In the past year the Office of Community Colleges and Workforce Development (CCWD) has received many great questions from you, the Webforms Users. Below are the answers to most of these questions.

Q. **Would CCWD create a deadline sheet of when colleges are expected to have ACTI codes entered into Webforms?**

A Yes. We are currently working on a plan to get you this tool in Summer of 2019.

Q. **How do we correct a CIP code if it is wrong in Webforms?**

A Incorrect CIP codes are handled on a case by case basis and require Deputy Director and/or Director override. If the program does have an incorrect CIP code, contact Kasena Dailey to assist in the correction/update process.

Q. **In D4A is there a special code used to flag Small Business Development Courses?**

A Yes. In D4A the colleges enter in the Small Business Development special course code (SB).

Q. **I would like to know all courses offered by other community colleges. How do I gather this information from Webforms? Is there a report?**

A Currently there is no function in Webforms to address this question. We will put this on our list of future enhancement updates to Webforms.

Q. **How far back do ACE courses need to go? One year? Two years?**

A Start by entering in your current courses and then enter courses that may not be currently active, but are repeated frequently (for instance, if you always run a New Year's Resolution fitness class in winter quarter). After that, keep all courses you run current in Webforms every quarter.

Q. **Reimbursement is based on 6 hours. Is the 6 hours only in lecture or can it be in lecture/lab?**

A The minimum hours may be in either lecture or in lecture/lab.

Q. **When the lecture, lab and lecture/lab hours and credits get calculated does it take each institutions policies into account?**

A The calculation is based on the FTE Guidelines that must be followed by each community college.

Q. **Team Teaching. Will you be putting together definitions, how to and deadlines that we are expected to follow?**

A. Yes.

Q.   **Labor Market Information. When you ask for the Labor Market Information, what do you need? How do we find this information? Is there a way for our instructors and those not using Webforms to obtain this information?**

A   We have convened the Beta Testing Group to assist in updating this process. Our goal is to create a new process that is easy to understand, acquire, and that follows the HECC standard. This process will be rolled out in Spring 2019.

Q.   **How do we make changes to the Oregon Community College Viewbook if it is incorrect?**

A   The Viewbook pulls from live tables in Webforms based upon the "status" column. All programs offered by the college in "approved" status will appear in the Viewbook. If a program is not in "approved" status it will not appear.

Q.   **Will we be able to see what courses exist in a program that are in a course category?**

A.   This functionality does not currently exist in Webforms. We will put this on our list of future enhancement updates to Webforms.

Q.   **We would like to "batch" submit programs. Is this possible?**

A   No. When a program is submitted, the college is signaling that the program follows all Higher Education Coordinating Commission (HECC) approval standards and is ready for evaluation or reevaluation by the Office of Community Colleges and Workforce Development (CCWD). This is an intentional process that happens program by program.

Q.   **How do we process Statewide Consortium programs?**

A   CCWD is currently working with the different statewide consortium groups on process feedback and improvements. We will convene a gathering of statewide consortia in Fall 2019. If you have any questions, please reach out to the CCWD team for case by case direction.

Q.   **When processing a Statewide program, do we still have to include standard A-E?**

A   Statewide programs are to be offered based on local market need. If a college opts in to a consortium program more than 1 year after original adoption of the statewide program, they must complete a NOA and answer all standards.

Q.   **When should we start using the suspension form?**

A   As of Spring 2019 all colleges must use the state approved suspension form.

Q. **Updating courses causes approved suspended program to move out of "approved" status into "edited" status. Do we have to keep submitting program if they were already approved as suspended?**

A   No. Once a program has been approved as "suspended" the college does not need to submit it again.

Q. **How do we suspend Noncredit Training Certificates?**

A   The process to suspend a NCTC is the same as other programs.

Q. **Webforms does not currently work on iPhones, iPads, Android phones and Android tablets. Will this change in the future?**

A   Currently there is no function in Webforms to address this question. We will put this on our list of future enhancement updates to Webforms.