



January 30, 2024

Donna Lewelling, Director
Office of Community College and Workforce Development
3225 25th Street SE
Salem, OR 97302

RE: Program Suspension

Director Lewelling,

Academic Community College is requesting the deletion of our Bookkeeping Support Assistant, CPCC. Please find attached the suspension form.

Sincerely,

Miranda Johnson

Miranda Johnson
VP of Academic and Student Affairs
Academic Community College

NOTES

1. MULTIPLE PROGRAM SUSPENSIONS MAY BE INCLUDED IN ONE LETTER.
2. THE COLLEGE WILL SEND THE LETTER TO CCWD WITH:
 - A. THE CCWD SUSPENSION FORM ATTACHED FOR EACH PROGRAM

OR

 - B. ALL REQUIRED SUSPENSION INFORMATION (SEE FORM) WRITTEN IN THE LETTER.

Office of Community College and Workforce Development (CCWD) Policy

All suspended AAS degrees, AAS option degrees, or certificate of completion programs must be reported to CCWD immediately. It is required that the college send a signed letter of notification, approved by the chief academic officer or college president, that includes the name of the program to be suspended. The letter must include all information found in the below form or be attached to the filled out form. Multiple program suspensions may be included in one letter.

Oregon Administrative Rules

[OAR 589-006-0350 \(4\)](#)

Community colleges may request that a program be suspended for a period of three years. The program suspension period will begin on the date the college notifies the Commission of its intent to suspend a program. The Commission will notify colleges prior to the deletion of suspended programs. After three years suspended programs will require re-approval utilizing the approval procedure identified by the Commission or its designee.

Name of College

Date of Letter

Date on signed letter by Chief Academic Officer or College President.

Full Name of Program as it appears in Webforms and Award

Example: Administrative Office Professional***Medical (AASO)

Full 8 Digit CIP Code (8 Characters)

Suspension Date

Date of suspension entered in Webforms.

Reason for Suspension

Community Colleges may suspend an AAS degree, AASO degree, and a certificate of completion program due to a variety of factors that include, but are not limited to: low student enrollment, lack of financial resources, inability to recruit qualified instructors, and changes in employment opportunities or workforce needs. Below site the college’s reasons for suspension, including all documented background information (e.g. labor outlook, board approvals, decline of student enrollment.) If more space is needed, please attach the additional information to this document.

Student Enrollment

Data that shows the declining enrollment. If the program is not suspended due to student enrollment, then please write “No Impact”.

Financial Resources

Explain the financial resource decisions that lead to the suspension of this program. If the program is not suspended due to financial limitations, then please write “No Impact”.

Inability to Recruit Qualified Instructors

List the steps that the college took to find qualified instructors. If the program is not suspended due to an inability to recruit qualified instructors, then please write “No Impact”.

Industry Need

How did the industry/employment changes in your area lead to the suspension of this program. If the program is not suspended due to a change in industry/employment needs, then please write “No Impact”.

Other Reasons

Please list all other impacts that lead to the suspension of this program. If the program is not suspended due to other reasons, then please write “No Impact”.

Teaching Out Obligations

“Teaching out” the program includes, but may not be limited to: plans for students currently enrolled in the program to complete in a timely manner, reimbursement plans, date of deletion from the college catalog, informing and transition of faculty, and notifying employers, workforce development organizations and other community stakeholders.

Students Currently Enrolled in the Program

List all the steps the college is taking to assist the students who are currently enrolled in the program.

Reimbursement Plans

Teaching out a program is always preferred. If the college is not able to teach out the program, what is the plan to reimburse students who will be affected by this suspension?

What date will this program be deleted from the college catalog (online and written)

Informing the college community and faculty impact

How do you plan to inform the college community and address any impacts to faculty?

Collaborative Partner Notification

What is the college’s plan on notifying collaborative partners (employers, workforce dev. organizations, high schools if the suspended program was a part of a Perkins Program of Study, and other partners?

Submit letter, form and any attachments to: Kasena.Dailey@HECC.Oregon.Gov