term starts Jan 4<sup>th</sup>. (Vet's Day is a Wed)
- Fall 2021: Start on 9/20 and end on Dec 10<sup>th</sup>. Winter term starts Jan 3<sup>rd</sup>. (Vet's Day is a Thursday)

Below is the proposed 3-year calendar with faculty start dates included for a 12 week fall term:

	<b>Approved 2016-17</b>	<b>Proposed 2017-18</b>	<b>Proposed 2018-19</b>	<b>Proposed 2019-20</b>
	<b>11-week fall term</b>	<b>Start of 12-week fall term implementation</b>		
	<b>Summer 2016</b>	<b>Summer 2017</b>	<b>Summer 2018</b>	<b>Summer 2019</b>
First day of class	Mon., June 20	Mon., June 26	Mon. June 25	Mon, June 24
July 4 <sup>th</sup> Holiday	Mon., July 4	Tues., July 4	Wed. July 4	Thurs, July 4
End of Term	Fri. Aug 26	Fri., Sept. 1	Fri., Aug 31	Fri., Aug. 30th
	<b>Fall 2016 (stays at 10 weeks plus finals week)</b>	<b>Fall 2017 (begin 11 weeks plus finals week)</b>	<b>Fall 2018</b>	<b>Fall 2019</b>
Faculty report	Mon., Sept 12	Wed., Sept. 11	Wed., Sept. 12	Wed., Sept. 11
First day of class	Mon., Sept 26 (OSU 9/21)	Mon., Sept 25 (OSU 9/20)	Mon., Sept 24 (OSU 9/20)	Mon., Sept 23 (OSU n/a)
Assessment Day	Mon., Oct. 10 (no classes)	Mon., Oct. 9 (no classes)	Mon., Oct. 8 (no classes)	Mon., Oct 7 (no classes)
Veterans Day Holiday	Fri., Nov. 11	Fri., Nov. 10	Mon., Nov. 12	Wed., Nov 11
Thanksgiving Holidays	Thurs./Fri., Nov. 24, 25	Thurs./Fri., Nov. 23, 24	Thurs./Fri., Nov. 22, 23	Thurs., Fri., Nov. 21, 22
Finals Week	12/5 to 12/9	12/11 to 12/15	12/10 to 12/14	12/9 to 12/13
Winter Break	12/15/16—1/8/17	12/16/17—1/7/18	12/15/18—1/6/19	12/14/19-1/5/20



	(12/15 is given as the start of winter break to account for CBA requirements)			
	<b>Winter 2017</b>	<b>Winter 2018</b>	<b>Winter 2019</b>	<b>Winter 2020</b>
First day of class	Mon., Jan. 9	Mon., Jan 8	Mon., Jan. 7	Mon., Jan 6
Martin Luther King Day	Mon., Jan. 16	Mon., Jan. 15	Mon., Jan 21	Mon., Jan 20
Finals Week	3/20 to 3/24	3/19 to 3/23	3/18 to 3/22	3/16 to 3/20
Spring Break	3/25/17 to 4/2/17 *	3/24/18 to 4/1/18 *	3/23/19 to 3/31/19*	3/23/20 to 3/27/20
	<b>Spring 2017</b>	<b>Spring 2018</b>	<b>Spring 2019</b>	<b>Spring 2020</b>
First day of class	Mon., Apr. 3	Mon., Apr. 2	Mon., Apr. 1	Mon., March 30
Memorial Day Holiday	Mon., May 29	Mon., May 28	Mon., May 27	Mon., May 25
Finals Week	6/12 to 6/16	6/11 to 6/15	6/10 to 6/14	6/8 to 6/12
Commencement	Sat., June 17	Sat., June 16	Sat., June 15	Sat., June 13

\*Please note:

- Spring break matches Bend-LaPine schools.
- Fall term 2016– stays at 11 weeks (10 weeks of instruction, and one week of finals)
- Winter term 2017 – We are starting on January 8, 2017, a week later than we have in past years.
- Fall term 2017—we begin the return to a 12 week term.

## **ANTICIPATED IMPLEMENTATION TIMELINE**

- **Review and approval of proposal by Academic Affairs, College Affairs, Faculty Forum, the CAP Center, the Registrar, etc. WHO ELSE? by early Spring term.**
- **Implementation of changes to Banner and the Web late spring and summer.**
- **New calendar begins Fall 2017**