



June 1, 2018

Patrick Crane, Director  
Office of Community College and Workforce Development  
255 Capitol Street NE, 3<sup>rd</sup> Floor  
Salem, OR 97310

RE: Program Suspension

Dear Patrick,

Academic Community College is requesting the deletion of our Office Specialist CPCC.  
Please find attached the suspension form.

Sincerely,

*Miranda Johnson*

Miranda Johnson  
VP of Academic and Student Affairs  
Academic Community College

#### NOTES

**YOU CAN PUT MULTIPLE PROGRAM SUSPENSIONS ON ONE LETTER. YOU WILL NEED TO INCLUDE THE COMPLETED SUSPENSION FORM FOR EACH PROGRAM. EXAMPLE: 4 REQUESTS FOR SUSPENSION ON THIS LETTER = 4 SEPARATE SUSPENSION FORMS THAT WILL NEED TO BE SUBMITTED WITH THIS LETTER.**



# Community College Suspension Form

## Office of Community College and Workforce Development (CCWD) Policy

All inactivated AAS degrees, AAS option degrees, or certificate of completion programs must be reported to CCWD immediately. It is required that the college send a signed letter of notification, approved by the chief academic officer or college president, that includes the name of the program(s) to suspend attached with this form (one program per form.)

## Oregon Administrative Rules

[OAR 589-006-0350 \(4\)](#)

Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Office of its intent to suspend a program. The Office will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the Certificate of Completion and Associate Degree Approval Procedure identified by the department.

**Name of College**

**Date of Letter**

**Full Base Program Name and Award**

(AAS, AASO, CC1)

**Full Program Name and Award**

**Full CIP Code**

(8 Characters)

**Suspension Date**



# Community College Suspension Form

## Reason for Suspension

Community Colleges may suspend an AAS degree, AASO degree, and a certificate of completion program due to a variety of factors that include, but are not limited to: low student enrollment, lack of financial resources, inability to recruit qualified instructors, and changes in employment opportunities or workforce needs. Below site the college's reasons for suspension, including all documented background information (e.g. labor outlook, board approvals, decline of student enrollment.) If more space is needed, please attach the additional information to this document.

## Student Enrollment

Data that shows the declining enrollment. If the program is not suspended due to student enrollment, then please write "No Impact".

## Financial Resources

Explain the financial resource decisions that lead to the suspension of this program. If the program is not suspended due to financial limitations, then please write "No Impact".

## Inability to Recruit Qualified Instructors

List the steps that the college took to find qualified instructors. If the program is not suspended due to an inability to recruit qualified instructors, then please write "No Impact".



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## Industry Need

How did the industry/employment changes in your area lead to the suspension of this program. If the program is not suspended due to a change in industry/employment needs, then please write "No Impact".

## Other Reasons

Please list all other impacts that lead to the suspension of this program. If the program is not suspended due to other reasons, then please write "No Impact".

## Teaching Out Obligations

"Teaching out" the program includes, but may not be limited to: plans for students currently enrolled in the program to complete in a timely manner, reimbursement plans, date of deletion from the college catalog, informing and transition of faculty, and notifying employers, workforce development organizations and other community stakeholders.

## Students Currently Enrolled in the Program

List all the steps the college is taking to assist the students who are currently enrolled in the program.



# Community College Suspension Form

## Reimbursement Plans

Teaching out a program is always preferred. If the college is not able to teach out the program, what is the plan to reimburse students who will be affected by this suspension?

What date will this program be deleted from the college catalog (website and written)

## Informing and transition of faculty

What is the college's plan to inform and transition faculty?

## Stakeholder Notification

What is the college's plan on notifying stakeholders (employers, workforce development organizations, high schools if the suspended program was a part of a Perkins Program of Study, and other community partners)?

Submit letter, form and any attachments to: [Kasena.Dailey@HECC.Oregon.Gov](mailto:Kasena.Dailey@HECC.Oregon.Gov)