
Docket Item:

Community College Approval: Chemeketa Community College, Certificate of Completion in Procurement, within 52.0201, Business Administration and Management, General.

Summary:

Chemeketa Community College proposes a new Certificate of Completion in Procurement. Higher Education Coordinating Commission (HECC) staff completed a review of the proposed program. After analysis, HECC staff recommends approval of the degree as proposed.

Staff Recommendation:

The HECC recommends the adoption of the following resolution:
RESOLVED, that the Higher Education Coordinating Commission approve the following degree: CC in Procurement.



Chemeketa Community College seeks the Oregon Higher Education Coordinating Commission’s approval to offer an instructional program leading to a Certificate of Completion in Procurement.

Program Summary

The Procurement Certificate emphasizes skill development in public and private procurement, contract administration, and project management. This certificate is geared to students who seek a foundation in procurement, or to students who meet education requirements but need procurement courses to pursue employment opportunities in the profession. This is a stand-alone certificate, or a pathway to the one-year and two-year procurement programs.

1. Describe the need for this program by providing clear evidence.

In the process of promoting the one-year and two-year Procurement Management programs, it became apparent potential students already obtained a four-year or master’s degree. Students would take core procurement courses to gain an understanding of the profession in pursuit of employment or to apply skills and concepts in a current position.

2. Does the community college utilize systemic methods for meaningful and ongoing involvement of the appropriate constituencies?

The college uses a range of sources to establish ongoing partnerships with its community constituencies. Some of these partnerships include: Northwest Commission on Colleges and Universities, the State Board of Education, Community College Workforce Development, employment advisory boards, student placement organizations, and licensing boards for appropriate occupations.

The Procurement Certificate of Completion was approved on March 5, 2019 by the Chemeketa Community College’s Curriculum Committee and then approved by Chemeketa Community College’s Board of Education on June 26, 2019.

Chemeketa Community College has partnerships with local high schools to offer courses in their schools for college credit. These courses will prepare students for entry into the program soon after graduating. Other required and general education courses will be valuable in preparation for entrance into the program and the workforce.

Collaboration with workforce and economic development partners assists the college to build a

skilled and trained workforce ready to enter their fields immediately upon completion of the program. The Business Management department that will be offering this Procurement Career Pathway Certificate of Completion has an advisory committee composed of professionals from across the Willamette Valley:

- Al Bevington, New York Life Insurance
- Pam Cobos, Maps Credit Union
- Ken Desantis, DeSantis Landscapes
- Jay Jackson, State of Oregon
- Sue Lamb, Dallas Retirement Village
- Erin Molyneaux, Owner, Phiz Spa
- John Morris, Oregon State University

3. ***Is the community college program aligned with appropriate education, workforce development, and economic development programs?***

The courses for this program have been approved by the advisory committee so that students are fully prepared for the workforce. The program courses are:

- BA231 Fundamentals of Transportation and Logistics Management (4)
- BA234 Fundamentals of Supply Chain Management (4)
- BA235 Procurement for State and Local Governments (4)
- BA236 Contract Management (4)
- BA286 Negotiations (4)
- BA287 Principles of Project Management (4)
- CIS125E Excel - Workbooks (4)

These courses were approved by the advisory committee on February 16, 2017.

Chemeketa's Procurement Certificate of Completion program will lead to employable skills at the end of the program. Individuals in this field earn an annual wage of \$45,472 per year and starting wages at \$33,530 (qualityinfo.org), therefore it will allow these students to enter the workforce in a family-wage career.

4. ***Does the community college program lead to student achievement of academic and technical knowledge, skills, and related proficiencies?***

The design of the program is a 24- credit hour approved Career Pathway Certificate of Completion. The primary audience for this program are students who wish to focus on procurement. The learner outcomes for each course provide a range of skills to allow graduates to pursue employment in this industry:

BA231: Fundamentals of Transportation and Logistics Management (4)

- Identify the fundamentals of logistics management.
- Recognize transportation as a central part of logistics management.

- Identify the different categories of inventory and effective management of inventories by considering the relationships between inventory, transportation, and logistics management.
- Assess financial impact of indirect spend on company performance.
- Recognize modern issues impacting the role of third party logistics providers.
- Describe the three types of performance benchmarking: operational, strategic, and support-activity.

BA234: Fundamentals of Supply Chain Management (4)

- Identify purchasing policies and procedures.
- Discuss the basic concepts involved with purchasing.
- Use terminology to perform purchasing transactions and interact with vendors.
- Explain elements of the supply chain process.
- Apply legal and ethical concepts of purchasing.
- Apply price/cost analysis and negotiation strategies.

BA235: Procurement for State and Local Governments (4)

- Apply price/cost analysis and negotiation strategies.
- Understand the importance of competition in government procurement.
- Learn about strategies and planning processes used in state and local government procurement activities.
- Describe specifications, and scopes of work for goods, services, and construction.
- Identify environmental procurement requirements.
- Describe competitive and non-competitive solicitations and methods.
- Describe bid and proposal evaluation and award.
- Understand essential elements of cooperative procurement.
- Describe contract management and quality assurance.
- Identify procurement program integrity and credibility objectives.
- Describe surplus property management.
- Understand emerging issues in state and local procurement.

BA236: Contract Management (4)

- Explain contract administration process in a business setting.
- Identify activities involved with contract administration.
- Discuss the role of ethics in contract administration.

- Identify differences in inspection and acceptance of goods and services, contract modifications and delays in contract performance.
- Discuss different approaches used to resolve contractual disputes.
- Identify when termination of or closure of contract occurs

BA286: Negotiations (4)

- Identify effective negotiating and bargaining styles.
- Prepare for negotiations.
- Recognize personal bargaining style.
- Describe the use of power, persuasion, and ethics in negotiations.
- Describe the dynamics of multiple parties, coalitions, and teams.
- Identify patterns of effective cross-cultural negotiations. Examine the use of technology in negotiations.

BA287: Principles of Project Management (4)

- Identify the phases of the project management life cycle, and a project manager's role in each phase.
- Recognize skills needed for effective project management.
- Explain the initiation and planning process of the project life cycle.
- Express the importance of project charters, how to set goals, and document project requirements.
- Describe how to break down work into manageable components, acquire resources, and identify and plan for risks.
- Describe how to develop a project schedule, final estimates and project budget to complete final project.
- Explain executing and monitoring and controlling processes through the use of team building, reporting project status, monitoring project performance and taking corrective action.

CIS125E: Excel—Workbooks (4)

- Create, view, and open a new or existing workbook, enter text and numeric data into cells, manage rows and columns, copy and fill data, define workbook rows, columns, and page orientation for printing.
- Demonstrate the use of fill colors, number formatting, borders, cell styles, conditional formatting, and headers and footers.
- Demonstrate the use of formula constants, calculated values, relative and absolute referencing, date functions, logical functions, and What-If analysis.
- Create pie charts, bar charts, column charts, sparklines and databars within worksheets, modify chart legends, axes, and chart titles.
- Create and manage pivot tables and charts, sort and filter Excel databases.

- Demonstrate the ability to work with grouped worksheets, link external 3D references in multiple workbooks, create workbook templates.
- Demonstrate the ability to use Named Cells and Ranges, use defined names in formulas, use and define Data Validation rules, insert comments into cells.
- Demonstrate the use of Logical Functions and structured references, use various Lookup Functions, Count Functions, and Average Functions.
- Create Excel Power BI Database Queries, Trendlines, Forecast Sheets, Manage Data in Power Query, Power Map, and Power View format.

These courses lead to the following outcomes that students will be prepared to accomplish:

- Demonstrate a basic understanding of procurement and supply chain literacy through use of terms and concepts
- Apply math and computer skills requisite with industry expectations
- Use procurement sourcing methods to locate supplies or services through market research
- Apply project management tools and processes for on-time and on-budget completion of projects
- Relate contract administration and management activities to procurement practices

Learning will be ensured through the assessment of these program outcomes with the following methods:

Program outcomes will be measured through assessing students' results through course activities, assignments and project. In addition, students will be assessed through quizzes and exams.

Instruction methods within this program will be face-to-face, hybrid, and online depending on what is best for the student. Students will not have general education courses for the degree. Any general education courses may be provided in a face-to-face, a hybrid, or an online environment. Program course lectures provide various hands-on activities.

The college has a unit planning process that includes a program assessment on an annual basis. Student, faculty, advisory committee, and administrative collaboration is incorporated to ensure students are prepared with appropriate skills to enter the workforce and meet the requirements of the Procurement Certificate of Completion.

5. ***Does the community college identify and have the resources to develop, implement, and sustain the program?***

The Northwest Commission on Colleges and Universities (NWCCU) accredits Chemeketa Community College.

The new program will have startup costs of \$0.

- Year 0: Total Revenue: \$0 Total Expenditures: \$0 Net Income (Deficit): \$0
- Year 1: Total Revenue: \$17,640 Total Expenditures: \$0 Net Income (Deficit): \$17,640

- Year 2: Total Revenue: \$23,520 Total Expenditures: \$0 Net Income (Deficit): \$23,520
- Year 3: Total Revenue: \$29,400 Total Expenditures: \$0 Net Income (Deficit): \$29,400

The Business Management program has 3.5 full-time faculty positions and no classified staff along with numerous adjunct faculty who generally work full-time in the industry. The program has the flexibility to use general fund dollars to expand the adjunct workforce to teach additional courses in the degree and to offset full-time workload as needed.

Chemeketa Community College has begun programs over the last fifty years and has had the institutional support in hiring qualified and trained faculty to teach in all CTE programs.

This new program and its courses have been developed and approved by the employer-based advisory committee, as well as approved by the college's Curriculum Committee and Chemeketa Community College's Board of Education.

Faculty will regularly participate in professional development activities to stay current and up to-date with industry changes and requirements, which will translate into the classroom learning environment.

The program will reside at the Salem campus.

The college has strong relationships with industry partners/employers and will continue to foster these relationships. This program has an employer-based advisory committee. The program will continue to work with local industry leaders and educational institutions to recruit students for this program.

Assurances

Chemeketa Community College has met or will meet the four institutional assurances required for program application.

1. *Access.* The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
2. *Continuous Improvement.* The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed.
3. *Adverse impact and detrimental duplication.* The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intrasemental* impact and detrimental duplication problems with other relevant programs or institutions.
4. *Program records maintenance and congruence.* The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, etc. maintained by the Office are the official records and it is the college's responsibility to keep their records aligned with those of the Office.

HIGHER EDUCATION COORDINATING COMMISSION

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The college will not make changes to the program without informing and/or receiving approval from the Office.