

Appendix A:

Changes to GPM (replace Forum with Senate)

Added Faculty Senate

G-6-1.3 Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual

Institutional policies and procedures of the College shall be reviewed by the Shared Governance Work Group (a subgroup of the College Affairs Committee) on an annual basis, or more often as needed to ensure that policies and procedures are being followed and/or are up to date.

Members of the College Board, College employees, or students may submit proposals, to the appropriate policy committee for a substantive change to the General Policies and Procedures Manual. Internal department procedures not delineated in the General Policies and Procedures Manual do not need to go through this process.

Proposals for new or revised Institutional Policies and Procedures shall first be considered by the individual and group(s) that has(have) immediate oversight of the policy or procedure. For example:

- Academic Policies and Procedures: Admissions and Records; Academic Affairs; Chairmoot; Faculty Forum; **Faculty Senate**; Student Affairs
- Business Policy and Procedures: Fiscal Services; Chief Financial Officer
- Faculty Policy and Procedures: Faculty Forum; **Faculty Senate**; Vice President for Instruction; Chairmoot
- Human Resources Policy and Procedures: Human Resources Director
- Student Policy and Procedures: Student Affairs; Dean of Student and Enrollment Services
- Campus Safety Policy and Procedure: Safety Committee; Campus Public Safety; Vice President for Administration
- Committee Charges and Membership: Committee members and its immediate constituents; College Affairs.

A policy committee shall hold two readings, open to the college community, on the proposed new or revised policy or procedure. Following an approved first reading, the revised or new policy or procedure will be shared on campus for a comprehensive constituency review and scheduled for a second reading: the individual or group making the proposal shall make their proposal via current communication method, at a minimum, and through any other means deemed suitable. The policy committee will then hold a second reading, which may result in a recommendation for approval or tabling by the committee, or rescinding of the proposed change by the original proposer.

If the group reviewing the change in policy or procedure is a policy committee, that committee makes a recommendation to the College President for consideration of approval. Advisory committees and other groups submit recommendations to the committee they are advising or to the appropriate administrative unit within which the group resides. All other committees,

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including Administrative committees, shall submit their recommendation for a change in policy and procedures as described in their committee charge.

Once a change in policy or procedure has been vetted and recommended for approval as noted above by Academic Affairs or Student Affairs, changes to any section of the GP Manual will be sent electronically to the College Affairs Chair and Committee Specialist as an information item using the “Policy Committee Proposal Cover Sheet”.

Following presidential approval of a change, the change (update, deletion, addition or revision) to the GP Manual shall be made on the website version of the GP Manual under “updates” and updated in the pdf version of the GP Manual during the summer by the Committee Specialist for College Affairs, or a designated substitute.

Any approved substantive change to the GP Manual shall be announced by the College Affairs Chair to the College using current communication method, in addition to announcing to the current presidents of the Faculty Forum, ABS Union, and CACOCC-Classified Association within two weeks of the College President approving the change, in order for them to notify their respective members. The College Affairs Chair shall post a summary of all changes to the GP Manual on current communication method each quarter, changes that are also highlighted on the General Policies and Procedures website.

All recommendations to the President by a College committee shall be submitted using the following format: [Recommendation Form](#) (PDF).

Committees with no changes to the GPM

G-6-8.11 Insurance Committee

CHARGE: The purpose of the Insurance Committee is to review and recommend group health insurance plans and other employee benefits (both College-provided and voluntary) to the College administration.

The Insurance Committee may meet with vendors, consultants and Oregon Educators Benefits Board

(OEBB) representatives to determine the best mix of benefits for College employees.

All appointed members of the Committee are voting members and recommendations of the Committee are recommendations to the President.

Membership, Voting Status and Terms

Administrator, part-time benefitted (1)	Appointed by the President	Voting	Three years
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Submitted to Faculty Senate by FFEC as informational items

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Administrator, full-time (1)	Appointed by the President	Voting	Three years
Faculty, tenure or tenure-track (1)	Elected by Faculty Forum	Voting	Three years
Faculty, adjunct (1)	Elected by Faculty Forum	Voting	Three years
Classified Staff, part-time benefitted (1)	Selected by CACOCC President or designee	Voting	Three years
Classified Staff, full-time (1)	Selected by CACOCC President or designee	Voting	Three years
Payroll, administrative staff	Appointed by the Director of Fiscal Services	Non- Voting	Standing
Human Resources staff (1)	Appointed by the Director of Human	Non-	Standing
	Resources	Voting	

Additional members of the Human Resources and Payroll staff provide committee support.

G-6-9.7 Review and Support Committee: Course Review (RSC)

CHARGE:

1. Goal of Review Process: Identify and implement remedies for sets of courses determined to be at risk when identified benchmarks are reviewed. Assist all programs in understanding and analyzing the data for the program.
2. Key indicators and benchmarks: Identified by the Review and Support Committee (RSC). Schedule for re-examination of data, indicators, and benchmarks normally every 3 years.
3. Data tracking of above indicators: By October 15 of each academic year, "Strategic Indicators for Instructions" are published to the campus community with data sets for the prior academic year.

Membership, Voting Status and Terms

Tenured Transfer Faculty (1)	Elected by the Faculty Forum	Voting	Three years
Tenured Career/Technical Education Faculty (1)	Elected by the Faculty Forum	Voting	Three years
Tenured Transfer Faculty (1)	Elected by the ChairMoot	Voting	Three years

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Tenured Career/Technical Education Faculty (1)	Elected by the ChairMoot	Voting	Three years
Faculty Substitute (1)	Elected by the Faculty Forum		
Faculty Substitute (1)	Elected by the ChairMoot		
Vice President for Instruction	Automatic	Voting	Standing

Committee members must request themselves recuse from RSC review of programs or sets of courses in their departments.

Additional Changes:

G-6-11 Employee and Student Groups

Employee and Student Groups are the bargaining and governance organizations at COCC.

G-6-11.1 Faculty Forum

The Faculty Forum has been designated the official bargaining agent for ~~the members of the faculty~~ **all full-time and adjunct faculty** at Central Oregon Community College.

G-31-10 Bookstore

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1. Instructors who have authored textbooks and wish to require those textbooks for COCC credit courses must first submit this request to the Vice President for Instruction for approval, prior to submitting book order.
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2. ...
3. Whether any share of royalties for sales outside COCC go to the College is governed by Article **18-17** of the Faculty Collective Bargaining agreement.

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G-34-3.1.5 Review for Faculty No Longer Standing For Promotion

Faculty members who have been at the Associate Professor or Professor rank for more than five years, are reviewed following the post-Tenure review process, which includes a peer team every five years, and timely completion of Annual Report of Activities and Professional Improvement Plans. **Senior Cell faculty – defined as any faculty member in the top two cells of Associate Professor or Professor rank – are not required to complete a Professional Improvement Plan (PIP). If a senior cell faculty member wants to continue to access PIP funding, they may choose to continue the four-year regular PIP cycle or they may complete an activity-focused PIP according to the same procedures required for FT temporary and adjunct faculty as described in Article 14.2(b).**

Note: Proposed wording in red comes from p. 9 of the CBA - Article 7.1(d)