

# ROLES, RESPONSIBILITIES, AND CONTACTS

## Partner Roles and Responsibilities

Partners in the program development and approval process are:

- Community Colleges, the Office of Community Colleges and Workforce Development (CCWD)
- Oregon Higher Education Coordinating Commission (HECC)

Colleges partners are:

- Points of Contact (POC)
- Program staff

## CCWD Point of Contact Roles and Responsibilities

1. Assist in answering questions from the College Point of Contact (POC) regarding process, issues, and forms;
2. Problem solve regarding unique process issues; and
3. Facilitate communication between the college staff and CCWD

### CCWD POC Contact

Title	Name	Telephone Number	E-mail address
CCWD Deputy Director	Donna Lewelling	503-947-2428	<i>donna.j.lewelling@HECC.Oregon.gov</i>
Webforms Specialist	Kasena Dailey	503-947-5608	<i>kasena.dailey@HECC.Oregon.gov</i>

## CCWD Education Specialist Roles and Responsibilities (for Content Technical Assistance)

Facilitate the program approval process based on state laws and rules and the Higher Education Coordinating Commission (HECC) requirements;

1. Help clarify program purpose and outcomes and provide program content/design expertise as requested;
2. Advise college program staff of new initiatives, opportunities, potential resources, partners, etc.;
3. Review the application and respond to the college program contact and the College POC with recommendations or changes to meet the Higher Education Coordinating Commission Standards;

4. Advocate for approval, as appropriate, with the CCWD Director and Higher Education Coordinating Commission.

### CCWD Education Specialist & Career Learning Area Responsibilities

<b>Career Learning Area</b>	<b>ODE Education Specialist</b>	<b>Telephone Number</b>	<b>E-mail Address</b>
Agriculture, Food, and Natural Resource Systems	KC Andrew	(503) 947-5742	<i>kc.andrew@state.or.us</i> <i>(mailto:kc.andrew@state.or.us)</i>
Arts, Information & Communications	Luis Juarez	(503) 947-2430	<i>luis.juarez@state.or.us</i> <i>(mailto:luis.juarez@state.or.us)</i>
Business & Management	Luis Juarez	(503) 947-2430	<i>luis.juarez@state.or.us</i> <i>(mailto:luis.juarez@state.or.us)</i>
Health Services	KC Andrew	(503) 947-5742	<i>kc.andrew@state.or.us</i> <i>(mailto:kc.andrew@state.or.us)</i>
Human Resources	KC Andrew	(503) 947-5742	<i>kc.andrew@state.or.us</i> <i>(mailto:kc.andrew@state.or.us)</i>
Industrial & Engineering Systems	Luis Juarez	(503) 947-2430	<i>luis.juarez@state.or.us</i> <i>(mailto:luis.juarez@state.or.us)</i>

### Community College POC Roles and Responsibilities

1. A community college CTE program approval point of contact (POC) is identified by each institution; their roles are:
  - Help college staff locate and understand information related to the processes and forms needed to complete the new program approval process;
  - Help staff identify who at the college may need to know that a new program is being developed, and who may be able to assist you; and
  - Investigate solutions to unique problems with the CCWD Point of Contact.

### Community College Program Staff Roles and Responsibilities

1. Request information on college and state procedures, forms and timelines (through the College POC).
2. Identify the need for the program using a variety of labor market information, professional organization information, and advisory committee input, before starting any processes.
3. Ask the CCWD Specialist about any statewide projects or activities that relate to or support the program and the development processes, e.g., Pathways to Advancement, Oregon Skill Sets.
4. Research, review and evaluate existing program information:
  - Oregon approved programs, community colleges and private career colleges;
  - Similar programs from other states;
  - Similar or different Oregon programs; and
  - Statewide program options.
5. Design the program.
6. Establish a proposed implementation date; review deadlines for the application.
7. Document the development of the program as it evolves.
8. Ensure the program:
  - Remains learner outcome focused,
  - Meets Northwest Commission on Colleges and Universities (NWCCU) accreditation standards,
  - Meets state and federal laws, and
  - Meets the Higher Education Coordinating Commission (HECC) approval standards for CTE programs.
9. Submit the completed application through the Oregon Community College Program Submission System at Webforms (<https://webforms.hecc.oregon.gov/>)
10. Submission questions can be directed to Kasena Dailey at [Kasena.dailey@HECC.Oregon.Gov](mailto:Kasena.dailey@HECC.Oregon.Gov) (<mailto:Kasena.dailey@HECC.Oregon.Gov>)

## Local Community College Responsibilities for Program Approval

Oregon Administrative Rules (OAR) 589-006-0150

([http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_589/589\\_006.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_589/589_006.html))

1. Assure processes and program design meets state program approval standards; criteria are implemented and maintained.
2. Approval of certificate of completion, associate degree and associate degree options; proper use of awards language and criteria utilized as outlined in the OARs.
3. Achievement of state-approval standards for all programs offered.
4. Ensure state approved program submission procedures and catalogue advertising guidelines are followed
5. Issue certificates of completion and associate degrees.
6. Assignment of clear and appropriate titles and codes to degrees or certificate of completions.
7. Ensure that only approved programs are advertised in the community college catalog.
8. Ensure that suggested prerequisites for degrees and certificates are clearly stated in the community college catalog.