

**BOARD OF EDUCATION
UMPQUA COMMUNITY COLLEGE
DOUGLAS COUNTY, OREGON**

Information Item

Action Item

Subject: First Reading of Policies and Procedure

Date: March 9, 2022

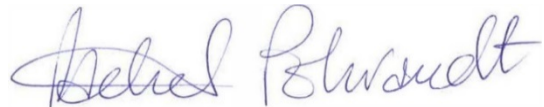
The following policies and procedure are coming to the Board for a first reading:

<u>#</u>	<u>TITLE</u>	<u>Addendum Page #</u>
2100 AP	Zones for Board Director Positions – deletion	1
3825 BP	Public Art – deletion	2
3950 BP	Communications and Marketing- deletion	3
4040 BP	Library- deletion	4
4250 BP	Probation and Suspension	5-7
4300 BP	Field Trips and Excursions- deletion	8
5010 BP	Admissions and Concurrent Enrollment- deletion	9
5070 BP	Attendance- deletion	10
5200 BP	Student Health Services- deletion	11

See 1st Reading Policies addendum packet

Recommendation by:

Approved for Consideration:





POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: Zones for Board Director Positions	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #:	
AP #: 2100	
Date: March 9, 2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE																																																																																																				
<p>The Umpqua Community College District is comprised of seven zones.</p> <p>ZONE 1, NORTH COUNTY</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>North County</td> <td>4</td> <td>Elkton City</td> <td>10</td> </tr> <tr> <td>Drain City</td> <td>11</td> <td>Yoncalla City</td> <td>14</td> </tr> <tr> <td>Oakland City</td> <td>15</td> <td>Sutherlin City</td> <td>17</td> </tr> </tbody> </table> <p>ZONE 2, NORTH CENTRAL</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>County East</td> <td>5</td> <td>Unincorporated N. Roseburg, SE of Roseburg</td> <td>6 20</td> </tr> </tbody> </table> <p>ZONE 3, WEST CENTRAL</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>Roseburg City Ward 1,</td> <td>2</td> <td>Unincorporated N. Roseburg,</td> <td>6</td> </tr> <tr> <td>Roseburg City Ward 2,</td> <td>7</td> <td>Roseburg Unincorporated</td> <td>8</td> </tr> <tr> <td>Roseburg City Ward 3,</td> <td>9</td> <td>NW of Roseburg</td> <td>12</td> </tr> <tr> <td>County West</td> <td>13</td> <td></td> <td></td> </tr> </tbody> </table> <p>ZONE 4, CENTRAL</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>Roseburg Unincorporated,</td> <td>8</td> <td>Roseburg City Ward 3</td> <td>9</td> </tr> <tr> <td>County West</td> <td>13</td> <td>Roseburg City Ward 1</td> <td>18</td> </tr> <tr> <td>SE of Roseburg</td> <td>20</td> <td>Roseburg City Ward 4</td> <td>22</td> </tr> </tbody> </table> <p>ZONE 5, SOUTH CENTRAL</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>Roseburg Unincorporated,</td> <td>8</td> <td>County SW</td> <td>16</td> </tr> <tr> <td>Near Myrtle Creek</td> <td>19</td> <td>SE of Roseburg</td> <td>20</td> </tr> <tr> <td>Winston Ward 1</td> <td>23</td> <td>Winston Ward 2</td> <td>24</td> </tr> <tr> <td>Myrtle Creek City</td> <td>26</td> <td></td> <td></td> </tr> </tbody> </table> <p>ZONE 6, SOUTH/SOUTHEAST COUNTY</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> <th style="text-align: left;">Precinct Name</th> <th style="text-align: left;">Precinct</th> </tr> </thead> <tbody> <tr> <td>County East</td> <td>5</td> <td>County SW</td> <td>16</td> </tr> <tr> <td>Near Myrtle Creek</td> <td>19</td> <td>SE of Roseburg</td> <td>20</td> </tr> <tr> <td>County South</td> <td>21</td> <td>Canyonville City</td> <td>25</td> </tr> <tr> <td>Glendale City</td> <td>27</td> <td>Riddle City</td> <td>28</td> </tr> </tbody> </table> <p>ZONE 7, DISTRICT-AT-LARGE</p> <p>REFERENCES: ORS 341.326; ORS 341.327; ORS 255.335 RESPONSIBILITY: The Board Chair is responsible for implementing and updating this procedure.</p>	Precinct Name	Precinct	Precinct Name	Precinct	North County	4	Elkton City	10	Drain City	11	Yoncalla City	14	Oakland City	15	Sutherlin City	17	Precinct Name	Precinct	Precinct Name	Precinct	County East	5	Unincorporated N. Roseburg, SE of Roseburg	6 20	Precinct Name	Precinct	Precinct Name	Precinct	Roseburg City Ward 1,	2	Unincorporated N. Roseburg,	6	Roseburg City Ward 2,	7	Roseburg Unincorporated	8	Roseburg City Ward 3,	9	NW of Roseburg	12	County West	13			Precinct Name	Precinct	Precinct Name	Precinct	Roseburg Unincorporated,	8	Roseburg City Ward 3	9	County West	13	Roseburg City Ward 1	18	SE of Roseburg	20	Roseburg City Ward 4	22	Precinct Name	Precinct	Precinct Name	Precinct	Roseburg Unincorporated,	8	County SW	16	Near Myrtle Creek	19	SE of Roseburg	20	Winston Ward 1	23	Winston Ward 2	24	Myrtle Creek City	26			Precinct Name	Precinct	Precinct Name	Precinct	County East	5	County SW	16	Near Myrtle Creek	19	SE of Roseburg	20	County South	21	Canyonville City	25	Glendale City	27	Riddle City	28	<p>To be deleted.</p>
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
North County	4	Elkton City	10																																																																																																		
Drain City	11	Yoncalla City	14																																																																																																		
Oakland City	15	Sutherlin City	17																																																																																																		
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
County East	5	Unincorporated N. Roseburg, SE of Roseburg	6 20																																																																																																		
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
Roseburg City Ward 1,	2	Unincorporated N. Roseburg,	6																																																																																																		
Roseburg City Ward 2,	7	Roseburg Unincorporated	8																																																																																																		
Roseburg City Ward 3,	9	NW of Roseburg	12																																																																																																		
County West	13																																																																																																				
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
Roseburg Unincorporated,	8	Roseburg City Ward 3	9																																																																																																		
County West	13	Roseburg City Ward 1	18																																																																																																		
SE of Roseburg	20	Roseburg City Ward 4	22																																																																																																		
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
Roseburg Unincorporated,	8	County SW	16																																																																																																		
Near Myrtle Creek	19	SE of Roseburg	20																																																																																																		
Winston Ward 1	23	Winston Ward 2	24																																																																																																		
Myrtle Creek City	26																																																																																																				
Precinct Name	Precinct	Precinct Name	Precinct																																																																																																		
County East	5	County SW	16																																																																																																		
Near Myrtle Creek	19	SE of Roseburg	20																																																																																																		
County South	21	Canyonville City	25																																																																																																		
Glendale City	27	Riddle City	28																																																																																																		



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: PUBLIC ART	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 3825	
AP #:	
Date: 2/8/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>A. Public art is visual art that is placed in an accessible location to be shared by the campus community and campus visitors. Umpqua Community College recognizes that the visual arts support the mission of the College by engaging students and the community in understanding and appreciating culture, aesthetics, and diversity. Campus public art may be:</p> <ol style="list-style-type: none"> 1. Temporary, semi-permanent, or permanent 2. Installed inside or outside 3. Created by students, faculty, staff, or professional artists <p>B. Art media may include drawing, painting, photography, printmaking, sculpture, ceramics, fiber arts, electronic and digital media, and mixed media.</p> <p>C. All pieces of public art installed on campus must be based on the academic mission of the College and must promote appreciation of culture, aesthetics, and diversity. Public art installations are evaluated by a campus Public Art Committee (PAC) based on established criteria and requirements. The committee makes recommendations to the College President regarding:</p> <ol style="list-style-type: none"> 1. Petitions from the college community to install works of art 2. Requests for public art proposals 3. Donations of public art through the UCC Foundation to the College 4. Inclusion of public art works on campus <p>RESPONSIBILITY:</p> <p>The Art Gallery Director is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: COMMUNICATIONS AND MARKETING	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 3950	
AP #:	
Date: 2/08/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The Office of Communications and Marketing is the center of all promotional efforts that involve the College brand. The office coordinates and manages the College’s visual identity, news media interaction, College publications, websites, social media channels, and print & electronic communications.</p> <p>The College supports two official logos (UCC and RiverHawks) that present a consistent and clear identity. Logo guidelines and graphics standards are developed and implemented to maintain and enhance the College’s visual brand recognition.</p> <p>RESPONSIBILITY: The Chief Advancement Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: LIBRARY	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 4040	
AP #:	
Date: 2/8/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>The library administration shall establish policies and procedures for the operation of the College library. These shall provide for use by students, employees, and members of the community.</p> <p>REFERENCES: NWCCU 2010 Standards 2.H.1 (<i>updated 3/19/2021</i>)</p> <p>RESPONSIBILITY: The Director of Library and Learning Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



BOARD POLICY

TITLE: PROBATION AND SUSPENSION

BOARD POLICY # 4250 *(was 709.01, .02)*

A. Academic Probation is a warning status that students are not making satisfactory academic progress.

1. Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation.
2. Full- and part-time students whose term GPA is above a 2.00 and whose cumulative GPA is below 2.00 will be placed on academic probation.
3. Full- and part-time students who have attempted 36 credits or more, have a term GPA greater than 2.00 and a cumulative GPA greater than 1.75 will be placed on academic probation.

B. Academic Suspension is a status applied to a student that is not making satisfactory academic progress for consecutive terms. To continue coursework in a suspension status the student must meet with their academic advisor to build an academic plan which limits a student's enrollment options and ensures GPA improvement and compliance with financial aid requirements if appropriate.

1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Full- and part-time students who have attempted 36 credits or more and have a 1.75 cumulative GPA or lower will be placed on academic suspension.

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

NEXT REVIEW DATE:
DATE OF ADOPTION:

DATE(S) OF REVISION:
DATE(S) OF PRIOR REVIEW:

POLICY / ADMINISTRATIVE PROCEDURE CONVERSION TEMPLATE

<p>TITLE: PROBATION AND SUSPENSION</p> <p>New BP #: 4250 Old BP # & Title: 709.01 Academic Probation 709.02 Academic Suspension</p> <p>New AP #: Old AP # & Title:</p> <p>Revision</p> <p>Date:</p>	<p>AREAS OF COLLABORATION</p> <p><i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i></p>
--	--

EXISTING POLICY / PROCEDURE	OCCA POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>709.01 Academic Probation</p> <p>Academic Probation is a warning status that students are not making satisfactory academic progress.</p> <p>Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation.</p> <p>709.02 Academic Suspension</p> <p>Academic Suspension is a status that limits students' enrollment options.</p>	<p>References:</p> <p>No Oregon statutory requirement but Board of Education has authority to prescribe requirements under ORS 341.290.</p> <p>NOTE: <i>Although this policy is recommended as good practice, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.</i></p> <p><i>The policy should address the following areas.</i></p> <p>Probation</p> <p style="text-align: center;">[<i>Insert state law requirements or the entity's current language</i>]</p> <p>Dismissal</p>	<p>A. Academic Probation is a warning status that students are not making satisfactory academic progress.</p> <ol style="list-style-type: none"> 1. Full- and part-time students whose cumulative Grade Point Average (GPA) falls below a 2.00 for any given term will be placed on academic probation. 2. Full- and part-time students whose term GPA is above a 2.00 and whose cumulative GPA is below 2.00 will be placed on academic probation. 3. Full- and part-time students who have attempted 36 credits or more, have a term GPA greater than 2.00 and a cumulative GPA greater than 1.75 will be placed on academic probation. <p>B. Academic Suspension is a status applied to a student that is not making</p>

[Insert state law requirements or the entity's current language. Include an appeal process. The following is suggested language.]

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student **[state the entity's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]**

Readmission

[Insert state law requirements or the entity's current language]

A student who has been dismissed may request reinstatement **[conditions of reinstatement are up to the entity; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed]**.

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

satisfactory academic progress for consecutive terms. To continue coursework in a suspension status the student must meet with their academic advisor to build an academic plan which limits a student's enrollment options and ensures GPA improvement and compliance with financial aid requirements if appropriate.

1. Full- and part-time students maintaining less than a 2.00 cumulative Grade Point Average (GPA) for two (2) consecutive terms will be placed on academic suspension.
2. Full- and part-time students who have attempted 36 credits or more and have a 1.75 cumulative GPA or lower will be placed on academic suspension.



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: FIELD TRIPS AND EXCURSIONS	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 4300	
AP #:	
Date: 2/8/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>While traveling and attending such conferences and other activities, students and employees shall at all times adhere to the standards of conduct applicable to conduct on campus.</p> <p>RESPONSIBILITY: The Chief Academic Officer is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: ADMISSIONS AND CONCURRENT ENROLLMENT	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 5010	
AP #:	
Date: 2/8/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>UCC shall admit students who meet one of the following requirements:</p> <ul style="list-style-type: none"> A. Individuals who have graduated from an accredited secondary school. B. Individuals who have earned the GED Certificate of Equivalency or an Adult High School Diploma. C. Individuals who have not completed high school who are 18 years old or over and whose high school class has graduated. D. Individuals who are 16 or 17 years old who are not required to attend high school and who furnish a written release from compulsory school attendance and who make application as special students (ORS 339.030). E. Individuals who are under 16 who have completed the application process as special students and are approved by the Dean of Enrollment Management. F. Individuals who are students attending high school as juniors or seniors who present written approval from their school officials. Course load must be approved by both schools. G. Individuals who are high school students enrolling in dual credit courses. H. Individuals enrolling with special program requirements other than listed above. <p>Umpqua Community College shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student’s high school completion if the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education.</p> <p>The Dean of Enrollment Management shall establish procedures for evaluating the validity of a student’s high school completion.</p> <p>RESPONSIBILITY: The Dean of Enrollment Management is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



POLICY / ADMINISTRATIVE PROCEDURE REVISION TEMPLATE

TITLE: ATTENDANCE	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 5070	
AP #:	
Date: 2/08/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Students are considered “in attendance” for classes that their academic record shows they are registered for in the second week of the term.</p> <p>For purposes of this policy, “in attendance” refers to registration in courses, not to students’ physical presence in classes.</p> <p>Students discontinuing attendance without officially withdrawing through the Registration and Records Department will still be responsible for the costs associated with the course and may receive failing grades, depending on course grading structure.</p> <p>RESPONSIBILITY: The Director of Records and Registration is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>



**POLICY / ADMINISTRATIVE PROCEDURE
REVISION TEMPLATE**

TITLE: STUDENT HEALTH SERVICES	AREAS OF COLLABORATION: <i>Please indicate consultations with other departments and/or individuals that may be affected by the recommendation.</i>
BP #: 5200	
AP #:	
Date: 2/8/2022	

EXISTING POLICY / PROCEDURE	PROPOSED POLICY / PROCEDURE
<p>Umpqua Community College does not provide student health services. Students may gain information about physical and emotional well-being through course offerings.</p> <p>RESPONSIBILITY: The Dean of Student Services is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).</p>	<p>To be deleted.</p>