Oregon Coast Community College
Educational Services Migration Plan

February 8, 2018[1]

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[1] This is a working plan, individual sections will have ongoing updates.

# Table of Contents

# Contracted College Relationship

Oregon Coast Community College (OCCC) and Portland Community College (PCC) have maintained and strengthened interfaces and relationships at the operational, administrative and Board levels via highly coordinated annual meetings aimed at building capacity for OCCC to eventually assume all functions currently delivered by PCC under the Educational Services Contract. After OCCC was granted Applicant Status with NWCCU, we updated the Educational Services Contract IGA (Inter Governmental Agreement) with PCC in 2016 to reflect the college's new status and identify milestones in progress towards Candidacy.

The College has developed an 11-year Planning Matrix that charts the directed evolution of the College from AY 2013-14 (the year we engaged in planning with PCC around the Educational Services Contract) and looking outward toward AY 2023-24.  The Matrix illustrates a scaffolded framework connecting: 1) OCCC's Governance Structure; 2) OCCC's Mission, Core Themes, and Strategic Direction; 3) OCCC's intentional steps to both add capacity and link financial resources to Mission Fulfillment; and 4) OCCC's toolkit for evaluating Mission Fulfillment.  As a planning tool, the matrix helps to align college human and financial resources with the functions the college will assume from PCC as part of the transition to independence under the Educational Service Contract.

OCCC has developed detailed plans for this transition, as outlined in the following Educational Services Migration Plan.

# Eligibility Requirements and Educational Services Migration Plan: Overview

Three of the 24 Eligibility Requirements contain elements which OCCC meets through the Educational Services Agreement with PCC. In all of these areas, OCCC is either already assuming some aspects of the work as allowed by PCC, has processes running in parallel with PCC, or is in the process of planning and capacity building for eventual assumption of the functions. The three impacted ERs are summarized here:

**ER 1 Operational Status:** OCCC has been fully operational and has offered educational programs, degrees and certificates since 1987. The Educational Services Agreement with PCC does not impact the operational status of Oregon Coast Community College. PCC does, however, maintain the academic records of OCCC students and currently awards their credits, certificates and degrees, in order that the students benefit from the accreditation status of PCC.  A detailed plan for transitioning this work to OCCC is outlined in the Enrollment Services / Student Records section below.

**ER 4 Operational Focus and Independence:** OCCC has independence in all College operations except for limited functions identified in the Educational Services Contract with Portland Community College (PCC).  The purpose of this agreement is to ensure that Lincoln County students have the full benefit of regional accreditation. For NWCCU and PCC to extend the benefits of PCC's accreditation standing to OCCC programs, certain functions must remain under the direct control of PCC until OCCC might gain

independent accreditation with NWCCU. The remaining functions assumed by PCC under the Educational Services Contract are:

- Curriculum approval (parallel process at OCCC is in place).

- Local Control of Academic Policies

- Local Control of Faculty Qualifications

- Student Services areas of Financial Aid & Veteran Services, Student Records, Awarding Degrees and Certificates (portions of these processes are now being delivered by OCCC, with PCC approval)

It is anticipated that within the next five years, assumption by the College of the remaining services currently provided by Portland Community College via the Educational Services Contract will require the addition of three to five new staff positions at OCCC, of which one or two might be mid-level managers.

**ER 10 Faculty:** The faculty of OCCC are well qualified and sufficient in number to fully address all aspects of NWCCU's Faculty Eligibility Requirement. Faculty are independently hired and evaluated by OCCC. However, the College relies upon the Educational Services Contract with PCC to meet limited aspects of this requirement, including includes the areas of curriculum approval, faculty qualifications, and academic policies. Dependence is related to explicit oversight requirements for PCC to ensure that OCCC processes and procedures are consistent with the NWCCU accreditation standards as fulfilled by PCC. The period of candidacy, if granted, will see the continued development of parallel processes and faculty capacity to independently assume the remaining responsibilities currently situated contractually with PCC.  Transition plans for faculty-related functions are outlined in the Curriculum Approval / Academic Policies and Faculty Qualifications sections below.

OCCC will develop the systems to assume the functions outlined above by 2022. Our plans to address the limited areas not yet in compliance within the candidate phase are feasible, realistic, and achievable within this time frame. The following Educational Services Migration Plan documents the plans in place to complete the full assumption of these duties by OCCC within the period of candidacy.

# Enrollment Services/Student Records and Financial Aid/Veteran Services

Responsible Manager: Cindy Carlson, Dean of Students
ER 1 Operational Status
ER 4 Operational Focus and Independence

## Enrollment Services/Student Records

2.C.3 Awarding of Credit and Degrees
2.A.14 Transfer of Credit Policy
2.C.8 Acceptance of Transfer Credit
2.C.7 Credit for Prior Learning

In keeping with its mission and core themes, Oregon Coast Community College provides rigorous educational programs that meet the needs of our communities. The awarding of credit and degrees is based on documented student achievement of the learning outcomes. OCCC is authorized to operate and award degrees as a higher education institution by the State of Oregon's Higher Education Coordinating Commission (HECC). While currently the degrees, certificates and courses completed at OCCC are awarded by PCC as required by Educational Services Contract, HECC's authorization of OCCC to award credits and degrees exists independently of this arrangement.

In accordance with the Educational Services Agreement, OCCC adheres to the Transfer Credit Standards and Processes of PCC in accepting transfer credits from other accredited institutions. PCC has final authority on the acceptance of transfer credits for OCCC students. As described in the migration plan below, OCCC staff will be trained to evaluate transfer credit.  As OCCC develops its own policies, decisions will be made regarding policies to accept some types of non-traditional credit.

OCCC students have a number of options to receive credit for prior experiential learning through demonstration of college level learning via examination, portfolio evaluation, or performance evaluations. At this time, OCCC follows the policies of Portland Community College regarding credit for prior experiential learning. As OCCC develops its own academic policies and standards, it will comply with the NWCCU 25% limit on credit for prior learning and the Oregon's Higher Education Coordinating Commission, Oregon Credit for Prior Learning Standards. American Association of Collegiate Registrars and Admissions Officers standards will be followed regarding the transcription of these credits.

## Detailed Transition Plan

Through meetings with the PCC Registrar, the Student Services Management Team has created this separation plan for Enrollment Services/Student Records.  All dates are planned based on independent accreditation for the 2022-2023 academic year. In anticipation of independent accreditation, the college made the strategic decision to restructure its enrollment services position and upgrade it to a mid-level management position and retitle the position Enrollment Services Manager during the 2014-15 academic year. The new hire completed the AACRAO Registrar 101 training and the PCC Registrar agreed to mentor this individual. Additionally, the college is committed to the Enrollment Services Manager participating in OCCARD and OrACRAO. OCCARD is the statewide community college affinity group for registrars which meets quarterly. OrACRAO is the statewide admissions and registration officers group that encompasses two-year, four-year, public, and private schools that meets annually as well as offers professional development activities on a regular basis. Membership in both OCCARD and OrACRAO allows participation in listservs and access to a variety of professional resources that benefit OCCC.

The plan below details the schedule for specific activities/events that will require more coordination between OCCC and PCC. The college will also be taking additional deliberate actions to ensure this functional area is fully prepared for independent accreditation. For example, catalog software is being reviewed for purchase, a professional library is being developed, and mentoring by the PCC registrar will continue.

| Separation Task | Planned Date | Actual Date |
|---|---|---|
|  |  |  |
| Train OCCC advisors on unofficial transfer credit evaluation for override purposes | Winter 2018 |  |
| Build staff capacity for fully functional OCCC registrar's office (degree/transfer evaluator) | Spring 2019 |  |
| Train OCCC registrar staff in transfer credit evaluation (still officially done by PCC) [One year of training] | Winter 2020 |  |
| OCCC registrar's office begins to develop policies and procedures for student records/enrollment | Summer 2020 |  |
| OCCC registrar staff create their own graduation systems/purchase degree audit software if needed | Winter 2021 |  |
| OCCC registrar staff begin to send graduation documents over to PCC for processing/final approval | Spring 2021 |  |
| Develop processes for academic record auditing/reconciliation between PCC and OCCC and start spot checking records | Summer 2021 |  |
| OCCC to develop plan to articulate PCC courses from PCC to OCCC [actual transfer in SIS takes place after separation] | Fall 2021 |  |
| Contracting College Communication Plan: Must include outreach details about declaring contracting college or PCC and the steps to declare PCC (i.e., submitting admission application) | Fall 2021 |  |

| Separation Task | Planned Date | Actual Date |
|---|---|---|
| OCCC to develop processes for EDI [optional] | Winter 2022 | |
| OCCC registrar staff trained in NSC reporting | Winter 2022 | |
| Students to declare a college (PCC or OCCC).  Students who will stay with contracting college will not need to take action.  Students wishing to become a PCC student must submit PCC Admission Application by this date. | March 2022 | |
| End OCCC admissions processing in Banner | April 2022 | |
| Once above "declaration deadline" has passed, students who are still coded with contracting college campus code will receive a registration hold to prevent future PCC registration. | April 2022 | |
| End OCCC scheduling data in Banner (CRNs, Instructors, etc.) | June 2022 | |
| End OCCC registrations in Banner | June 2022 | |
| Resolve all discrepancies between Banner and contracting SIS | Summer 2022 | |
| Identify any duplicate records for contracting students and send to PCC | Summer 2022 | |
| Contracting college starts NSC reporting | July 2022 | |
| Update PCC catalog, where applicable | August 2022 | |
| Manage academic history in contracting SIS (e.g., archive and delete; treat as transfer credit) | September 2022 | |
| Shut Off Banner Access | September 2022 | |

Last Connection Term:  Spring 2022 (202202)
   Note:  the last connection term is the final term in which contracting credits appear on PCC transcripts and the final term in which PCC posts degrees or certificates for contracting college students.  This term will be during, or will follow, the date in which the contracting college is notified of accreditation status, and not the date for which accreditation begins, if retroactive.

First Separation Term:  Summer 2022 (202203)
   Note:  the first separation term is the first term in which contracting credits appear on contracting college transcripts and the first term in which contracting college posts degrees or certificates.  This term will follow the date in which the contracting college is notified of accreditation status, and not the date for which accreditation begins, if retroactive.

# Financial Aid

2.D.8 Financial Aid Program
2.D.9 Financial Aid Repayment

OCCC, per its Educational Services Agreement, follows PCC's financial aid policies and procedures. The two colleges work closely regarding federal financial aid issues and communicate regularly by email, phone, videoconference, or face-to-face meetings. OCCC staff also attend regular training events and meet via teleconference with PCC staff to ensure compliance with policies and procedures, effective communication between Colleges, and consistent messaging to students. For the purposes of federal financial aid, OCCC students are considered Portland Community College students and thus are integrated into PCC's loan default rate. OCCC adheres to all PCC's financial aid policies and procedures including repayment obligations.

A detailed Separation Plan for financial aid and veteran benefits, developed by the Student Services Management Team in conjunction with the PCC Financial Aid Director, is included below.

## Detailed Transition Plan

All dates are planned based on independent accreditation for the 2022-2023 academic year.  In anticipation of independent accreditation, the college hired a Financial Aid Specialist in 2010.  This position initially provided customer service regarding financial aid to OCCC students and worked closely with the contracting college to ensure timely and accurate information about financial aid processes, policies, and procedures is available at OCCC locations to OCCC students.  The position has evolved into a strong technical resource for OCCC staff and faculty regarding financial aid regulations.

The plan below details the schedule for specific activities/events that will require more coordination between OCCC and PCC. The new ERP selection and its level of automation is a critical component influencing what staffing structure will be developed.

| Separation Task | Planned Date | Actual Date |
|---|---|---|
|  |  |  |
| OCCC's Enrollment Services Manager Attends State CC-FA Directors Quarterly Meetings | Winter 2018 |  |
| OCCC consulting with small schools regarding organizational structure and policy development. | AY 2019-2020 |  |
| New ERP selection | Summer 2018 |  |
| Determine Organization Structure | Spring 2020 |  |
| Build staff capacity for fully functional OCCC Financial Aid Office (budgeting and hiring for any new positions) | Spring 2020 |  |

| Separation Task | Planned Date | Actual Date |
|---|---|---|
| OCCC Team attends Department of Education Training | Sum2020-Win2021 | |
| OCCC Financial Aid office begins to develop policies and procedures for financial aid | Winter 2021 | |
| Contact DOE re FISAP | Winter 2021 | |
| OCCC Begins training on new ERP financial aid module processing | Winter 2021 | |
| Communication Plan:  OCCC Students enter both PCC/OCCC school codes | Winter 2021 | |
| Access to NSLDS | Winter 2021 | |
| Ensure financial aid policies are in place in new ERP | Spring 2021 | |
| EdConnect access | Spring 2021 | |
| Download ISIRs | Spring 2021 | |
| Start shadow awarding | Spring 2021 | |
| OCCC begins R2T4 calculations— | Summer 2021 | |
| CPS, COD Access | Summer 2021 | |
| Identify federal financial aid programs OCCC will participate in and research nursing loans | Summer 2021 | |
| Communication plan about OCCC OPEID number needed for FAFSA | Summer 2021 | |
| Complete first FISAP | Sep 2021 | |
| Begin to work with OSAC to set up systems | Fall 2021 | |
| Determine if Summer term is a header or trailer | Fall 2021 | |
| Contact OR Veterans Department regarding Veterans benefits | Winter 2022 | |
| Begin developing and implementing processes to award veterans benefits | Winter 2022 | |
| Complete application with DOE to award financial aid independently | Winter 2022 | |
| Develop work study payroll processes | Winter 2022 | |
| Begin independent packaging and awarding of federal financial aid for AY 2022-2023 | Winter 2022 | |
| EAPP submission | Winter 2022 | |
| Begin planning for Business Services procedures for directly receiving financial aid beginning | Spring 2022 | |
| Shut Off Banner Access | | |

Last Connection Term:  Spring 2022 (202202)
    Note:  The last connection term is the final term in which PCC will process and disburse aid for OCCC students.

First Separation Term:  Summer 2022 (202203)

# Academic Policies, Faculty Qualifications, and Curriculum Approval

Responsible Manager: Dan Lara, Chief Academic Officer, Dean of Academics and Workforce

ER 4 Operational Focus and Independence
ER 10 Faculty
2.A.1 System of Governance (Faculty)

The College has been under an Educational Services Agreement since its founding and deference to the contracting college's faculty governance structures – and, by extension, to their faculty – has always been required. Consequently, OCCC faculty have had limited independence, and less opportunity to develop robust structures for faculty engagement on matters in which they have a direct and reasonable interest, such as curriculum oversight, textbook selection, and developing academic policies. Decades-long external dependencies for these faculty matters, and the on-going evolution of OCCC structures, have both contributed to an environment in which participatory structures and processes are not as widely or commonly understood as is needed, particularly for faculty. Historically College Council (CoCo) recommendations have centered primarily on CoCo practices and procedures, the college environment, and curriculum recommendations. College Council members have agreed to extended discussion beginning at the February 2018 meeting to advance a shared understanding of our current and desired state for participatory engagement.

Since 2014, the College has established three new entities to provide additional structures and process for the consideration of faculty views about matters for which they hold an interest or responsibility: Instructional Leadership Team (ILT), the Assessment Task Force (ATF), and the Accreditation Steering Committee (ASC).

## Academic Policies

ER10: Faculty: Educational Objectives, Academic Policies, and Integrity and Continuity of Academic Programs
2.A.1 System of Governance (Faculty)
**2.C.7** Credit for Prior Learning
**2.C.8** Acceptance of Transfer Credit

OCCC adheres to the Academic Policies of PCC as a requirement of the Educational Services Agreement. Discussions and capacity building are occurring regarding the eventual assumption of this function by OCCC faculty and administration. This work is occurring in the Instructional Leadership Team, and College Council. Faculty have come to understand their eventual role and responsibility and are engaged in reviewing the PCC Academic Polices to understand what areas will need to be addressed, and to consider what structures will need to be in place at OCCC to support ownership of academic policies.

Ultimately, a committee comprised of faculty (full-time and adjunct) and possibly students will make recommendations to the Chief Academic Officer regarding academic policies, standards, and procedures.  The CAO will move the recommendations forward to the Executive Team and President as appropriate. Because this committee has not been formed as of the time of this writing, some details remain to be determined. It is the recommendation of the Chief Academic Officer that this committee include personnel from student services. Instructional Leadership Team will continue to work on forming these committees during the 2018-19 academic year.

The scope of work will include:

- Grade or grading policy;

- Policy on grade categories of incomplete, pass/no-pass, or audit;

- Admission Standards (such as minimum age requirement, test score minimums, residency, current or prior high school status);

- Dual Credit with high schools;

- Policy on articulation agreement(s) with other post secondary institutions;

- Standards, prerequisites, or minimum qualifications for admission to credit classes;

- Degree and Certificate standards; and,

- Faculty qualifications to teach credit courses.

## Faculty Qualifications

ER10: Faculty: Faculty Employment, Qualification, Evaluation
2.B.4 Faculty

The Educational Services Agreement with PCC recognizes that OCCC is fully responsible for hiring, employing, supervising, evaluating, and compensating OCCC faculty. OCCC ensures that faculty are appropriately qualified by using the instructor qualifications established by OCCC faculty and administration for curriculum unique to OCCC, and by the PCC Subject Area Committees for all shared curriculum areas.  Through Instructional Leadership Team and College Council, OCCC faculty have begun considering processes for establishing Instructor Qualifications for the shared curriculum disciplines once we are no longer contracting for educational services from PCC.

## Curriculum Approval

ER10 Faculty: Educational Objectives, Academic Policies, and Integrity and Continuity of Academic Programs
**2**.B.4 Faculty
**2.C.1** Content and Rigor

## Current Curriculum Approval Process

Through AY 16-17, faculty or administrators (mostly those with teaching responsibility) brought curriculum proposals directly to College Council (previously called CCI), where they are voted upon requiring a faculty majority vote to pass. This vote results in a recommendation to administration. Final approval of new Degrees and Certificates is reviewed by the President, and then typically recommended to the Board of Education which has final program approval for OCCC.  The President has final approval for courses or changes to existing Degrees and Certificates.

Approval at OCCC (Board or President) does not mean that the curriculum is approved or can be offered at OCCC.  Either in parallel to, or subsequent to, the OCCC process, the curriculum must follow the PCC approval process. In the eyes of NWCCU, it is PCC's process that assures the curriculum meets NWCCU standards.  Additionally, OCCC must obtain state approval from HECC/CCWD for degrees and certificates before they can be offered. HECC/CCWD approval requires technical compliance in design and also the demonstration of local labor market need for CTE programs.

At OCCC, we identify two different types of curriculum: shared and stand-alone.  Shared curriculum is the curriculum already offered by PCC which we wish to offer at OCCC.  This includes all our transfer, basic skills and developmental education, and CTE on a case-by-case basis determined by local needs.  For example, our Business curriculum (as of now) is shared, and our AQS curriculum is stand alone.  (Our Nursing is also stand alone, even though PCC also has a nursing program.)

In the case of shared curriculum, the PCC approval process only concerns allowing OCCC to offer the curriculum. For shared curriculum, PCC doesn't re-review the curriculum (it is by definition already approved by PCC). In the case of our stand-alone curriculum, the full PCC curriculum approval process must be followed (https://www.pcc.edu/resources/academic/eac/curriculum/DegreesandCertificatesNew.html.)

When we entered the Educational Services contract with PCC in 2014, all our curriculum existing at that time went through the applicable PCC approval processes.  Our curriculum interactions with PCC since that time have occurred when we wish to make additions or changes to what we offer at OCCC.  There are also times when PCC makes a change to existing shared curriculum, in which case then we bring the PCC change through our OCCC process described above.

Our current approach at OCCC has been that after CoCo recommends curriculum approval, administration has functioned as the intermediary with the PCC curriculum approval process. On occasion, PCC may request that an OCCC faculty member be directly

engaged in presenting (remotely) and administration works with OCCC faculty to make that happen.

## Evolution, Capacity and Next Steps

As we enter the candidacy phase, the capacity for a curriculum review process that is not dependent upon PCC for NWCCU compliance will be essential. While we must continue to follow the PCC process until independence, we must also develop the processes and structures to allow for our eventual assumption of full responsibility. Current planning targets independence in 2022, which will rely upon all curriculum systems being fully operational and ready to be assessed by NWCCU in 2021.

An immediate area to build capacity is to identify a body and process that will allow for a more robust curriculum review process than currently occurs with curriculum going directly to CoCo. Larger colleges typically have a dedicated Curriculum Committee, and occasionally separate committees for the curricular sub-categories of Courses and Degrees & Certificates. For OCCC the already existing Instructional Leadership Team (ILT) has been proposed (by Administration and CoCo) to serve in this role, as a next step in further evolution. Given that the current ILT charter establishes a role for ILT in curriculum design (one of the 5 CoCo communities of interest), and has broadly based expertise and representation including faculty, it seems a reasonable place to at least for now situate the function of curriculum review and recommendation (to CoCo).

ILT Charter: ILT will serve two fundamental functions: 1) fully engage faculty, and instructional support staff in working collaboratively across institutional functions and units to foster fulfillment of OCCC's mission and accomplishment of its core theme objectives, and 2) serve as a conduit for instructional issues relating to the five Communities of Interest considered by College Council. ILT is a recommending body. Recommendations from ILT will be passed to College Council for review and consideration. (03/08/17 Instructional Leadership Team Structure and Function)

Proposed Additional Charge to ILT to address Curriculum

1) Be the receiving body for proposed curriculum, complete review, and forward recommendation to CoCo agenda for a vote (this process started in Winter 2018)

2) Develop and implement on a test basis OCCC specific curriculum processes to assume the responsibilities currently fulfilled by the PCC Curriculum Committee and Degree & Certificate Committee. (Note, with PCC curriculum approval process still in effect, there is tolerance for this time to be learning and "seeing what works")

3) In conjunction with CoCo, to fulfill NWCCU 2.C.5 which states: Faculty, through well-defined structures and processes with clearly defined authority and responsibilities, exercise a major role in the design, approval, implementation, and revision of the curriculum.

4) By the end of AY 18-19, present to CoCo final recommendations for an independent and fully compliant OCCC curriculum approval structures and processes

## Key Roles and Responsibilities for Program Approval and Curriculum Review

**OCCC Board of Education** has primary authority for establishing policies governing the operation of the college and for adopting the college's annual budget. The board's charge is to oversee the development of programs and services that board members believe will best serve the needs of the people of the Oregon Coast Community College district ("Prescribe the educational program" BP 203, Board Powers and Duties).

**OCCC Administration** has broad responsibility for mission fulfillment, compliance, and effective use of resources.  Programs and curriculum have vital intersections with all these areas of responsibility. The Board delegates to the President the responsibility for "the development of programs and services that board members believe will best serve the needs of the people of the Oregon Coast Community College district." The Board retains the authority for program approval.

**OCCC Faculty**, "Faculty through well-defined structures and processes with clearly defined authority and responsibilities, exercise a major role in the design, approval, implementation, and revision of the curriculum." (NWCCU 2.C.5).  The proposed framework places faculty in curriculum related structures and processes in ILT and CoCo, and further clarifies the authority and responsibility for both bodies in regard to curriculum.

**State of Oregon:** The Office of Community Colleges and Workforce Development (CCWD) is granted the legal authority for statewide coordination of the approval of community college courses and curricula through Chapter 589, Division 6 of the Oregon Administrative Rules (OARs) adopted by the Higher Education Coordinating Commission (HECC) under the authority of Chapter 341 of the Oregon Revised Statutes.
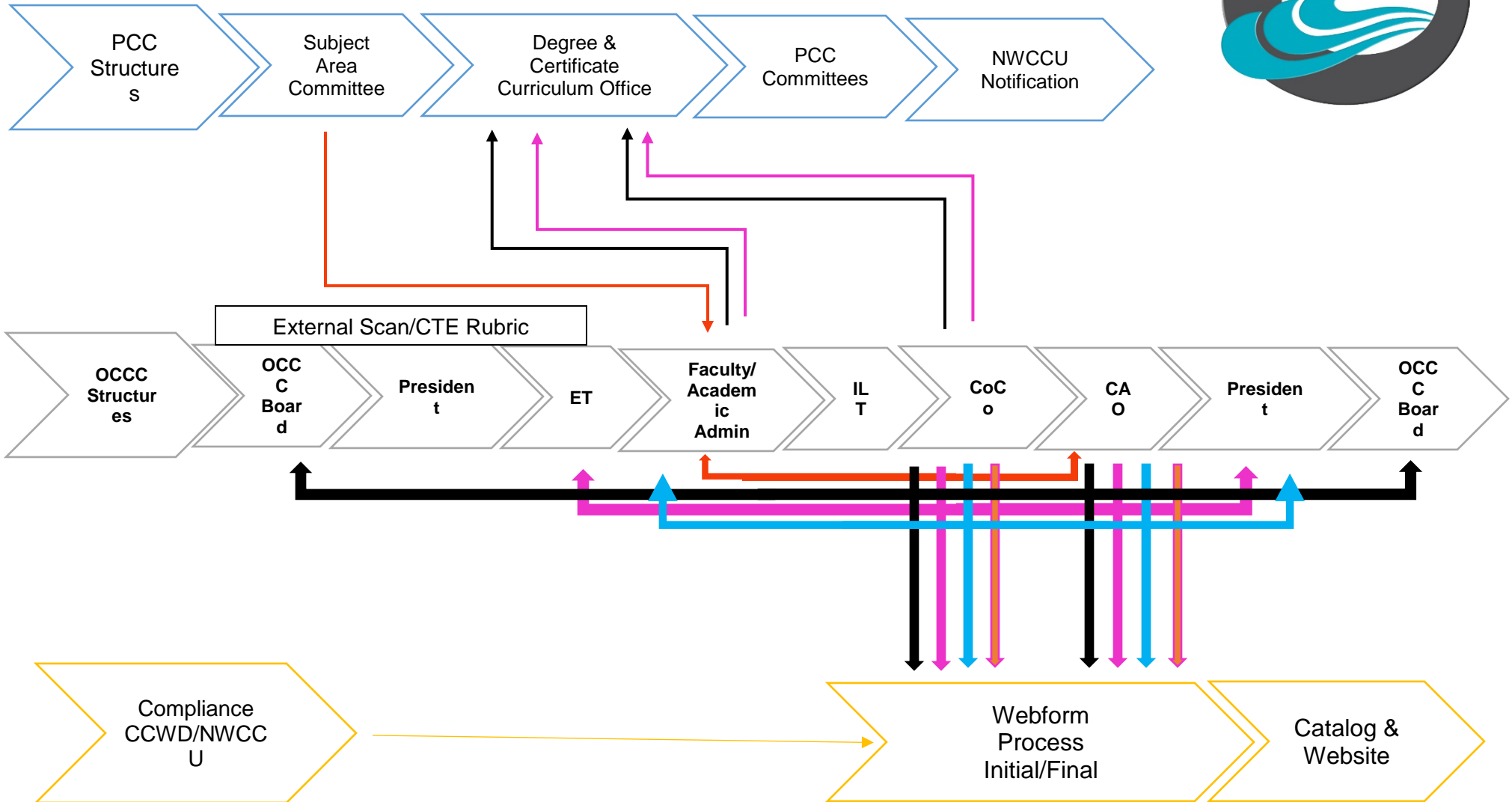
The Higher Education Coordinating Commission (HECC) authorizes local community college district boards of education to offer courses and to issue associate degrees and certificates of completion attesting to a student's satisfactory completion of the college's program(s) of study.

**NWCCU:** The Northwest Commission on Colleges and Universities monitors proposed changes whenever an accredited or candidate institution plans a substantive change in its mission and core themes, scope, ownership or control, area served, or other significant matters *(including educational offerings)*. While the decision to make changes is an institutional prerogative and responsibility, the Commission monitors the effect of a change on the validity of the institution's accreditation status with the Commission. http://www.nwccu.org/wp-content/uploads/2017/05/Substantive-Change-Policy-2017.pdf

# *DRAFT* CURRICULUM PROCESS MAPPING

PCC Structures → Subject Area Committee → Degree & Certificate Curriculum Office → PCC Committees → NWCCU Notification

External Scan/CTE Rubric

OCCC Structures → OCCC Board → President → ET → Faculty/Academic Admin → ILT → CoCo → CAO → President → OCCC Board

Compliance CCWD/NWCCU → Webform Process Initial/Final → Catalog & Website

**OCCC New Program**

**OCCC Change to Our Program (Degree/Certificate Course)**

**OCCC Adoption of a PCC Course**

**PCC Change to Shared Curriculum**

CAO – Chief Academic Officer
CoCo – College Council
ET – Executive Team
ILT – Instructional Leadership Team

Office of Instruction / February 2018

DRAFT -- Detailed Transition Plan for Instruction

| Separation Task | Planned Date | Actual Date |
|---|---|---|
|  |  |  |
| Professional Development Committee formed – recommendations on the allocation of faculty professional development resources. | Spring 2018 |  |
| Organize Spring Faculty In-Service around the theme of outcomes and assessment.  Continue faculty conversation regarding Comprehensive Institutional Learning Outcomes (CILOs). |  |  |
| Establish Core Theme Planning and Assessment Teams for each Core Theme |  |  |
| Finalize CILOs and develop General Education Philosophy Statement | Fall 2018 |  |
| Programs and Disciplines begin mapping courses to Program/Discipline Learning Outcomes |  |  |
| Begin development of policy, procedures, and timeline for program reviews (Instructional and Non-Instructional) |  |  |
| Create intentional connections between Curriculum and Assessment and the Equity and Inclusion Committee such that the Equity Lens is applied to both processes |  |  |
| ILT to create curriculum check list used when new courses are being developed or revised |  |  |
| Present OCCC CILOs and General Education Philosophy Statement to Associated Student Government and place announcement in Catch the Wave | Winter 2019 |  |
| Begin development of instructional assessment policies and procedures for CILOs, PLOs, and CILOs |  |  |
| Present OCCC CILOs and General Education Philosophy Statement at Spring In-Service | Spring 2019 |  |
| Finalize instructional outcomes and assessment policies and procedures at Spring In-Service. |  |  |
| Take OCCC CILOs and General Education Philosophy Statement to ET and Board of Education for approval |  |  |
| Program/Discipline Learning Outcomes Mapping completed |  |  |
| Math Department works with PCC Math SAC on textbook review and selection |  |  |
| Final recommendation to College Council regarding curriculum process at OCCC |  |  |
| Academic Standards Committee (in whatever form that takes) formed | Summer 2019 |  |
| Curriculum Committee (in whatever form that takes) formed |  |  |
| Begin mapping CILOs to PCC/OCCC courses | Fall 2019 |  |
| Academic Standards Committee begins to address Policy Gaps |  |  |
| Academic Standards Committee begins work on developing faculty hiring qualifications |  |  |
| Establish Curriculum Office functions and attend WebForms training |  |  |

16

| Separation Task | Planned Date | Actual Date |
|---|---|---|
| Organize and train Curriculum Office Support Staff. | | |
| Curriculum office begins development of Curriculum Procedures and Policy Handbook. Will continue throughout AY 2019-20 | | |
| Develop uniform template and wording for outcomes statements | | |
| Curriculum Committee finalizes OCCC forms and timelines | | |
| Begin to incorporate OCCC CILOs and AAOT outcomes into Course Outcome Guides | | |
| Begin instructional outcomes assessment at the course, program, and degree levels including evidence of results being used to guide improvements. Will continue throughout AY 2019-20 | | |
| Begin Yearly Cycle of Program Review for all Instructional Programs/Disciplines | | |
| Begin 3-Year Cycle of Non-Instructional Program Review beginning with Academic Services & Finance and Operations | | |
| Begin Assessment of CILO 1 | Fall 2020 | |
| Begin General Education Program Review | | |
| Non-Instructional Program Review: Operations, IT, Facilities, & Student Services | | |
| Finalize faculty hiring qualifications policy and procedures including for state-wide agreement for dual credit classes. Review by PCC. | Spring 2021 | |
| Organize with CCWD and PCC how to transition final curriculum decision making from PCC to OCCC | | |
| Begin Assessment of CILO 2 | Fall 2021 | |
| Begin work on OCCC program/degree/certificate outcomes | | |
| Reassess Program Review policy, procedures, and timeline. Make adjustments if needed. | | |
| Schedule meetings with OCCC faculty and university colleagues to review any course changes for articulation and AAOT degree purposes | Winter 2022 | |
| Schedule meetings with university partners to approve and sign OCCC degree partnerships | | |
| Begin Assessment of CILO 3 | Fall 2022 | |