

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

Information Item

Action Item

Subject: Second Reading of Policies

Date: Sept. 8, 2021

The following policies are coming to the Board for a second reading:

Old #	New #	Title	Addendum Page #
200	3950	Communications and Marketing	1
712	4022	Course Approval	2
720.05	4104	Reverse Transfer	3
720.04	4107	Second Degree or Certificate	4
714	4237	Continuing Education Units	5
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N/A	6535	Use of College Equipment	7

Recommendation by:

Approved for Consideration:





BOARD POLICY

TITLE: COMMUNICATIONS AND MARKETING

BOARD POLICY # 3950 *(was 200)*

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.

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.

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).

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: COURSE APPROVAL

BOARD POLICY # 4022 *(was 712)*

The Chief Academic Officer shall, in consultation with the Academic Council (AC) review, approve, or deny courses submitted by faculty.

Compliance with college standards, accreditation standards, curriculum policies and alignment with the college mission, values and learning outcomes will be given appropriate consideration.

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).

- NEXT REVIEW DATE:**
- DATE OF ADOPTION:**
- DATE(S) OF REVISION:**
- DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: REVERSE TRANSFER

BOARD POLICY # 4104 *(was 720.05)*

Students who have successfully completed at least 75% of their college-level program credits at UCC, and have transferred to another college/university before completing an associate's degree or certificate, can reverse transfer their subsequent college credit back to UCC for an awarding of an associate degree.

RESPONSIBILITY:

The Assistant Vice President for Enrollment and Student Services 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:

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DATE(S) OF PRIOR REVIEW:



BOARD POLICY

TITLE: SECOND DEGREE OR CERTIFICATE

BOARD POLICY # 4107 *(was 720.04)*

To earn a second Associate Degree, students must satisfactorily complete a minimum of 24 credit hours in addition to those completed for the first degree.

To earn a second program Certificate, students must complete a minimum of 12 credit hours in addition to those completed for the first certificate.

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).

- NEXT REVIEW DATE:**
- DATE OF ADOPTION:**
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- DATE(S) OF PRIOR REVIEW:**



BOARD POLICY

TITLE: CONTINUING EDUCATION UNITS

BOARD POLICY # 4237 *(was 714)*

The purpose of Continuing Education Units (CEUs) is to provide an employer, a prospective employer, a certifying body, or a professional association with a uniform measurement of the continuing education an individual has undertaken.

The CEU's are:

1. Awarded for successful completion of certain non-credit occupational-related courses.
2. Awarded at the discretion of the College.
3. Limited to occupational supplementary purposes.

RESPONSIBILITY:

The Dean of Community Education & Partnerships 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:



BOARD POLICY

TITLE: CREDIT HOUR

BOARD POLICY # 4238 (was 720.07)

Per the Oregon Community Colleges Handbook & Planning Guide:

The award of course credit is a local college issue. However, if awarded, it must adhere to the following ratios or to equivalent student learning outcomes. The number of clock or contact hours required to generate one credit per quarter term:

Generating One Credit	
Lecture	10-12 hours/term
Lab	30-36 hours/term
Lecture-Lab	20-24 hours/term
Physical Education Activity Course	30-36 hours/term
Recitation	10-12 hours/term
Cooperative Work Experience Seminar	10-12 hours/term
Cooperative Work Experience (CWE)	30-36 hours/term

“Clock/Contact hours” is defined as one clock (or contact) hour that is 60 minutes long. No more than 10 minutes of each hour can be used for a regularly scheduled break or passing period. [OAR 589-006-0050 \(13\)](#) The credit requirements of courses and programs should be manageable for students allowing them to successfully complete program requirements within a reasonable period of time.

There is a 108 credit mandatory cap on the maximum number of credits required for an associate degree or certificate of completion program. [OAR 589-006-0100](#)

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).

NEXT REVIEW DATE:
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BOARD POLICY

TITLE: USE OF COLLEGE EQUIPMENT

BOARD POLICY # 6535

The administration shall establish regulations for the use of College equipment which will provide for proper supervision and safety, meet necessary insurance, rules, and law requirements.

REFERENCES:

- NWCCU Standard 2.I.1
- ORS 341.290(4)

RESPONSIBILITY:

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

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- DATE OF ADOPTION:**
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