



SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

NWCCU 2020 Comprehensive Report *2G and 2H Exhibits*



**SWOCC
ASSOCIATED STUDENT
GOVERNMENT
BY-LAWS**

Associated Student Government Southwestern Oregon Community College By-Laws

Section 1

Implementation, Adoption, and Repeal of By-Laws:

1. The By-laws shall be the means whereby the precepts of the Constitution are implemented.
2. All the By-laws are subject to revisions at any time deemed necessary and shall be subject to the approval of the ASGSWOCC.
3. In order to be passed, the By-laws must be approved by a three fourths vote of the ASGSWOCC. Once a bylaw is passed, it shall take effect immediately, except in the case of Section 8.
 - a. When a change is made to Section 8, Duties and Responsibilities of the Executive Cabinet and Directors, it shall take place after the last day of classes spring term.

Section 2

Quorum:

1. Quorum is defined as fifty percent of the voting members of ASGSWOCC plus one.
 - a. Voting members are those who are executives, directors, and senators.

Voting:

1. Majority vote is defined as fifty percent of voting members plus one.
 - a. Abstentions are not considered a vote.
2. Two-thirds vote is defined as two-thirds of voting members.
 - a. Abstentions are not considered a vote.

Section 3

Appropriations:

1. No funds or monies of the ASGSWOCC are to be donated, spent, or contributed to any organization or concern not directly affiliated with the Southwestern Oregon Community College district, students, faculty, staff, or campus.

Section 4

Student Body Office Eligibility:

1. All compensated Executives and Directors of ASGSWOCC shall be registered for, and maintain, at least 12 credits for each term that they are in office, unless approved by the ASG advisor.
2. All Senators of ASGSWOCC shall be registered for, and maintain at least 3 credits for each term that they are in office.
3. All members of ASGSWOCC (Executives, Directors and Senators) shall have, and maintain a 2.5 accumulative GPA while in office.

4. No current member of the Southwestern Oregon Community College classified staff bargaining unit, faculty bargaining unit, supervisor, administrator, or confidential employee shall be allowed to run for or hold any student body office.

Section 5

Terms of Office:

1. The term of office of members of ASGSWOCC shall be defined as the last day of classes spring term through the last day of classes of the following spring term.
2. An individual is limited to holding the same executive or director ASGSWOCC position for no more than two consecutive years.
3. All compensated executives and directors of ASGSWOCC shall be required to serve a minimum of eight office hours a week. Curry Campus Director is required to serve a minimum of four hours a week.
4. All senators of ASGSWOCC shall be required to serve and maintain a minimum of two office hours a week.
5. All compensated members of ASGSWOCC shall keep posted office hours on a term by term basis and submit selected hours to the ASG President, no later than the second week of the start of each term.
6. All compensated members will receive anywhere from 3 to 12 credits of tuition waiver per term based on position.
7. If an ASGSWOCC Executive, Director or Senator resigns from ASGSWOCC for any reason, or if he/she is officially dismissed from ASGSWOCC before the end of term, that Director or Executive will be charged a prorated amount of tuition.
 - a. The prorated amount will equal one of the following amounts depending on the time of leave:
 - i. one-third the total amount of tuition waived if after the last third of the term
 - ii. two-thirds the total amount of tuition waived if before the first third of the term
 - b. Right to be exempt for personal reasons shall be determined at the best discretion of the ASG Advisor.

Section 6

Judicial, Administrative, and Legislative Actions:

1. Judicial
 - a. The Judicial Board shall consist of the President, Vice President, and Secretary or Executive Cabinet.
 - b. The Judicial Board is responsible for deciding if the by-laws and/or election code have been violated, or any other misuse of student resources.
 - c. The Judicial Board will make all judicial interpretations.
 - d. A two-thirds majority of ASGSWOCC can over-rule the judicial decision.
2. Administrative
 - a. The Administrative Board shall consist of the ASGSWOCC Directors.
 - b. Administrative actions are to enforce the decisions made by the Judicial Board

3. Legislative

- a. Legislation may be drawn to the attention of ASGSWOCC by any member of the SWOCC student population through petitions bearing the signatures of 25 regularly enrolled students of SWOCC.
- b. Any legislation pertaining to by-laws brought forward through petition must be passed by ASGSWOCC.
- c. Any legislation pertaining to the constitution brought forward through petition must be passed by the SWOCC student population at large.

Section 7

Executive Cabinet:

1. The Executive Cabinet will set into operations the duties and tasks directed by the President, in accordance with the goals established for the year.
2. The Executive Cabinet shall consist of the President, Vice President, and Secretary.
3. Any changes in office hours are at the discretion of the Executive Cabinet and approval of the ASGSWOCC Advisor.

Section 8

ASGSWOCC Duties

Duties of the President shall include but not be limited to:

1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Presiding at all meetings of the ASGSWOCC
4. The President is responsible for preparing and distributing the agenda electronically to all ASGSWOCC members 24-48 hours prior to the weekly ASGSWOCC meeting.
5. Being responsible for being the liaison between the students, the administration, and the Board of Education.
6. Being an ex-officio member of the Board of Education and is responsible for keeping the board informed of students' needs and rights.
7. Assist in preparing the fiscal budget for the ASGSWOCC for the year following his/her term of office with the ASGSWOCC Secretary and the ASGSWOCC Advisor.
8. Exercising all rights of the office including:
 - a. Appointing and dissolving committees;
 - b. Vetoing actions not in the best interest of the students.
 - i. The President cannot veto his or her removal from office.
 - ii. A presidential veto can be over-ridden by a three-fourths vote of the ASGSWOCC
9. Providing the leadership in the development and maintenance of all ASGSWOCC activities in conjunction with the ASGSWOCC Activities director.
10. Supervising and evaluating the work of the Executive Cabinet.
11. Working with the Executive Cabinet to set the ASGSWOCC goals for the year.
12. Assume other duties as needed.

Duties of the Vice President shall include but not be limited to:

1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Assume the office of the President if the office is vacated before the term has expired.
4. Assume the responsibilities of the Administrative Executive if the office is vacated before the term has expired, until a new Secretary is put into office.
5. Presiding at ASGSWOCC meetings and all other functions at the request of the President.
6. Being the liaison between the OCCSA and ASGSWOCC
7. Attend the monthly OCCSA board meetings and report back to ASGSWOCC what is going on.
 - a. Has the authority to make decisions at these meetings that are in the best interest of Southwestern Oregon Community College.
 - b. Stay up to date with what is going on around the state between OCCSA board meetings.
8. Being the official Southwestern Oregon Community College student representative and contact regarding Federal and State legislative issues, the Oregon Community College Student Association, statewide concerns, and business relating to community college students in general.
9. Working to promote voter registration and civic activism within the student body.
10. Coordinating all election and selection committees.
11. The President shall assign another member of ASGSWOCC to coordinate the election or selection committee if the Vice President is running for office or is being screened by the selection committee.
12. Being responsible for reviewing the ASGSWOCC constitution and by-laws over the course of the year to see if there are changes that should be made to benefit ASGSWOCC.
13. Studying ASGSWOCC policy and make recommendations for amendments, addendums, and new policy to facilitate the effective operation of Associated Student Government.
14. Being knowledgeable of Robert's Rules of Procedure and host an instructional training session to all ASGSWOCC members at the beginning of Fall term and to all new members upon hire.
15. Assume other duties as needed.

Duties of the Administrative Executive shall include but not be limited to:

1. Being an advocate for all students on campus.
2. Serving as a voice for the student body.
3. Being responsible for recording and publishing minutes and official documents for the ASGSWOCC.
4. Keeping a record of documents in the office in a location which the public can view and utilize.
5. Being responsible for attending to all necessary ASGSWOCC correspondence.
6. Updating the ASGSWOCC website appropriately and promptly.
7. Being responsible for collaborating with the Activities Director on comprising the binder

8. Be responsible for maintaining and presenting financial reports to the weekly ASGSWOCC meetings throughout the academic school year.
9. Being responsible for preparing the fiscal budget for the ASGSWOCC for the year following his/her term of office with the assistance of the ASGSWOCC President and ASGSWOCC Advisor.
10. Must consult with the ASGSWOCC Advisor for the purpose of having all financial records reviewed each year.
11. Preparing and submitting the OCCSA Certification with the assistance of the ASGSWOCC Advisor.
12. Assume other duties as needed.

Duties of the Campus Services Director shall include but not be limited to:

1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Being responsible for coordinating community service type activities.
4. Being responsible for organizing a Volunteer and Internship Fair by the sixth week of fall, Winter and Spring terms.
5. Being in charge of the proper disposal of recyclable goods on campus.
6. Being responsible for developing at least one Volunteer Service Project per term.
7. Being responsible for partnering with Coos Bay Community non-profit and charity organizations.
8. Creating and maintaining a list of all non-profit and charity organizations in the community.
9. Assume other duties as needed.

Duties of the Activities Director shall include but not be limited to:

1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Planning and organizing ASGSWOCC events.
4. Providing ASGSWOCC members with event planning support..
5. Organizing and running the Campus Activities Board with the ASGSWOCC Advisor.
6. Developing, planning, and maintaining a yearlong calendar of events.
7. Coordinating with campus entities regarding campus events.
8. Working in conjunction with the Coordinator of Student Life and Events as well as with the Communications Director to ensure activities are properly planned advertised.
9. Developing, maintaining, and distributing a biweekly Laker Loos.
10. Comprising a binder containing written and photographic documentation of all events sponsored by ASGSWOCC, as well as all minutes, agendas and any flyers created for events.
11. Supplying a tentative monthly activity calendar to be distributed at the beginning of each month.

12. Being responsible for digitizing & and filing all paper work regarding ASGSWOCC events.
13. Assume other duties as needed.

Duties of the Club Director shall include but not be limited to:

1. Being an advocate for all students on campus
2. Serving as a voice for the student body
3. Supporting the planning and organizing of Southwestern Club events
4. Providing ASGSWOCC members with updates of Southwestern club updates
5. Developing and maintain contact with campus club advisors and presidents
 - a. Once a month meeting with each club in support of their efforts to observe functions and organization of club
6. Coordinating with campus clubs regarding club events
7. Working in conjunction with the Coordinator of Student Life and Events as well as the Diversity and Activities Director to ensure activities are properly planned and advertised to implement club inclusion
8. Working in conjunction the Activities Director regarding club activities
 - a. Bring the liaison between campus clubs and ASG SWOCC
 - b. Being aware of all campus club functions that occur and communicate the functions to the Coordinator of Student Life
 - c. Being responsible for communicating with all clubs
 - d. Bring responsible for organizing a Clubs Rush by the Third week of Fall, Winter and Spring term.

Duties of the Diversity Director shall include by not be limited to:

1. Being an advocate for all students on campus
2. Serving as a voice for the student body
3. Planning, organizing, and advertising ASGSWOCC educational programming to celebrate inclusion to enhance support throughout campus
4. Presiding at all meetings of the ASG SWOCC
5. The Diversity Director is responsible for acting as a liaison and working in conjunction with campus entities that work with marginalized or underrepresented groups.

Including but not limited to:

- a. TRiO
- b. Transitional Education
- c. International Students
- d. Non-Traditional Students
- e. Veterans
- f. Clubs
 - i. Leading initiatives to increase diversity within Southwestern student body to empower students to make all voices heard

6. Working in conjunction with the Coordinator of Student Life and Events as well as with the Activities Director to ensure activities are properly planned and advertised
7. Commitment to diversity to work towards empowerment, retention and inclusion
 - a. Proactively addressing inclusion and diversity concerns, policies, and legal issues
 - b. Promote a broad definition of inclusion and diversity to include but not limit to race, ethnicity, religion, sexual orientation, gender, non-traditional students, veterans, and more
 - c. Promote diversity/ identity based clubs
8. Presenting end of the year report to ASGSWOCC summarizing accomplishments and efforts during term in office

Duties of the Curry Campus Director but not be limited to:

1. Being an advocate for all students on campus
2. Serving as a voice for the student body.
3. Being responsible for being the liaison between the Curry Campus and the Coos Campus. Ensuring both campuses are kept abreast of what each is doing.
4. Providing the leadership in the development and maintenance of all ASGSWOCC activities on the Curry Campus.
5. Provide Curry Campus supervisor with regularly posted office hours.
6. Being responsible for planning and executing at least one Curry Campus event per term.
7. Participate in weekly ASG meetings
8. Being responsible for developing at least one Volunteer Service Project per term.
9. Provide the ASG President with a weekly summary of tasks and use of hours.
10. Assume other duties as needed.

Section 9

Senators:

1. In order to become a Senator, students must complete all of the following:
 - a. Attend two or more consecutive meetings.
 - b. Be enrolled in a minimum of 3 total credits at SWOCC.
 - c. Be voted in by a majority of ASGSWOCC after previous stated requirements have been met.
2. The Senators responsibilities are, but not limited to
 - a. Being an advocate for all students on campus
 - b. Serving as a voice for the student body.
 - c. Being voting members of ASGSWOCC
 - d. Assisting other ASGSWOCC members as needed
 - e. Helping promote ASGSWOCC and ASGSWOCC related events
 - f. Completing one project per term that has been approved by both the ASGSWOCC Advisor and ASGSWOCC President.
 - g. Are required to serve and maintain a minimum of two office hours a week, which does not include weekly ASGSWOCC meetings.
3. There will be a cap of six Senators per academic school year, unless voted on by the ASGSWOCC members.

Section 10

Non-Participation:

1. Definition of Non-Participation.
 - a. Not meeting the requirements in Section 8 of the bylaws.
 - b. Missing two consecutive ASGSWOCC meetings in any one term without legitimate excuse.
 - c. Missing three ASGSWOCC meetings in any one term without legitimate excuse.
 - d. Not making an attempt to help with or attend ASGSWOCC sponsored events.
 - e. Failing to attend at least three ASGSWOCC events in a term; of which cannot include your own events.
 - f. Consistently missing office hours.
 - g. Failing to maintain a 2.5 accumulative GPA for all ASGSWOCC members.
 - h. For Executives and Directors: failing to maintain at least twelve credits during the term, unless approved by the ASGSWOCC Advisor.
 - i. For Senators: failing to maintain at least three credits during the term, unless approved by the ASGSWOCC Advisor.
 - j. Violating the ASGSWOCC constitution, by-laws, or any other ASGSWOCC policy or guidelines.
2. Non-Participation can be reason to put an ASGSWOCC member on probation.

Section 11

Probation:

1. An ASGSWOCC member can be placed on probation for:
 - a. Violating the Constitution or by-laws.
 - b. Falling under the category of Non-Participation
 - c. Not carrying one's self in a manner befitting an ASGSWOCC member, on and off the campus.
How to place a member on probation
 - d. Make a motion at an ASGSWOCC meeting citing why the ASGSWOCC member should be placed on probation.
 - e. If the motion receives a second then discussion ensues.
 - f. Following discussion, a vote takes place, and a majority vote of the ASGSWOCC can place a person on probation.
 - g. If the motion did not receive a second then the motion is considered dead.
 - h. If an ASGSWOCC member is placed on probation, then he/she are to be given written Plan of Action within forty-eight hours of being placed on probation.
 - i. The notice should contain the reason for probation and what the person needs to do to have the probation lifted.
 - ii. If written Plan of Action is not completed within six weeks time, the probationary ASGSWOCC member will then be placed on grounds for dismissal.
 - iii. A vote to dismiss requires two-thirds majority vote.

2. Once on probation ASGSWOCC members must:
 - a. Attend all ASGSWOCC functions and events.
 - b. Address the ASGSWOCC member's probation for review to all ASGSWOCC members at all ASGSWOCC meetings until the probation has been lifted.
 - c. Complete the steps designated in written Plan of Action.
3. Failure to meet the requirements in Section 11.3 can lead to the ASGSWOCC member's dismissal from ASGSWOCC.

Section 12

Dismissal:

1. Reasons for dismissal:
 - a. Being placed on probation twice in a term.
 - b. Being placed on probation three times in a year.
 - c. Missing three consecutive ASGSWOCC meetings.
 - d. Missing four ASGSWOCC meetings in a term.
 - e. Not meeting the requirements designated for probation to be lifted based on written steps in Plan of Action.
 - f. Engages in behavior that is unbecoming of an ASGSWOCC member.
 - g. Engages in behavior that violates the Student Code of Conduct.
2. Dismissal process
 - a. Dismissal is automatic for section 12.1.a-e. No vote is needed just written notification sent to the dismissed party.
 - b. The written notification shall contain reason for dismissal and a copy of the appeals process.
 - c. Dismissal for Section 12.1.f-g.
 - i. A vote to dismiss requires a two-thirds majority.
 - ii. The definition of 12.1.f may be determined by ASGSWOCC under the supervision of the Advisor.
 - iii. Refer to the Student Code of Conduct for definition of Section 12.1.g
3. If someone feels he/she has been wrongfully dismissed, he/she has the right to appeal. See Section 14.

Section 13

Replacement:

1. If for any reason there is an executive or director position vacated before the end of a term then ASGSWOCC has the right to fill the vacated position; a vacated position does not have to be filled.
2. If the position of President is vacated then an order of succession to fill that position.
 - a. The order of succession is as follows: Vice President, Secretary, any director position, then any senator.
 - b. If there is more than one Director or Senator, as per the succession, that wishes to step up into a position, then a vote must take place by ASGSWOCC in which a majority vote is needed to pass.
 - c. If a senator wishes to step up into a compensated position he/she must meet the requirements of that position prior to stepping into that position.

3. If the Vice-President position is vacated then ASGSWOCC would use the same order of succession starting with the Secretary.
4. The filling of all other positions are to follow the same process order.

Section 14

Appeals:

1. If a member of ASGSWOCC feels that he/she has been wrongfully dismissed then he/she have the right to appeal their case.
2. The first step is to write a letter to the Judicial Board stating the reasons for dismissal and the reasons for reinstatement. This letter must be submitted within forty-eight hours of dismissal.
3. The Judicial Board will then review your letter and set up a meeting with all the Judicial Board, ASGSWOCC advisor, and the person who submitted the appeal.
4. During the meeting, the dismissed can plead their case, and the Judicial Board is to make a decision on whether or not to reinstate. For more information on the Judicial Board refer to Section 6.
5. If the dismissed member is reinstated, then he/she is again considered a member of ASGSWOCC, if the appeal is declined then he/she is no longer a member of ASGSWOCC and ASGSWOCC can now fill the vacant position.

Section 15

Admissions to ASGSWOCC Events:

1. All students and employees of the college have free entry into ASGSWOCC events unless stated otherwise.
2. ASGSWOCC has the right to charge an entry fee to attend events if they choose.

Section 16

Election Procedure:

1. Election Committee
 - a. The Vice President shall chair and establish an Election Committee consisting of at least three members of ASGSWOCC.
 - b. If the Vice President is running for office then the President shall appoint someone else as the head of the election committee.
 - c. No person running for office or working on a candidate's campaign may be a member of the election committee.
2. Responsibilities of election chair are but not limited to:
 - a. Creating a guideline regarding the process in which elections
 - b. Guideline is to meet unanimous approval of election committee and failure to meet unanimous decision means guideline is to be revised and resubmitted by elections chair.
 - c. Advertising for elections follow assigned election dates as closely as possible.
3. Election dates, times, and locations:

- a. Election dates, times, and locations set by the Elections Committee Chair (Vice President or other person in charge) must be approved by the Elections Committee and posted prior to making the nomination forms available.
 - b. The Elections Committee Chair must abide by the following timeline when setting election dates
 - i. Candidate interest forms will be made available for two school weeks
 - ii. Candidates are required to attend the Election Briefing at which time they will be provided with the Petition for Candidacy form.
 - iii. Petition of Candidacy forms will be open for a period of one school week.
 - iv. Campaigning will begin the following school week and occur for one school week, plus election days.
 - v. Elections will occur the following week.
 - vi. Ballots will be counted the next school day following the last day of elections by the Election Committee and the ASGSWOCC Advisor.
 - vii. Election results will be announced the Monday following election week.
- 4. Candidate Interest Form:
 - a. Those interested in running for an elected position must first submit a Candidate Interest Form signifying interest in running for a position. Forms can be picked up from the ASG Office.
 - b. No signatures for a Petition for Candidacy may be collected prior to collecting all Candidate Interest Forms.
 - c. Failure to turn in candidate interest form on time results in student ineligibility.
- 5. Elections Briefing:
 - a. After the candidate Interest Form deadline, the Elections Chair shall hold an Election Briefing to inform all applicants on the elections code and elections procedures. Each applicant shall receive a copy of the Elections Handbook.
 - b. The Elections Chair must make a reasonable attempt to inform candidates of any changes made to the bylaws and Elections Handbook which will go into effect prior to the announcement of the winners.
- 6. Petition of Candidacy
 - a. In order to be an official candidate for an elected position, the individual running must:
 - i. Individuals must meet the minimum 2.5 or higher GPA requirement.
 - ii. Collect a minimum of fifty SWOCC student signatures within one school week following the Election Briefing.
 - iii. Forms will be provided during the Election Briefing.
- 7. Election:
 - a. All students registered at Southwestern Oregon Community College with three (3) credits or more are eligible to vote in the Election.
 - b. The candidate receiving the most votes in the race will be elected to the position.
 - c. In an uncontested race, a candidate receiving 10 or more votes will be elected to the position.

- d. Polling place shall be open to voters a minimum of five hours a day for three days a of the same school week under the supervision of the Elections Committee and the Coordinator of Student Life/ASGSWOCC Advisor.
- e. No person who is running for office will be allowed to work in the polling area(s).
- f. Poll workers must follow the following procedures
 - i. Students must show a valid SWOCC student identification card before receiving a ballot.
 - ii. Check off person's name on the list obtained from the Registration Office.
 - iii. Instruct voters to place ballot into ballot box (ballots may not be touched after being marked until the time of counting).
- g. Election Committee
 - i. Volunteers are selected by the Election Chair.
 - ii. Cannot be currently running for an office.
- 8. Write in Candidates
 - a. Votes shall be considered valid for a SWOCC full time student.
 - b. The Write-in Candidate must meet the 2.5 or above GPA requirement.
 - c. The candidate's full first and last name must be written and spelled correctly to be considered an official vote.
- 9. Counting Ballots
 - a. An Election Ballot Tallying Board will be created by the Election Committee and will consist of a minimum of two Election Committee members and the Coordinator of Student Life and Events/ASGSWOCC Advisor.
 - b. Ballots will be sorted by number and divided into sets of 25; the tally for each set of 25 will be triple-verified by the team.
 - c. No person running for office or working on a candidate's campaign may be a member of the Election Tallying Board.
 - d. Each candidate may observe vote counting.
 - i. Observers must be silent and must not obstruct the counting process in any way.
 - ii. Suspected violations should be reported to the Elections Chair.
 - iii. Final tabulations must be validated by each member of the Ballot Tallying Board obtaining the same results.
 - iv. Ballots will be counted the next school day following the last day of election.
- 10. Announcement of Election Results
 - a. Candidates will be notified by the Election Chair on the Monday following the Election week of the Election results.
 - b. Once Candidates are notified the Election Chair will notify the rest of the College on that Monday.
 - c. Notification will occur through student email and other means.

Section 17

Election Code:

1. Nomination Petition/Candidate Status:

Last updated July 10th, 2018

- a. Each applicant for an Executive Cabinet position is required to submit a Petition for Candidacy containing 50 ASGSWOCC student signatures by the deadline established by the Elections Officer.
 - b. The Petition for Candidacy must be an official ASGSWOCC elections form. Upon the submission and validation of Petition for Candidacy, applicants become official candidates for ASGSWOCC elected offices.
 - c. Signatures collected prior to the elections briefing shall be declared null and void.
2. Campaigning:
- a. In campaigning for office, a candidate shall not spend more than \$50.00 on his/her campaign.
 - b. Recipes for campaign materials must be submitted to Elections Committee on last posted day of voting for review by committee.
 - c. If candidate wishes to use social media, posting methods must be approved by the Elections Committee. Failure to do so can result in candidate ineligibility.
 - d. Campaign material must follow the southwestern posting policy.
 - i. Posters shall be no larger than twenty-eight inches by twenty-two inches.
 - ii. A maximum of 12 posters per candidate will be permitted.
 - iii. A maximum of 50 flyers will be allowed.
 - iv. Additional guidelines can be found in the Elections Handbook.
 - e. No outside sound equipment (including horns or other noise-making devices) will be used on or in cars by the candidates or on behalf of the candidates.
 - f. No campaigning will be done on election days within visibility of the voting booths so as not to impede the voting process in any way.
 - g. All campaign materials must be removed from the polling area prior to opening the election booths.
 - h. Candidates are responsible for removing all publicity on campus within one week of the election results being announced.
3. Those Running Non-Official (Write-in) Campaigns:
- a. Individuals who are not officially recognized candidates may not use the word “candidate” in their publicity. All such publicity will be taken down.
 - b. Those running non-official campaigns are responsible for following all By-laws and Elections Handbook except those pertaining to submission of a Petition for Candidacy Form.
4. Violations:
- a. Violations of the Elections Code by a candidate may disqualify him or her from the election.
 - b. Written complains must be submitted to the Elections Officer and will be addressed by the Elections Committee.

Section 18

Election Challenge Process:

Any candidate or student may contest election results by showing just cause

1. The Elections Committee will conduct a hearing upon submission of a written complaint.

- a. For this to occur, one of the following two rules must be met with no exceptions:
 - i. Challenge of the voting process must be filed, in a written statement submitted no later than two (2) college business days after the closing of the polls on the final day of elections by 5:00pm, to the Elections Chair and/or the Coordinator of Student Life.
 - ii. Challenge of the tallying process must be filed prior to the announcement of the winner.
 - b. Any challenge of the election process must be registered in writing to the election chair and/or the Coordinator of Student Life.
2. The Elections Committee will convene as soon as possible thereafter to make a ruling on the challenge.
3. The Elections Committee must determine the following by a simple majority vote:
 - a. If a violation has occurred.
 - b. What the violation is.
 - c. If a penalty is appropriate.
 - d. What, if any, should the penalty be.
4. A written copy of the Elections Committee decision must be submitted to the person accused of the violation.
 - a. The accused person may request a hearing if he/she is not satisfied with the Elections Committee decision.
 - b. The hearing would then go before the Judicial Board.

Section 19

Filling of Directors Positions:

1. Under the supervision of the ASGSWOCC Advisor the first order of business for the Executive Cabinet is to aide in selecting the ASGSWOCC Directors for the following year.
2. The selection process is as follows
 - a. Applications have to be made available and public. ASGSWOCC must promote open applications to all SWOCC students through Student Email, publicity, and SWOCC website.
 - b. Those interested in the position must have at least ten days to turn in their applications.
 - c. Every person who fills out an application, and meets the requirements of the term of office, is entitled to an interview.
 - d. Interviews are to take place the week following application deadline.
 - e. Following the interviews, the Executive Cabinet shall provide the ASGSWOCC Advisor with recommendations on which applicants they wish to add onto ASGSWOCC.

Acronyms

ASG: Associated Student Government

ASGSWOCC: Associated Student Government of Southwestern Oregon Community College

OCCSA: Oregon Community College Student Association

SOCC: Southwestern Oregon Community College

SWOCC: Southwestern Oregon Community College

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

SOUTHWESTERN OREGON COMMUNITY COLLEGE

Associated Student Government

Clubs Manual

Associated Student Government (ASG) would like to take this opportunity to welcome and introduce you to Southwestern Oregon Community College's Clubs and Organizations! Southwestern Oregon Community College's Clubs and Organizations are a great way to get involved and connected to other people in the community. You will find everything you need to know about joining a club or starting a club here at Southwestern in the following pages.

If you find that you are missing something or have additional questions or need help with anything please don't hesitate to get in contact with the ASG Club Director or the Coordinator of Student Life and Events. As a club or organization you have a dedicated student government director at your service. The Clubs Director will be your contact and will help you navigate the process of creating a new club or finding a club that is suited to your interest.

ASG wants you to succeed in everything you do. We have numerous resources to help you accomplish those goals. Please take a moment to read through the following pages and acquaint yourself with some of the policies and procedures at Southwestern Oregon Community College that can affect you and your club.

Sincerely,

Associated Student Government

Office of Student Life

Coordinator of Student Life and Events: Kyle Croy

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Empire Hall 205

Club Director: Braydon Bahr

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Empire Hall 203

ASGSWOCC

The Associated Students of Southwestern Oregon Community College includes all registered students, having made payment of appropriate fees. Associated Student Government (ASGSWOCC) is provided with a budget from the general fund and student activities fees.

The mission of the ASGSWOCC shall be to improve and enhance the lives of students that attend SWOCC by advocating and informing the students through:

- ✓ The education of student rights, campus policies and procedures;
- ✓ The encouragement of social expression, cultural awareness, and community outreach;
- ✓ The promotion of civic engagement;

And by representing the Student Body to the community, administration, faculty, and the staff, in order to better serve the body and sub-organizations under the governance of the ASGSWOCC.

WHY GET INVOLVED?

STUDENT CLUBS AND ORGANIZATION WHAT IS THE PURPOSE

Student Clubs are a great way for students to get involved in the campus life. Student Clubs allow for students to connect academic and vocational learning with their personal life. This connection allows the student to apply the theory and skills they have learned in the classroom to a community environment. Through this process students develop leadership and time management skills and have the opportunity to work with other individuals in developing a vision and planning events and activities. They further learn the skills to move from the planning stage to carrying out their vision. Additionally, student clubs connect students to the broader campus and other students with similar interests.

DEFINITION OF A CHARTERED/RECOGNIZED CLUB

A chartered student club is any student club which has been officially recognized by the Associated Student Government of Southwestern Oregon Community College (ASGSWOCC). There may be some clubs operating on campus that have not been officially recognized by ASGSWOCC. These clubs are ineligible to receive funding or support from ASGSWOCC or be granted the benefits of being a chartered/recognized student club. It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment.

BENEFITS OF STUDENT CLUBS OR ORGANIZATIONS

Student Clubs at Southwestern are a great asset. They benefit students, instructors and staff members and the college as a whole. Below are some of the ways that student clubs benefit the different groups here at Southwestern

Students:

- ✓ Develop leadership skills: problem solving, communication, time management, conflict management, facilitation of meetings
- ✓ Learn to apply classroom knowledge to life experiences
- ✓ Learn to work as a team
- ✓ Expand your skills of working with diverse student populations
- ✓ Enhance self-esteem
- ✓ Connect with campus and community members
- ✓ Use of college name through Student Government.
- ✓ Use of the college facilities without charge.
- ✓ Access to a club mailbox through the Student Government office.
- ✓ Co-sponsorship of activities through Student Government.
- ✓ Access to campus publications for publicizing meetings, activities, and events.
- ✓ Access to college fiscal management, including the safekeeping of club funds, writing of checks, and monthly account status reports.
- ✓ Opportunity to participate in club fairs.
- ✓ Listing in club brochure
- ✓ Opportunities for fund raising.
- ✓ Advisor support.

Instructors:

- ✓ Engage with students outside the classroom
- ✓ Help students apply and develop skills learned in the classroom
- ✓ Increase connections to campus and community partners
- ✓ Expand learning opportunities for students

College:

- ✓ Development of good public relations fostered through student club programs
- ✓ Recognition of the college and its students
- ✓ Involvement of community members
- ✓ Engaged students are more likely to succeed and complete their programs

OFFICIAL CLUB REQUIREMENTS

RIGHTS AND RESPONSIBILITIES OF THE CLUB

Clubs like individuals have certain rights and responsibilities. It is important that as a club you understand each of those rights and responsibilities.

RIGHTS:

- ✓ The right to use the name of the college or ASGSWOCC in connection with the club or organization
- ✓ The right to conduct fundraisers
- ✓ Use of the college's financial services
- ✓ Use of facilities and space on campus for club functions
- ✓ The right to engage in events and activities on campus

RESPONSIBILITIES:

Just as a club has rights a club also has responsibilities. Clubs are responsible for adhering to, ASG constitution, Bylaws, this Clubs Handbook, the Student Rights and Responsibilities, and Student Code of Conduct and Southwestern Oregon Community College Policies and Procedures.

WHAT IF I WANT TO START A CLUB THAT DOESN'T ALREADY EXIST ON CAMPUS?

If you aren't satisfied with what is already available, and if you have an idea you think others will rally around, GO FOR IT!!! At this point you may want to start a new club. The following should be considered when starting a new club:

PURPOSE:

- ✓ How do you define your organization?
- ✓ What are your proposed goals?
- ✓ What do you hope to accomplish?
- ✓ What students to you hope to attract to your organization?
- ✓ Who will be your faculty or staff advisor (requirement for all official organizations)?
- ✓ What makes your group unique?

STRUCTURE:

- ✓ Will this be a formal, long-term group or are you forming to work on a particular one-time only issue and /or activity?
- ✓ What officers will you have? (Pres., V.P., Treas., Sec., Chairperson, etc...)
- ✓ How will they be selected and for how long?
- ✓ How often will you meet?
- ✓ Will membership be open to all (required at Southwestern, except for those clubs with certain requirements)?
- ✓ Will members be required to pay dues?

We suggest you set up a meeting with the Associated Student Government Clubs Director and the Coordinator for Student Life and Events to assist you with the process of starting a new club.

HOW TO GET STARTED

If you think you have the drive and the leadership skills to get your group off the ground, then you're ready to start the process. Becoming an officially recognized organization at Southwestern Oregon Community College is fairly easy.

YOU MUST:

- ✓ Complete a Club Charter Application/Renewal Form.
- ✓ Have an Advisor who is a full or part time faculty or staff person at Southwestern.
- ✓ Provide a list of ten registered Southwestern students who are interested in participating in the club.

The above information should be submitted to the Associated Student Government Club Director. He/she will review it and then submit the application to the Associated Student Government for approval. Following approval, the Coordinator for Student Life and Events will establish an account in the business office for the club.

CLUB MEMBER STATUS

- ✓ Clubs may have non-students as members, as long as at least 10 of the members are currently enrolled Southwestern Oregon Community College Students.
- ✓ Club funds can only be utilized for those members who are currently enrolled students of Southwestern Oregon Community College.
- ✓ Club Officers must be currently enrolled Southwestern Oregon Community College Students.
- ✓ Voting members of a club at the least be currently enrolled students. Clubs may include other criteria for members to be considered voting members.

CLUB ADVISOR STATUS

- ✓ A club advisor must be a full-time or part-time faculty or staff member of Southwestern Oregon Community College.
- ✓ Associated Student Government recognizes the individual(s) who has signed the advisor acceptance form as the official advisor for the club.

- ✓ Clubs may reach out to individuals who will serve the club as a community resource. These individuals are restricted in their ability to assist the club in official College functions. These functions can include arranging to use campus facilities, sign official paperwork or travel (as the advisor) with the club. Club funds may not be used to pay for the expenses related to the community resource individual.

MAINTAINING YOUR STATUS AS A CLUB

- ✓ At least 10 of the club members must be active students attending Southwestern Oregon Community College.
- ✓ Clubs must renew their charter each year to remain active.
- ✓ Additional requirements may be required for clubs who are seeking funding from Associated Student Government.

CLUB INACTIVITY

- ✓ If a club fails to resubmit their club charter each year.

FUNDING ASSOCIATED WITH INACTIVE CLUBS

- ✓ If a club with an established club account is inactive for two consecutive years, all funds in the club account will be returned to Associated Student Government.
- ✓ A newly chartered club which fails to keep their charter current in the term immediately following their chartering date, will have any moneys provided by Associated Student Government revoked and any fund raising dollars will be returned to Associated Student Government.

REVIEW OF A CLUB

Associated Student Government conducts a yearly review of all clubs in order to verify club activity and to ensure that the charter is up-to-date. The review may include the submission of a term/yearly reports of all club activities.

In addition, Associated Student Government has the right to review the activities of a club and may, for cause:

- ✓ Put a club on probation
- ✓ Suspend a charter
- ✓ Revoke a charter

Reasons for probation, suspension and or/charter revoking includes (but is not limited to):

- ✓ Lack of student support;
- ✓ Repeated failure to adhere to federal, state and local regulations regarding college club funds, including, but not limited to Southwestern Oregon Community College policies and procedures, Associated Student Government Constitution and Bylaws, and the Associated Student Government Club Handbook;
- ✓ Inappropriate use of college resources;

- ✓ Improper use of club funds;
- ✓ Excessive student code of conduct violations

Clubs may appeal probation, suspension and charter revoking decisions to the Coordinator of Student Life and Events. If satisfactory outcome is not attained, a final appeal may be made to the Dean of Student Services.

CLUBS BUDGET INFORMATION

CLUB ACCOUNTS

Once a club is chartered an account is set up with the Southwestern Oregon Community College Business Office by the Coordinator of Student Life and Events. To get your club account number please see the Coordinator of Student Life and Events. **College policy requires all club funds be kept in campus accounts.**

Each club should have a designated member who is responsible for maintaining the clubs financial records. The advisor may request a printed record of deposits and withdrawals. Please contact the Coordinator of Student Life and Events.

Funding from Associated Student Government

Associated Student Government sets aside a portion of their budget to support the activities of clubs. To receive funds your club must be active.

FUNDING

- ✓ All clubs are eligible to receive \$400 a year from ASG. You can receive that money by completing any of the following.
- ✓ ASG will match fundraising up to \$250 for the academic year. Please submit a request for funds form to Student Government In order to have the fundraising match; it must be approved by ASG prior to the fundraising event.
- ✓ All clubs are eligible for \$50 for attending clubs rush. Please email the club director after clubs rush to have this money deposited in your account.
- ✓ If clubs need additional support for a special project they may request those additional funds by submitting a request for funds form. There is no guarantee that they will receive the funds.

DEPOSITS:

Deposits should be made directly to First Stop in Dellwood Hall. No special deposit slip is necessary. You will need to know your account number to make a deposit. A receipt will be provided once the funds have been deposited into the clubs account. These deposit slips should be retained by the club to verify the deposit was made.

WITHDRAWALS—REQUISITIONS

All requisitions will need to be submitted by the advisor. Each advisor may develop a specific process for the club to get the information to him/her regarding the use of club funds.

All requisitions need to be approved by the Coordinator of Student Life, Executive Director of Enrollment Management, Dean of Student Services, and Vice President of Instruction and Student Services. It is imperative that a club submit their requisition in a timely fashion to receive the funds on time. Please allow for at the very least two weeks.

Requisitions are all entered online through mylakerlink on the Advisor's mylakerlink account. If the Advisor does not have access to the account please contact the Coordinator of Student Life and Events for access.

WHAT CAN BE PURCHASED WITH CLUBS FUNDS

Funds may be used for the following (this is general outline and is not inclusive). If you have questions regarding a particular purchase please contact the Coordinator of Student Life and Events.

- ✓ Personal Service Contracts: For special and technical services provided in such areas as quest speakers or performers (please contact the Coordinator of Student Life assistance with these contracts)
- ✓ Equipment: Furniture, media equipment, computer terminals, PC systems and other software to be used specifically by student programs and activities.
- ✓ Supplies: Paper and general office supplies, paint, and paint brushes.
- ✓ Decorations for events and activities
- ✓ Travel: Travel expenses for college van, vehicle rentals, train and airplane transportation, lodging, and meals during trips away from campus may also be provided. (Please contact the Coordinator of Student Life assistance with travel requests as there is additional paperwork that needs to be completed).
- ✓ Entry and Registration Fees:
- ✓ Membership Dues
- ✓ Copyright costs
- ✓ Awards: trophies or certificates
- ✓ Food for events: If an event is occurring on campus all clubs must go through dining services. Dining Services has first right of refusal.

WHAT CAN NOT BE PURCHASED WITH CLUBS FUNDS

Recognize that these funds are to be used to serve the students of Southwestern Oregon Community College. It is important when purchasing items that you keep in mind how what you are purchasing benefits the students of SWOCC. Following is a list of items that are strictly prohibited from using club funds on.

- ✓ Alcohol
- ✓ Food or beverages from off campus business for an on campus event without prior approval from dining services

CLUB DIRECTOR AND LAKER STUDENT CLUB BOARD

DUTIES OF THE CLUBS DIRECTOR ARE:

1. The Clubs Director shall be the liaison between campus clubs and ASGSWOCC
2. The Clubs Director shall attend at least one meeting or activity of each recognized club.
3. The Clubs Director shall be responsible for all campus club functions that occur.
4. The Clubs Director shall be responsible for communication with all clubs.
5. The Clubs Director shall be responsible for working with the ASGSWOCC Advisor to create a training session during fall term.
6. The Clubs Director shall be responsible for organizing a Clubs Rush by the third week of fall, winter, and spring term.
7. The Clubs Director shall be responsible for having Clubs Charter/Renewal forms available for those who want them.
8. The Clubs Director shall be responsible for filing all paper work of Campus Clubs.
9. The Clubs Director shall be responsible to maintain a record of all financial transactions between clubs.
10. The Clubs Director shall be responsible for maintaining the club's board in the Empire Hall lobby.
11. The Clubs Director shall be responsible for reviewing the clubs formation and funding process yearly, to see if any revisions need to be made.
12. The Clubs Director shall be responsible for organizing a thank-you for all club advisors and 1 member of the club.
13. The Clubs Director shall assume other duties as needed.

LAKER STUDENT CLUB BOARD

The Laker Student Club Board is an opportunity for student clubs gather and discuss events, activities, successes, and challenges they are encountering. This is a great place for clubs can exchange information and promote participation in club events and activities. It is also provides an opportunity for the Club Director to inform students of relevant issues affecting the college or club.

- ✓ It is important for a member of each club to participate in the Laker Student Club Board. Some of the decisions made by Associated Student Government depend upon student input and approval.
- ✓ *Laker Student Club Board Representatives* include at least one person from each active club. This Representative will be the person to report to the board what their club has been working on, questions they may have, or other information. The Clubs Director will serve as the chair of the committee and attend all meetings.
- ✓ The Laker Student Club Board will meet once a month. Date, time, and location will be communicated to the board via the Clubs Director.
- ✓ The Laker Student Club Board Chair (Clubs Director) will create an agenda for each meeting.

FUNDRAISING

STEPS TO FUNDRAISING

All Fundraising activities must adhere to state, local and federal laws associated with fundraising as well as college procedures related to fundraising.

- ✓ A member (preferably the individual in charge of the fund raising activity) of any student clubs, sponsored programs, and organizations associated with ASGSWOCC must meet with the Coordinator of Student Life and Events, or designee, prior to the event or activity to ensure the appropriate cash control procedures and fund raising policies are being followed.
- ✓ The Club Advisor in charge of the fund raising activity is responsible for making sure all money collected is deposited into the appropriate account. If the fund raising is being use to meet the ASG matching funds a copy of the receipt needs to be submitted to the Coordinator of Student Life and Events.
- ✓ All money needs to be processed in a secure area and kept in a locked/secure place at all times.
- ✓ Checks and money orders are preferable to cash. All checks need to be made out to Southwestern Oregon Community College. In the memo section put the club or organization name.
- ✓ All money needs to be submitted to First Stop as soon as possible. First Stop will process the money and enter it into the club or organizations account. First Stop will provide the individual depositing the money with a receipt showing the deposit of funds.
- ✓ All funds need to be deposited into the account. No money can be paid to vendors without first going through the requisition process.
- ✓ The Club Advisor or the Student Representative may be held accountable for any missing money.

DONATIONS

Clubs may solicit donations of material goods from local business including gift certificates. Any club interested in soliciting the community for donations must get prior approval from the Coordinator of Student Life and Events. A record of all donations received by the club must be received.

For material goods and gift certificates, a letter of intent must be provided to the business.

- ✓ The letter must include the purpose for which the donation will be used.
- ✓ Include the club name, contact information for the club and the college address.
- ✓ Must be signed by both the club advisor and the appropriate club representative.
- ✓ Letter must be approved by the Coordinator of Student Life and Events.

A letter of thanks with the item donated included must be provided to the business or community organization.

Please note ASGSWOCC clubs are unable to provide a tax deductible donation receipt. The thank you letter serves as recognition that the item was received. If a local business or organization is donating a large item

and would like a tax deductible donation receipt please get with the Coordinator of Student Life and Events for the process.

CAMPUS RESOURCES

FACILITIES

Clubs have the ability to use a campus facility free of charge. The Club Advisor will need to schedule the room with campus facilities. The room reservation form can be found at mylakerlink under forms. Please remember that rooms may be scheduled for other purposes. The sooner you get your room scheduled the more likely you will get the room you want.

MAKE SURE THAT THE ROOM IS AVAILABLE BEFORE YOU PLAN AND PUBLICIZE YOUR EVENT.

FACILITIES SET-UP:

The room reservation form will have a basic set up design, with a section for additional comments. Please list any request or set up needs you may have for your program, i.e. number of chairs and tables, additional garbage cans, podium, sound or media.

MEDIA SERVICES:

Media requirements should be noted on the request form. You will need to fill out an additional media request form which can be located at http://www.socc.edu/media/equipment_request.cfm

SECURITY:

Some events require additional security (when you fill out your program request form the Coordinator of Student Life will indicate if there is the need for additional security for your event). You will need to contact Campus Security to schedule the additional security for your event. If you have questions regarding this please contact the Coordinator of Student Life and Events.

FOOD SERVICES

Southwestern Oregon Community College has in house food service. All events occurring on campus must use campus dining and catering services for their food service needs, unless otherwise approved.

Note: Alcoholic beverages may not be served at any club meetings or events without the express permission of the College President. (Contact the Coordinator of Student Life and Events for further information).

MAIL AND PRINT SERVICES

Flyers, newsletters, mailings, copies, and other production materials can be provided through Mail and Print Services. Print Service Request forms need to be completed with the document that needs to be copied, etc. The form can be found at <http://www.socc.edu/mailprint/pgs/print-info/forms/index.shtml>. You can also fill out the form in the Mail and Print Services office located on the First Floor of Tioga Hall. You will need to

know your club account number to utilize these services as they will be charged to your club account. Print Service forms have been included in the appendix of this document.

IF YOU HAVE ANY QUESTIONS REGARDING THE USE OF CAMPUS RESOURCES PLEASE CONTACT THE COORDINATOR OF STUDENT LIFE OR THE CLUBS DIRECTOR.

CAMPUS DEFINITIONS AND TERMINOLOGY

ASSWOCC: Associated students of Southwestern Oregon Community College.

ASGSWOCC Club Director: The chair of the Club committee and the ASG officer who works directly with the clubs.

ASG Constitution and Bylaws: The documents which gives the ASSWOCC, ASG and its related organizations its structure and authority.

Associated Student Government (ASG): Group of Students elected and selected by the students of Southwestern Oregon Community College to represent the interests of all students at SWOCC

Hold Harmless: A form identifying the risk associated with a particular activity.

ASG Office: Lakeview 203.

Budget Number: A ten-digit number which identifies a club “bank” account at the college.

Chartered Student Club: A student organization officially recognized by ASG.

Club Advisor: A Faculty or Staff member who agrees to be the official on-campus resource person or overseer for a chartered student club.

Club Charter: A form that must be submitted in order for a student organization to be recognized by the Associated Student Government as an official SWOCC Club.

Club Room: The Club Room is located in Empire Hall upstairs from the cafe in the glass room.

Club Service Funding: Club Funding is the money allotted to qualifying clubs once per quarter. This money comes from the Associated Student Government and requires the criteria be met outlined in the Club Funding packet.

Community Resource Person: An off-campus individual(s) who is a resource for the club, in addition to their on-campus advisor.

Coordinator of Student Life and Events: The college administrator who oversees the activities of ASG as well as its organizations and committees; the advisor to ASG.

Event Request Form: A document describing an event or activity in terms of who, what, where, when and why.

Facilities Scheduler: The responsible party for the scheduling of meetings and conferences in rooms on campus.

Student Programs and Activities: Functions recognized by the ASG Student Government and operated under regulations and procedures officially adapted by the Board of Trustees.

Travel Request Authorization Form: A form that must be completed and submitted in advance prior to any College-related travel.

Vendor Contract: Contract outlining the guidelines for a vendor on campus.

Volunteer Services Form: This form is used for students (who are not employed by SWOCC) who provide services such as driving a van for events and activities.

Volunteer Time Sheet: The form is completed by a volunteer to register his or her hours.

Travel Expense Report: A form that must be filled out following any College-related travel.

ORGANIZING YOUR CLUB

THE ROLE OF THE ADVISOR

Student club advisors are chosen for a variety of reasons. An advisor may be any or all of the following:

- ✓ New member of the faculty or staff given an opportunity to serve
- ✓ The most qualified faculty or staff member
- ✓ A faculty or staff member who is selected by students
- ✓ A faculty or staff member who wants the position

The individual who agrees to take on the responsibility is undertaking a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- ✓ Motivate and challenge students
- ✓ Increase knowledge and understanding of students outside the classroom
- ✓ See students successfully apply skills learned in the classroom
- ✓ Meet and work with leaders for the community and our campus in planning student club programs
- ✓ Meet professionally and socially with other instructors involved in similar activities
- ✓ Work with students from diverse backgrounds

As the club advisor you will be expected to advise your club programs and/or activities accordingly. The ASGSWOCC Constitution and Bylaws, this Club Handbook, the Student Code of Conduct and Southwestern Oregon Community College Policies and Procedures will help guide you in appropriate club conduct. If you have any questions regarding your role or about an activity or event please contact the Coordinator for Student Life and Responsibilities.

REQUIREMENTS, ROLE, AND RESPONSIBILITIES OF THE CLUB ADVISOR:

- ✓ Advisors must be able and willing to work with students from a broad spectrum of backgrounds; from personal to cultural.
- ✓ Must help clubs navigate the policies, procedures, and laws that impact their specific club
- ✓ It is essential the advisor be able to make a commitment to the students.
 - This commitment comes through time, knowledge, and other available resources
- ✓ Familiarize yourself with the goals, procedures, and school policies pertaining to student clubs
- ✓ Encourage and stimulate involvement of all students
- ✓ Assist students in developing an understanding of group process and leadership skills
- ✓ Assist students in setting goals and creating plans for achieving the goals

- ✓ Ensure that members' contributions and accomplishments are recognized
- ✓ You are acting on behalf of the college to support the students in their activities. It is important that you understand all policies and procedures of the campus, etc.
- ✓ Be thoroughly familiar with the nature and objectives of the club.
- ✓ Read the ASGSWOCC Club Handbook and be familiar with the policies and procedures described in the handbook.
- ✓ Attend Club meetings regularly
- ✓ Assure sound financial and business practices that comply with state and college policies regarding expenditures of club funds.
- ✓ Monitor good record keeping of all club events, meetings and plans. Any activity involving the exchange of money is particularly important and must meet college requirements for accountability and state auditing.
- ✓ Submit all expenditures through mylakerlink. The Office of Student Life will approve those expenditures through the normal approval process for campus.
- ✓ Attend all club trips and major events or make arrangements for another faculty or staff member to attend if you are unable to attend. (All Student sponsored events are required to have at least one staff/faculty member in attendance at all times during the event).
- ✓ Be aware of the expectations set forth in the Student Rights and Responsibilities, especially in regards to alcohol and other drug use at college sponsored events. Report any violations to the Office of Student Life (Coordinator of Student Life and Events).

ROLE AND RESPONSIBILITIES OF OFFICERS

The number of officers can vary from club to club. Officer positions for clubs usually include positions such as President, Vice President, Executive Assistant/Secretary, and Treasurer. Officer positions can also include specific titles such as publicity director, activities director, or other titles that may be specific for the particular club. Elected officers can form an executive committee under the guidance of the advisor, or on an independent basis with the club voting on rules, and then assume the leadership of the club. Officers are recommended but not required for a club to be officially recognized. Officers must be currently enrolled students of SWOCC.

GENERAL DUTIES OF OFFICER POSITIONS:

PRESIDENT:

- ✓ Provides direction and leadership for the club
- ✓ Calls and conducts meetings of the club and its officers
- ✓ Prepares agenda
- ✓ Designates subcommittees
- ✓ Is aware of the financial affairs of the club

- ✓ Is familiar with the club constitution and enforces it
- ✓ Is familiar with all college policies and procedures governing clubs and club activities Ensures that meetings are conducted in an orderly manner
- ✓ Assists members in understanding rules of correct parliamentary procedures

VICE-PRESIDENT:

- ✓ Serves as chairperson in the absence of the president or when the president wishes to speak from his/her personal position
- ✓ Assists the president with the responsibilities of that office
- ✓ Provides input in developing the meeting agenda
- ✓ Acts as committee coordinator
- ✓ Assists president in promoting club activities

EXECUTIVE ASSISTANT/SECRETARY:

- ✓ Records and keeps the official minutes of all meetings; is responsible for the accuracy and completeness of the minutes
- ✓ Is responsible for all correspondence of the club
- ✓ Maintains the membership list and attendance roster
- ✓ Maintains its club's scrapbook

TREASURER:

- ✓ Develops the club's official budget
- ✓ Conducts all business transactions of the club
- ✓ Maintains the official fiscal records of the club
- ✓ Collects dues
- ✓ Makes financial reports at each meeting
- ✓ Helps develop fund-raising strategies

PUBLICITY DIRECTOR:

- ✓ Gathers and classifies club news
- ✓ Prepares news articles for publication or broadcast
- ✓ Sends reports of club activities to the state and/or national clubs
- ✓ Publicizes club events

ACTIVITIES DIRECTOR:

- ✓ Takes the lead coordination on events and activities the club maybe conducting.
- ✓ Reaches out to other clubs to coordinate on group activities

NOMINATION AND ELECTION OF OFFICERS:

Officers for a club do not necessarily need to be elected. Officers may be appointed or voted on by the club members. The club is responsible for coming up with its own process for acquiring officers. The nomination and election of officers is an important process.

THE FOLLOWING POINTS MAY BE HELPFUL:

- ✓ Discuss leadership qualities and the demands of each officer's positions. Stress that a leader must possess both ability and willingness to do the job.
- ✓ The president pro-tem of the club should appoint a student nomination committee. Members may also volunteer to run for office. Be sure nominees have agreed to be on the ballot.
- ✓ Encourage students to campaign or step up for office; this may increase interest and understanding for the officer's roles and responsibilities. Issuing campaign guidelines may be helpful.
- ✓ Check the ASGSWOCC Bylaws for a formal election procedure.
- ✓ Select students who are not on the ballot to count votes.

WORKING EFFECTIVELY WITH OFFICERS:

One of the most important things you can do to ensure a successful student club is to establish a good working relationship among the officers. After getting into office, the officers should hold regular meetings to keep up on the clubs progress and events. All meetings should include formal meeting minutes.

MANAGING EFFECTIVE MEETINGS:

Meeting leaders typically face a two-fold challenge: getting the job done and attending to the person and interpersonal needs of group members. Good balance should be given to both in order for things to work as smoothly as possible. Here are some helpful tips:

PRIOR TO THE MEETING:

- ✓ Let members know when, where, and how long the meeting will be.
- ✓ Define goals of the meeting for yourself and with other officers.
- ✓ Prepare an agenda and have any necessary supplies handy and ready to go.

DURING THE MEETING:

- ✓ Be on time!
- ✓ Define objectives for the meeting

- ✓ Allow and encourage discussion, but keep it productive.
- ✓ Be creative.
- ✓ Clarify decisions made.
- ✓ Delegate responsibilities; define tasks and deadlines.
- ✓ Follow Robert's Rules of Order when necessary.

REALITIES ABOUT MEETINGS:

- ✓ People are late. Feel free to build in a 10 minute "settling in period" prior to the meeting. Do not go back over information already covered.
- ✓ People love to hear themselves talk. The facilitator needs to work with individual members who may dominate the conversation. (Do this in private and not in front of the entire group). There are facilitator strategies that can help limit the amount a person speaks during a meeting.
- ✓ People love to share their experiences.
- ✓ People disagree.
- ✓ People have feelings.
- ✓ People have egos.
- ✓ Things almost always take longer than we think.

RECRUITING MEMBERS—GETTING THE WORD OUT:

- ✓ Have a kick off project
- ✓ Shadowing... teach the basics to newer group member
- ✓ Develop special committees... great for delegation
- ✓ Create a monthly or quarterly newsletter or calendar. This is a good way to keep the group going when you leave
- ✓ Hold events on campus.
- ✓ Make a brochure describing your group or issue and distribute it widely
- ✓ Make a pamphlet listing contact names and resources on campus, and in your local community.
- ✓ Advertise
- ✓ hold a rally
- ✓ Set up information or flyers around campus (make sure to get approval before hanging up flyers)

PROGRAMMING: PLANNING ACTIVITIES AND EVENTS

PLANNING EVENTS AND ACTIVITIES:

Programming is an essential part of being an effective club. Programming adds strength, purpose, advertising of the club, and may lead to more involvement with membership recruitment and retention.

Programming provides a bigger picture for clubs. It is essential for clubs to achieve quality rather than quantity of programs. Programs can be provided strictly for the Clubs' own membership, Southwestern community, or the greater Coos Bay/North Bend Community.

Programming is the opportunity to become an educator and teach people things they might not have the opportunity to learn in the classroom. Programming can enhance the academic experience and facilitates the development of a whole well rounded individual.

Programming is about knowing the overall population's needs and challenging them to become a more involved citizen.

POLICIES RELATED TO EVENTS ON CAMPUS

All student sponsored events must have a completed and approved programming packet turned into the Office of Student Life. Should this packet not be completed the Club may lose privileges or have additional disciplinary action. Programming packet is included in the Appendix and a list of the documents included is listed below.

- ✓ Event/Activity Request Form
- ✓ Institutional Sponsor Responsibility Acceptance Form
- ✓ Event/Activity Procedure Form
- ✓ Event Evaluation Form

TYPES OF ACTIVITIES OR EVENTS

CLUB ACTIVITIES MAY BE DIVIDED INTO FOUR BROAD CATEGORIES

- ✓ Social
- ✓ Service
- ✓ Fund Raising
- ✓ Professional (for vocational clubs)

SERVICE ACTIVITIES:

Encourage and provide resources for students to become more involved in the community. The service typically benefits the community in some manner.

- ✓ Visit hospitals, retirement homes
- ✓ Provide food baskets for needy families during the holidays

- ✓ Sponsor a voter registrations drive
- ✓ Clean up campaigns

SOCIAL ACTIVITIES:

Provide opportunities for members to enjoy each others company. Often social activities can be combined with other types of events such as fund raising. Typically, these activities surround the clubs topic area. Some examples include

- ✓ Lecture series
- ✓ Dances
- ✓ Theme celebrations
- ✓ Picnics
- ✓ Bowling parties

FUND RAISING:

Fund Raising events allow for the club to generate money for the club. It helps pay for the service events, social events, and other general expenditures of the club. There will be a specific section dedicated to Fund Raising and the requirements associated with raising funds for your club. The following is a list of possible fund raising activities.

- ✓ Recycling cans
- ✓ Car wash
- ✓ Dances
- ✓ Raffles

PROFESSIONAL ACTIVITIES:

These activities are specifically geared for the clubs interest and help to develop the skills for a particular program of study. Examples include:

- ✓ Sponsoring business/industry tours
- ✓ Inviting guest speakers for the particular topic
- ✓ Sponsoring a career day
- ✓ Blood drive or other health related events

HOW TO PROGRAM

- ✓ Evaluate Your Population and Assess Their Needs
 - State interests (surveys, conversations, suggestion boxes, etc.)
 - Implied interests (what the population does, things you hear, etc.)
- ✓ Generate Ideas
 - Brainstorm individually and within the group
 - Narrow down the brainstormed ideas
 - What will best serve your population?

- Small successes are better than an extravagant flop!
- ✓ Make the arrangements
 - Check calendars to avoid conflicts, talk to others to see if that is a good day to do the program, STICK TO THE DATE!!!
 - Fill out an event planner
 - Take care of the details a head of time
 - Call speakers
 - Room reservation
 - Refreshments
 - Handouts
 - Advertising
- ✓ Advertise
 - KEY to the program's success
 - Be Creative
 - Put advertising WELL in advance!
- ✓ Presenting the Program
 - Set up, Clean up, and greet the presenters
 - Have Fun!!!
 - Ask follow-up questions if needed
 - Have resources available for the audience
- ✓ Evaluate the Program
 - Do a formal evaluation for your organizations historical file
 - Don't judge by the attendance alone! Was it meaningful, did it meet your assessed need and purpose?
- ✓ Send Thank-you Notes
 - Thank your presenters
 - Thank the audience and prep them for the next program(s) ideas, times etc...

ADDITIONAL PLANNING THOUGHTS AND QUESTIONS TO PONDER:

- ✓ Conflicts to Think About:
 - Holidays
 - Religious obligations
 - Test, midterms, finals, etc.
 - Annual/traditional events
 - Other major programs
- ✓ Facility Needs
 - Does the location meet your technical requirements (computers, TV's, etc...)?
 - Is the space conducive to your intended use?
 - Is the location well known? If not how will you make it known?
 - Are their restrictions on the facility you will need to be aware of?
 - If food is part of the program are there requirements for catering to be involved?
- ✓ Details, Details:

- Break the program down to workable details
- Has each detail been accounted for/planned for
- Do you have a back-up plan/date/ etc...
- ✓ Communicated Responsibilities:
 - Have the delegated tasks been properly communicated?
 - Put the tasks down on paper and make it available for all people involved.
 - Are the responsibilities understood by all involved?
 - Have deadlines been set? Does the group know the deadlines?
 - Keep in touch with everyone.
- ✓ Publicity Campaign:
 - Is it effective
 - Thorough
 - Creative
 - Is the planning of the publicity a group/individual task?
 - Are the outcomes of the publicity understood by all?
- ✓ Double Check everything
- ✓ Have you planned for the unexpected?
- ✓ What are the group's expectations at the actual program?
- ✓ Have fun at the program!!
- ✓ Meet several days after the program to evaluate it... how could it have done better?

WHY PROGRAMS FAIL

- ✓ Poor Program design:
 - Didn't take into account the needs/interest of the population, group organizing the program have negative/ pessimistic attitude towards the program.
- ✓ Lack of Support:
 - Lack of clear communication of the program's goal/purpose to all those involved. The benefits weren't properly laid out for the intended audience.
- ✓ Location/times:
 - Location is hard to get to, unknown, or too far away from the targeted population. Didn't take into account for potential time conflicts with other opportunities the audience is interested in. The physical layout/ structure of the location is too uncomfortable/distractive.
- ✓ Disorganization:
 - The program presenter is unprepared or uninformed of the purpose/goals. Room/facility needs are not accommodated. Individuals didn't follow-up on their "part". Didn't follow set guidelines or policy. No follow through by the coordinator.
- ✓ Publicity:
 - Wasn't timely (up too soon/not soon enough). Put in awkward locations. Didn't make good use of materials available. Wasn't catchy enough. Too gaudy.
- ✓ Follow-up:

- Didn't find out if audience / group felt it was worthwhile. Didn't recognize presenters. Coordinator didn't recognize volunteers for their hard work in putting together the event (leads to a lack of motivation/want to continue their work.)

EFFECTIVE MARKETING, ADVERTISING, AND PUBLICITY

A good marketing/advertising program is essential if you want to get other students, the campus, and the community involved in your meetings and activities. Good public relations are the first step in gaining support. The purpose and benefits of the club should be stressed in all publicizing.

WHAT EVENTS SHOULD BE PUBLICIZED

- ✓ Club activities, services, fund raising, and professional activities
- ✓ Leadership workshops
- ✓ Guest speakers
- ✓ State and national conferences

WHAT TO MAKE... GOOD PUBLIC RELATIONS TOOLS

Good Public Relation Tools are essential for getting your clubs information out. Some suggested methods include:

- | | |
|------------------------------------|---|
| ✓ Ads for newspapers | ✓ Flyers |
| ✓ Activities Calendar | ✓ Posters |
| ✓ Decals, Bumper Stickers, Buttons | ✓ T-Shirts |
| ✓ Displays and Exhibits | ✓ Thank you letters |
| ✓ Logo | ✓ Table Tents |
| ✓ Teasers | ✓ Press Releases |
| ✓ Postcards | ✓ Purchase Giveaways |
| ✓ Word of mouth | ✓ Visit Classes, other clubs, ASG meeting |

WHERE TO PUT YOUR MESSAGE ON CAMPUS

All flyers and posters for campus posting must be approved by the Coordinator of Student Life and events ask the Clubs Director or Coordinator of Student Life and Events. Please see the attached Campus Posting Policy in the Appendix section for specific policies and procedures for posting on campus.

PUBLICITY OFF CAMPUS

All clubs connected to Southwestern Oregon Community College must gain approval from the Coordinator of Student Life and events to post flyers, or other materials in the community. In addition any club looking to do a press release must first get approval from the Coordinator of Student Life and Events prior to sending out a press release.

TRAVEL AND TRANSPORTATION

All official club activities which take place away from campus must be approved in advance through mylakerlink. The club advisor must submit the travel request through mylakerlink. See the attached travel documentation in the appendix for the process of entering travel through mylakerlink.

- ✓ Only currently enrolled students may benefit from club funding while traveling.
- ✓ Advances/reimbursements for meals and lodging must comply with SWOCC BP7075 and APP7075.
- ✓ Following all travel, a Travel Expense Report must be filled out and returned to the Business Office.
- ✓ All students traveling must fill out the travel expectations form and the Hold Harmless form. A copy can be found in the appendix of this handbook.
- ✓ To reserve a vehicle whether it is a campus vehicle or a rental vehicle a travel requisition needs to be filled out through mylakerlink.
- ✓ Once the requisition for travel has been submitted the Advisor through mylakerlink, under forms will need to fill out the vehicle reservation form. The advisor will then receive confirmation of the reservation for the vehicle.

If you have questions or are uncertain regarding this process please contact the Coordinator of Student Life.

COLLEGE VEHICLES

The college motor pool has 11 passenger vans which you can use for any official club activity requiring transportation. Your club will be charged for the use of the van. To use the van your advisor or a college staff or faculty member must be present during the event at all times. Students are

allowed to drive the vehicles, but any one driving the vehicle must be approved to drive. To be approved to drive a college vehicle:

- ✓ Fill out the request to drive form and return to Coordinator of Student Life and Events
- ✓ Schedule a time to take the driving test with Campus Security

SOME THINGS TO KEEP IN MIND REGARDING TRAVEL

RESPONSIBILITY OF PARTICIPANT:

- ✓ Be knowledgeable about the trip including any potential risks or hazards
- ✓ Disclose any potential medical, physical, or emotional concerns or needs to appropriate person(s)
- ✓ Agree to follow directions and meet all conduct expectations. (Students are required to follow the Student Code of Conduct at all college sponsored functions)
- ✓ Understand and sign Hold Harmless and Travel Expectation forms

RESPONSIBILITY OF ADVISOR:

- ✓ Determine risks and hazards of the trip
- ✓ Obtain any required forms (Hold Harmless, Travel Expectations) from all students who are participating
- ✓ Communicate to all participants any college policies or procedures and individual and group expectations
- ✓ If participants have disclosed any medical, physical, or emotional needs determine and take appropriate steps to address those needs.
- ✓ Provide appropriate level of guidance and direction during activity
- ✓ Know what to do in case of an emergency, accident, vehicle breakdown, etc.

- ✓ Provide appropriate information regarding the activity: location, what will be occurring, schedule, etc.
- ✓ Make sure all participants are accounted for during the activity.

Students of Southwestern Oregon Community College Constitution

We, the Students of Southwestern Oregon Community College, being vitally interested in our own education, and in our cultural, social and material welfare, and desiring to stimulate and improve democratic student government, to maintain academic freedom, academic responsibility, student rights, and to establish a liaison between students, administration, faculty, and residents of the Southwestern Oregon Community College District, do hereby establish this constitution.

Article I – Names and Insignia

Section 1.0 – Student Body

The name of this organization shall be the Students of Southwestern Oregon Community College (SSWOCC).

Section 2.0 – Representative Body

The representative body of the SWOCC shall be the Associated Student Government of Southwestern Oregon Community College (ASGSWOCC), and shall consist of Executives, Directors and Senators.

Section 3.0 – Colors

The official colors of the ASGSWOCC shall be Navy Blue and Scarlet Red.

Section 4.0 – Name

The official name for SWOCC shall be “The Lakers”.

Section 5.0 – Seal

Section 5.2 –SWOCC Seal

The official SWOCC seal shall be.



Section 5.2 –ASGSWOCC Seal

The official seal of the ASGSOCC shall be.



Article II – Purpose

The mission of the ASGSWOCC shall be to improve and enhance the lives of students that attend SOCC by advocating and informing the students through:

- The education of student rights, campus policies and procedures;
- The encouragement of social expression, cultural awareness, and community outreach;
- The promotion of civic engagement;

And by representing the Student Body to the community, administration, faculty, and the staff, in order to better serve the body and sub-organizations under the governance of the ASGSWOCC.

Article III – Membership

Section 1.0 – Qualifications

Membership in the SSWOCC shall consist of all registered students, having made payment of appropriate fees, and shall be considered active members of the SSWOCC.

Section 2.0 – Non-discrimination

ASGSWOCC shall not discriminate on the basis of race, religion, age, sex, mental or physical disabilities, and/or any other forms of discrimination in any of its policies or practices.

Article IV – Meetings

Section 1.0 – Regular Meetings

Regular meetings shall be held every week during the fall, winter, and spring terms and shall consist of a closed executive session and a public regular session. The date, time, and location for the ASGSWOCC to meet shall be established by the ASGSWOCC President and shall remain constant throughout the term unless changed by a two thirds vote by the ASGSWOCC board.

Section 2.0 – Special Meetings

Special Meetings of the ASGSWOCC may be called by the ASGSWOCC President or by a two-thirds vote of the ASGSWOCC.

Section 3.0 – Quorum

1. Fifty Percent plus one of the ASGSWOCC shall constitute a quorum.
2. For a vote made by ASGSWOCC to be valid and official, a quorum must be present.

Section 4.0 – Rules of Order

ASGSWOCC shall vote at the first meeting of fall term at which a quorum is present as to the method of governance for the weekly meetings. A change in rules of order may be enacted by majority vote of the ASGSWOCC at any of the weekly meetings.

Article V – Clubs and Organizations

Section 1.0 – Membership

Voting members shall be any student in regular attendance at Southwestern Oregon Community College who wishes to be affiliated with campus clubs or organizations.

Ex-officio members shall be non-students, and will not be considered club members for ASGSWOCC funding purposes.

Section 2.0 – Recognition

Clubs and organizations that wish to be recognized by the ASGSWOCC must present a constitution that meets the standards and requirements set forth by the ASGSWOCC constitution.

A club's or organization's constitution shall be ratified upon approval by a two-thirds vote of ASGSWOCC voting members. If the ASGSWOCC does not ratify the constitution, the club or organization will not be formally recognized, but may continue to meet.

Section 3.0 – Probation

Upon two-thirds vote of the ASGSWOCC, a club or organization may be placed on probation. The club or organization will have a reasonable time (stipulated by ASGSWOCC) to correct the cause for probation or to conform to the ASGSWOCC decree. During this time the club or organization shall maintain its status.

Section 4.0 – Suspension

If a club or organization has not met requirements stipulated by the ASGSWOCC, it is officially suspended.

Suspension may be rescinded by the ASGSWOCC after the suspended club or organization presents to the ASG a petition for reinstatement. The petition guarantees that all-previous ASGSWOCC citations and/or decrees have been corrected or satisfied.

Section 5.0 – Finances

Section 5.1 All clubs and organizations shall maintain their accounts with the Southwestern Oregon Community College Trust and Agency Account.

Section 5.2 All financial reports and accounts are subject to college and ASGSWOCC audit at any time, and fall under Oregon State regulations.

Article VI – By-laws

Section 1.0 – Requirements

This constitution shall contain by-laws. The by-laws shall meet the following requirements:

- Be in writing.
- Be attached to the master constitution.
- Be passed by three-fourths of voting ASGSWOCC members.
- Be re-established at the beginning of each academic year.

Section 2.0 – Changes

By-law changes shall not require College Administrative Staff or Board of Education action.

Section 3.0 – Interpretation

By-laws cannot change the specific intent of the ASGSWOCC constitution. The ASGSWOCC advisor shall make the interpretation of any by-laws in question.

Section 4.0 – Intention of By-laws

The intentions of by-laws are:

- To provide a guideline for ASGSWOCC, and provide clarification of the intent of this document.
- To provide flexibility for each administration of the ASGSWOCC on a yearly basis.
- To require every student government in the future to set up its own policies and provide that it may not be bound by previous ASGSWOCC by-laws.

Section 5.0 – Failure to Comply

Failure to comply with the by-laws shall be interpreted as failure to comply with this constitution.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

Athletic Student Handbook



Southwestern Oregon Community College
1988 Newmark Ave. Coos Bay, OR 97420
Phone# 541.888.7452 Fax# 541.888.7227
1.800.962.2838 Ext. 7452
swocathletics.com



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NWAC AWARD CRITERIA & DEFINITIONS

SOPHOMORE ALL ACADEMIC TEAM

- Sophomore in eligibility
- Minimum of 36 credits earned
- 3.25 GPA
- Recommended by the college

ACADEMIC LEADERSHIP AWARD

- Second year participant at NWAC member college
- Earned 40+ credits (fall sports) & 60+ (winter & spring sports)
- 3.50+ cumulative GPA
- Involved in campus or community activities

NWAC ART FEIRO AWARD

The Art Feiro Award is given yearly to the top male and female scholar athletes in the NWAC. The award is named after the former Dean of Students and Athletic Director at Peninsula College who was the Executive Secretary of the NWAC between 1967-75. He served on the NWAC Executive Board for 16 years. The winners of this award are selected from a pool of Academic Leadership Award recipients.

RED LION SCHOLARSHIP AWARD

- Must be a sophomore student/athlete with a minimum 3.5 cumulative GPA or better.
- Must have completed two years of eligibility in a NWAC sport.
- The award will be to complete education at a four-year institution.
- The award will be presented directly to the recipient at the end of the school year.

*****PLEASE NOTE:***

Applicant must provide the following:

- **AN ORIGINAL, OFFICIAL TRANSCRIPT**
- **Two (2) Letters of Recommendation**
- **One (1) Letter of Recommendation from Athletic Director**
- **An application letter which includes college academic awards, accomplishments/achievements, the student's interests and goals for the future and field of study they plan to pursue. Letter must also name the 4-year college they plan to attend.**

*****APPLICATIONS MUST BE COMPLETE AND MUST BE SUBMITTED ON TIME OR THEY WILL NOT BE CONSIDERED.***

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INTRODUCTION

This handbook has been prepared by the Director of Athletics for the purpose of clarifying the policies, procedures, and guidelines of the Athletic Department as they relate to coaches and individuals involved in the Athletic program. Hopefully it will clarify areas of maximum concern and provide a better understanding of the Athletic policies at Southwestern Oregon Community College.

**IT'S EVERY ATHLETES RESPONSIBILITY TO READ
THIS HANDBOOK THOROUGHLY!!!**



**KEEP IT WITH YOU... IT HAS A LOT OF
USEFUL INFORMATION IN IT!**

ATHLETIC DEPT AWARD CRITERIA & DEFINITIONS

BILL HOLMES AWARD

Bill Holmes was the first male coach at Southwestern circa 1961.

CHERI ROBINSON AWARD

Cheri Robinson was the first female coach 1978.

Both awards are scholar athlete awards, so GPA is as important as athletic accomplishment. Athlete's are nominated and voted on by the Athletic Department Staff and the winners are awarded at the annual Student Awards Convocation at the end of the school year.
(These are awarded to sophomores)

FEATURED ATHLETE OF THE MONTH

An athlete (male and female) in season will be chosen by their coach and announced via college e-mail, SWOCC Facebook, Twitter, SWOCC website and pictures hung at the bookstore. The winners will also be given a college bookstore gift certificate. (This was restarted in January 2009)

(sports for each month are subject to change)

Sept (Volleyball)

October (Men's Soccer / Women's Soccer)

November (Men's Cross Country / Women's Cross Country)

December

January (Men's Basketball / Women's Basketball)

February (Men's Swimming / Women's Swimming)

March (Men's Wrestling / Women's Wrestling / eSports)

April (Baseball / Softball/ Men's Track & Field /Women's Track & Field)

May (Men's Golf / Women's Golf)

June-August (NONE)

AWARDS

An end of the year award celebration will take place the end of May or early June. It's held in conjunction with our Hall of Fame event. All athletes are encouraged to attend. You will be notified of the date once it's set.

Awards for NWAC, NJCAA and WCWA/NCWA will be given out at the celebration. Scholar Athletes of the Year will also be recognized.

ATHLETIC GRADUATION GIFT

Each athlete who competes and walks for graduation will receive a white student athlete stole to wear at graduation. You must be in good standing with your team. You must also apply, and be eligible and plan to walk in graduation.

"ONCE A LAKER ALWAYS A LAKER!"



ATHLETIC DEPARTMENT HISTORY

The Southwestern Athletic Department offers 18 inter-collegiate sports: volleyball, men's & women's soccer, men's & women's cross country, men's & women's basketball, men's & women's swimming, men's & women's wrestling, co-ed cheer/dance, baseball, softball, men's & women's track & field, men's & women's golf and eSports.

Southwestern's colors are scarlet and navy blue, their mascot is the raccoon (Rocky) and their nickname are the Lakers.



The Athletic Logo is an SW



SWOCC main logo

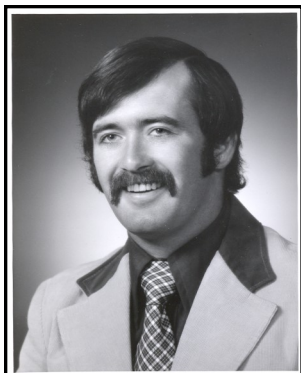


SWOCC Athletics Mascot, Rocky

SPEASL COURT is named after John Speasl.

John retired from Southwestern in June 2011 after 38 years of service. He was the Athletic Director for 25 years while also coaching volleyball for 32 years. The only other volleyball coach before him was Cheri Robinson who coached from 1977-1978.

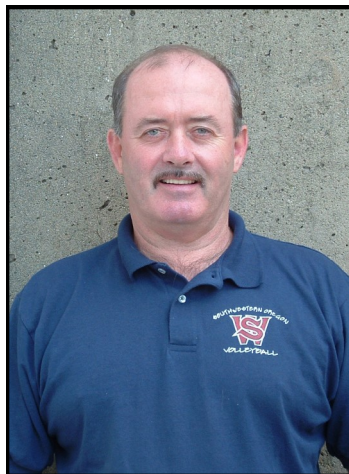
Speasl Started at SWOCC 38 years ago as a Health and Physical Education instructor. In 1986 he became the Athletic Director. Speasl has coached numerous All-Conference and All-American athletes and was named OCCAA Wrestling Coach of the Year in 1980 and 1981, NJCAA Jr. Pan America Coach 1984, and NWAC Regional Coach of the Year in 1985, 1990, and 2005.



He was an Athletic Commissioner in the NWAC for 25 years, serving two terms each as the Regional Chair on the Executive Board. Speasl had also been a member of the Golf, Volleyball and Soccer Sports Committees. He was named to the Northwest Champions in 1994 and presented with the Dutch Triebwasser Award, given to the NWAC's most outstanding administrator, in 1995. Of all of his accomplishments, Speasl, who received his Bachelors Degree and Masters Degree from Southern Oregon University, is most proud of being voted by the SWOCC student body as the life sciences professor of the year in 1984, 1985, and, 1986.

Speasl was also inducted into the NWAC Hall of Fame in June 2011.

Speasl was presented with a surprise court dedication ceremony in November 2010, when a banner with SPEASL COURT was presented at a regularly scheduled volleyball game. Over 20 former players as far back as 20 years ago were in attendance followed by a reception. An official ceremony took place in October 2011 when the floor was officially complete.



STUDENT ATHLETE INSURANCE (CONT)

SWOCC requires that a student athlete maintain primary medical coverage:

1. That specifically includes coverage of intercollegiate athletics;
2. With a deductible of no more than \$1500, keeping in mind that the athlete is responsible for the first \$1,000 of claims costs;
3. That pays at least 70% of costs after deductible;
4. With a coverage cap of at least \$25,000;
5. Until he or she ceases participation in SWOCC athletics, or until fully cleared to resume athletic activity if injured, whichever is longer;
6. Coverage continues the entire time an athlete is involved in athletic activities, including mandatory classes for team participation and off season optional athletic classes.

SWOCC permits a two-day period for the purposes of trying out for SWOCC's athletics teams. No prior medical clearance shall be required for purposes of trying out, and **no medical insurance coverage shall be extended by SWOCC to an individual trying out.**

SWOCC reserves the right to refuse coverage of an injury if, upon joining a team, an athlete (intentionally or otherwise) fails to disclose a preexisting injury or any medical condition found to contribute to the injury.

Adopted by Board of Education:

Policy #7.018 August 28, 1962

Revised: November 19, 1990

Changed to Administrative Policy January 22, 1996

Revised by Southwestern Administration: June 2, 1997

Revised May 31, 2005

Revised March 22, 2012

STUDENT ATHLETE INSURANCE

It is the administrative policy of the Southwestern Oregon Community College District that all students and all participants in intercollegiate athletics shall have primary medical insurance.

INTERCOLLEGIATE ATHLETIC PROGRAM

Southwestern Oregon Community College (SWOCC) provides secondary medical insurance coverage to supplement a student athlete's primary medical coverage in the event of injury incurred during participation in SWOCC's athletics program. Participation in SWOCC's athletics program includes competitions, practices, and classes specifically required or associated with team membership.

SWOCC shall not cover any individual who is not:

1. On a current team roster with proper clearance, and
2. A properly enrolled student of SWOCC at the time of injury, and
3. Submitted all required paperwork including proof of primary medical insurance

SWOCC's secondary coverage begins when a student athlete's incurred injury care costs exceed \$1,000 in one school year. The student athlete is responsible for paying the deductible amount of his/her primary medical insurance plan. SWOCC will act as a secondary plan only after \$1,000 of costs have been paid for by the student/primary insurer.

SWOCC shall not provide coverage for expenses that exceed those defined as customary and normal in-plan expenses. If an individual's primary insurance carrier reduces benefits below that which SWOCC requires due to "out of plan" care, the individual will be responsible for all additional charges.

****All numbers dial 541-888-#### (ext)****

ADMINISTRATION

Athletic Director
Admin. Assistant
Athletic Trainer
Equipment Room

Ext.

7208
7452
7157
7346

Email

swoccatletics@socc.edu

COACHING STAFF

See website

OTHER NUMBERS

First Stop	7352
Counseling & Testing	7405
Driving Test	7399
Switchboard	2525
Athletics fax	7227
Housing	7634
Bookstore	7264
Rec Center	7714

SOCIAL NETWORKING

There are many different ways to communicate on the Internet; Facebook, twitter, email, blog, Snapchat, Instagram, YouTube and beyond. Be aware that your communication on these various sources can and will be monitored by the SWOCC athletic department.

It is your responsibility as a student-athlete to make sure the information you post or create in any social network is appropriate. You can be held accountable for what you post, say or do when your behavior is posted on the Internet for all to see. Be careful of who you share information, photos or video with and remember that it is your responsibility to not embarrass yourself, your team, your family or SWOCC. You can be held accountable for behaviors or comments in the social network.



Including, but not limited to the following:



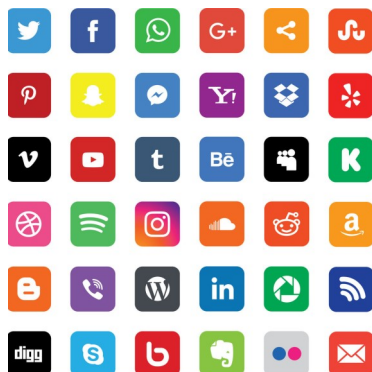
SWOCC Athletics Laker Nation



**@swocclakers
#thelakernation**



@swocclakernation



We also have event streaming with the majority of our home events. Please stay tuned with the Event Streaming LiveStream page for more information.

Be sure to share with friends and family!

TUTORING / MATH / WRITING LABS

The coach for each sport will have rules that determine the amount of time students are required to attend study labs.

TALENT GRANTS

1. The number of talent grants are limited per sport by the NWAC and NJCAA. Grants will be given to athletes at the coaches discretion. Athletic talent grants **are** institutional financial aid, if the students do not meet financial aid office standards, the grants can be withdrawn by the financial aid office and the athletic department has no ability to stop the action.
2. If you transfer from another college, your grades from that college apply to Southwestern's financial aid requirements.
3. ***On-line courses from other colleges are not covered with Talent Grants. Talent Grants only cover SOUTHWESTERN online classes that have tuition. They DO NOT cover FEES.***
4. Talent Grants are provided to the athletic department by the college, therefore all talent grant money is institutional money and is administered by the college financial aid office. Student/Athletes must comply with all financial aid office requirements and regulations.



*****You must be enrolled in a minimum 12 credits to receive a talent grant*****

*****Must be registered in a minimum of one 3-credit or more face-to-face course (s)*****

EQUIPMENT ROOM RULES

Each student is checked out equipment for games and practices. This equipment belongs to the college. It needs to be returned within the time limit specified by each coach. If equipment is not returned, you will be put on a hold list and will have to return the items or pay for them. As long as you are on hold, you will not be able to register and later will not be able to get a copy of your transcript.

Any piece of travel gear, vehicle, or motel room checked out to you, the team, or rented for you or the team, is college property and may be subject to search by college personnel or law enforcement officials at any time.

Student-Athletes are not allowed to enter the equipment room, without approval from a staff member.

Check your own equipment back in to the equipment room. **DO NOT** ask someone else to check it in for you. **YOU** are responsible for your equipment and **YOU** will be charged if it is lost.

At the end of the season if you do not return everything checked out to you, you will be put on a PE HOLD. If this occurs, you will be unable to obtain your official transcripts and you will not be able to register until you return the items or the bill for all items is paid in full.

Return items to the equipment room or athletic department ASAP or pay your balance owed at the first stop and your PE Hold will be removed.

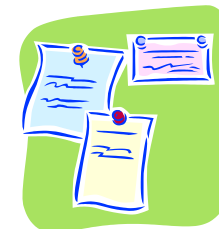


NOTICE

Anyone caught falsifying departmental information will be dealt with accordingly up to ineligibility and/or expulsion at Southwestern Oregon Community College.

Examples of departmental information:

1. Athletic Department Eligibility Forms
2. Tracer Reports
3. Registration and Add/Drop Forms
4. Transcripts
5. Grade Reports



*******IMPORTANT*******
Make sure you don't repeat the same classes to count for credit. All classes must have different numbers and titles.

HAZING/SEXUAL HARRASMENT & ASSAULT

Hazing is NOT tolerated at SWOCC

Definition:

"haze" means to subject a person to bodily danger or physical harm or a likelihood of bodily danger or physical harm, or to require, encourage, authorize or permit that the person be subjected to any of the following (but not limited to): Harassment, abuse or humiliation.

Hazing by any student-athlete can be punishable by loss of tuition scholarship and/or removal from any athletic team.

Refer to SWOCC APP 8067. You can find this in MyLakerLink under Administrative Services, Section 9 "Students".

ACADEMIC RESPONSIBILITY

It is important that all student-athletes accept the responsibility for their class work and grades.

Suggestions:

1. Attend all of your classes. (Go to bed then get up and go to class.) College is drastically different than high school, your mom and dad are not here to get you going.
2. **Attendance does matter!** Even if the instructor doesn't take roll, attendance is important. Attending class is one of the factors that improves student success.
3. Turn in assignments. Dedicate the right amount of time in your day/evening to get tomorrow's work done.
4. When traveling for athletic contests, let your instructors know ahead of time that you will be gone. Attend all of your classes possible on the day you leave.
5. If you are going to be gone, get the assignments ahead of time and get them turned in ahead of time. Instructors will appreciate your concern for their class.
6. Instructors are not required to give you an excused absence for games, go to them **before** you miss their class and see if you can arrange a make-up situation.
7. **DO NOT drop a class without your coaches consent.**
Dropping a class can affect your eligibility.
8. Do not enroll in more than 1 online course without coach or athletic department approval.

*****REGISTER FOR CLASSES AS SOON AS POSSIBLE EACH TERM
SO YOU DON'T RISK BEING WAIT LISTED.***

*****WAIT LISTED CLASSES DO NOT COUNT TOWARDS
REGISTERED CREDITS FOR ELIGIBILITY PURPOSES.***

AFFILIATION

Southwestern Oregon Community College (SWOCC) is a member of the Northwest Athletic Conference (NWAC) - Southern Region.

NWAC address:
1800 E. McLoughlin Blvd
Vancouver, WA 98663
Web site: www.NWAC.org



Twitter: @NWACSports
Facebook: NWACSports
Instagram: nwacsports1

Also, we are members of the National Junior College Athletic Association (NJCAA).



NJCAA address:
PO Box 7305
Colorado Springs, CO 80933-7305
Web site: www.njcaa.org

And Women's Wrestling. Their association(s) are:



National Collegiate Women's Wrestling Association
(NCWA, NCWWA and WCWA)

PROCEDURES FOR REDRESS OF COMPLAINTS

I. Academic Grievances:

- A. If the student/athlete alleges a violation of student rights in academic matters, he/she may redress through the provisions of the department and instructor involved in accord with proper College procedure. See Southwestern student handbook for more information.

II. Student/Athletic Grievances:

- A. The student/athlete may appeal to the coach: If the athlete protests a suspension or expulsion by the coach or alleges any other violation of student rights, he/she should request a meeting with the coach to resolve the differences.
- B. Appeal to the Director of Athletics: If the problem cannot be resolved between the coach, then the athlete can request a meeting with the Director and the coach. If the problem is not resolved between the athlete, Director and the coach, then see ACADEMIC GRIEVANCES above.

VIOLATION OF ATHLETIC DEPARTMENT & NWAC / NJCAA RULES

*****Overview but not comprehensive*****

If the coach alleges a violation of the Athletic Department rules and regulations, or of his/her own rules and regulations, he/she may suspend or expel the student/athlete from the team.

General Department Rules:

- Attend all practice sessions.
- Maintain 12 credits per term with a 2.0 GPA.
- Comply with all team training and conduct rules at home and while traveling.
- Must perform all team and individual athletic duties designated by the coaching staff.
- Must get coaches permission to drop a class.
- Must notify coach within one day of any missed classes.
- Must report and file an accident report to the Athletic Trainer after an injury.
- Must coordinate medical coverage with Administrative Services after an injury.

Each individual coach may have their own set of rules, in addition to the above stated rules.

If an athlete does not meet the following NWAC rules, they will become ineligible for competition.

Termed the 12-12-12-36+rule, NWAC athletes must be enrolled for 12 credits during each quarter when participating, complete 12 credits in the quarter prior to participating, and complete 36 credits prior to competing in a second year in the same sport. In addition, to participate a second season, they must maintain a 2.00 cumulative GPA.

Summer School:

Students completing less than 12 credits in the spring may add completed summer credits to a preceding quarter to accumulate a minimum of 12 quarter credit hours and/or may use them towards their accumulation of their 36 quarter credit hours for the 2nd year of participation. Summer school credits can also be used to increase the GPA to a 2.00 GPA. *However, the grade point for ALL summer school quarter credit hours attempted must be calculated into the cumulative grade point average.*

Red Shirt Years:

- Red Shirt years are not automatic if you are injured during season.
- The code book is very specific as to who can qualify for a red shirt year.
- See your coach and the Athletic Director as soon as possible after your injury.
- Find out if you qualify to get your eligibility reinstated.
- DO NOT WAIT! It is important to get this process started as soon as possible.

MUST READ

NWAC ELIGIBILITY INFORMATION FOR ATHLETES

All sports except Wrestling & Swimming

1. You must be registered in a minimum of 12 credit hours. If you start the season registered for 12 credits then drop below 12 credits you are immediately ineligible. If you participate in a game while you are below 12 credits, you will cause your team to have to forfeit the game and the school will go on probation with the NWAC.
2. If you enroll in a class but do not attend the instructor has the right to have you administratively withdrawn without notifying you to let you know about the withdrawal.
3. You must have passed a minimum of 12 credit hours the last quarter you were enrolled in college.
4. Fall term athlete's: ***(if you didn't pass 10 credits—you can enroll in summer school!)***
5. You may not participate in one sport more than two seasons.
6. You must be registered within 20 days from beginning of the quarter.
7. To qualify for eligibility to participate in a second (2nd) season of any sport, you must have earned a minimum of 36 credit hours and maintain a cumulative GPA of 2.00 during any quarter of participation.
8. You must be a high school graduate or the class of which you were a member has graduated.
9. You may be declared ineligible if during the sport season you represent any athletic club, organization or team other than your college team.
10. **If you are a transfer student, you must have an official transcript on file at Southwestern from all previous colleges.** You must complete the Tracer Form in the Athletic Packet. Depending on your individual situation, you may need to petition the NWAC for eligibility. Make an appointment with Tina Woodworth in the Athletic Department to find out if you need to petition.
11. If convicted for the use or sale of illicit drugs, including anabolic steroids, you will be disqualified from participation in a NWAC sponsored athletic event or activity for a period of one year.
12. If you enter a game at any point in the season (pre-season included), you will be charged with one year of competition and will have used one year of eligibility. There is NO point after the initial entry in a contest that a student may change to a red shirt. If you intend to red shirt for a year you must declare your intent before the competition season begins
13. **Students may participate in athletic contests after the athletic department has submitted an eligibility form to the league office. Check with your coach to make sure you are eligible to compete.**

NWAC & NJCAA ALCOHOL AND TOBACCO POLICY

- **Alcoholic Beverages.** The use or possession of alcoholic beverages by any student participant during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity or road trip. (Also possible removal from the team and expulsion from school.)
- **Tobacco Use.** The use or possession of any form of tobacco by any participant (student, coach, faculty, staff or official) during any NWAC or member college practice, game or athletic activity is prohibited and will result in the participant being removed from that activity. Including vaping or any banned substances listed be NWAC, NJCAA or USA swimming anti-doping.

THESE ARE SOME OF THE GENERAL RULES. THESE ARE NOT ALL OF THE RULES. THESE ARE RULES THAT ARE FREQUENTLY INQUIRED ABOUT.

THERE IS ALSO A SOUTHWESTERN OREGON CONDUCT CODE, REFER TO THE SOUTHWESTERN STUDENT-HANDBOOK FOR COMPLETE DETAILS.

DRUG & ALCOHOL USE POLICY

Any use of alcohol or drug during an athletic season will subject the student athlete to repercussions including but not limited to the following:

1. Extra work
2. Diversion program
3. Treatment program
4. Game suspension
5. Reduction of athletic financial aid
6. Release from the team

Individual programs may have additional policies for a particular team. Such policies will be approved by the college and given to the student athlete in written form. The coach will retain a copy of the policy signed by the student on file. The Athletic Department reserves the right to random drug testing.

*****THE ATHLETIC DEPARTMENT RESERVES THE RIGHT TO DRUG TEST AT ANY TIME.*****

DRIVING REQUIREMENTS

1. Must complete an Application to Operate Personal or College Vehicle for College Business form and submit to Athletic Department at least 7 days prior to date needed to drive. This must be done on an annual basis and resubmitted after July 1st of each year. Forms are then forwarded to Facilities Department for approval.
2. Students need to obtain a copy of their driving record from their home state and attach it to their application. **Oregon residents DO NOT need to obtain a driving record.**
3. Attach a copy of your driver's license.
4. You must complete and pass a driver training with an authorized Southwestern Public Safety Officer. After the application has been approved, you will need to contact Public Safety to schedule a driving training. (Public Safety 541-888-7399). The training is only required to be taken once and approval is kept on file.
5. Generally students may not transport other students in personal vehicles.
6. All drivers under the age of 25 will not be permitted to operate a rental vehicle. (This is the rental company's policy.)
7. You are not automatically approved to operate a college vehicle upon turning in an application.

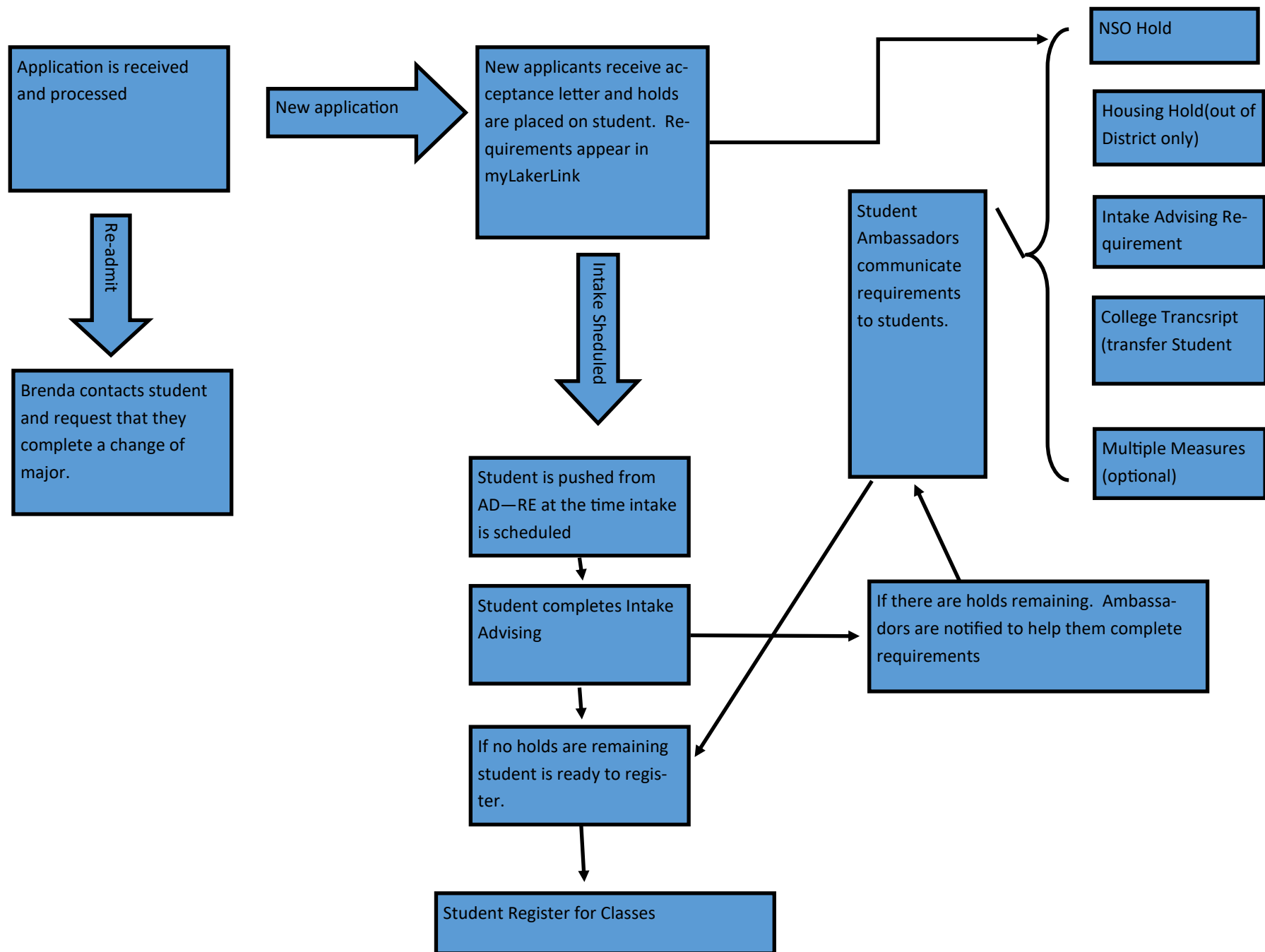


NJCAA BASIC ELIGIBILITY REQUIREMENTS **Men's Wrestling & Swimming ONLY!**

Section 4

- A. Students-athletes must be making satisfactory progress within an approved college program or course as listed in college catalog.
- B. Must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sports season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Must maintain 12 or more credits during each term of athletic participation. *-Student-athlete enrollment will be verified 24 hours prior to National Championship competition; if a student-athlete has maintained and is currently enrolled in 12 credits prior to National Championship, he will remain eligibility throughout the National Competition.*
- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time quarter, a student must pass 12 credits with a 1.75 GPA.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time quarter, and all subsequent quarters thereafter a student-athlete must satisfy one of the following four requirements to be eligible the upcoming year.
 1. Pass a minimum of 12 credits with a 2.0 GPA or higher previous quarter.
 - OR**
 2. Pass an accumulation of quarter hours equal to 12 multiplies by the number of quarters in which the student-athlete was previously enrolled full-time with a GPA of 2.0 or higher.
 - OR**
 3. A first season participant must have passed a minimum accumulation of 36 credit hours with a 2.0 SPA or higher for the **initial term** of participation, regardless of previous term or other accumulation requirements. (**NOTE:** This only establishes eligibility for the initial term, not subsequent terms).
 - OR**
 4. A first **or** second season participant must have passed a minimum accumulation of the 54 credit hours for a fall sport, 63 credit hours for a winter sport and 72 credit hours for a spring sport, with a 2.0 GPA or higher, regardless of previous term or other accumulation requirement.

NOTE: All credits attempted beyond 15 calendar days will count, whether full-time or not, excluding summer.



Advising Redesign

SUPPORTING STUDENTS THROUGH GUIDED PATHWAYS



4 pillars of Guided Pathways

Clarify The Path

Get Students On The Path

Keep Students On The Path

Ensure Students Are Learning

Advising Linked to three of these Pillars

CLARIFY PATH


Guided Pathways curriculum maps

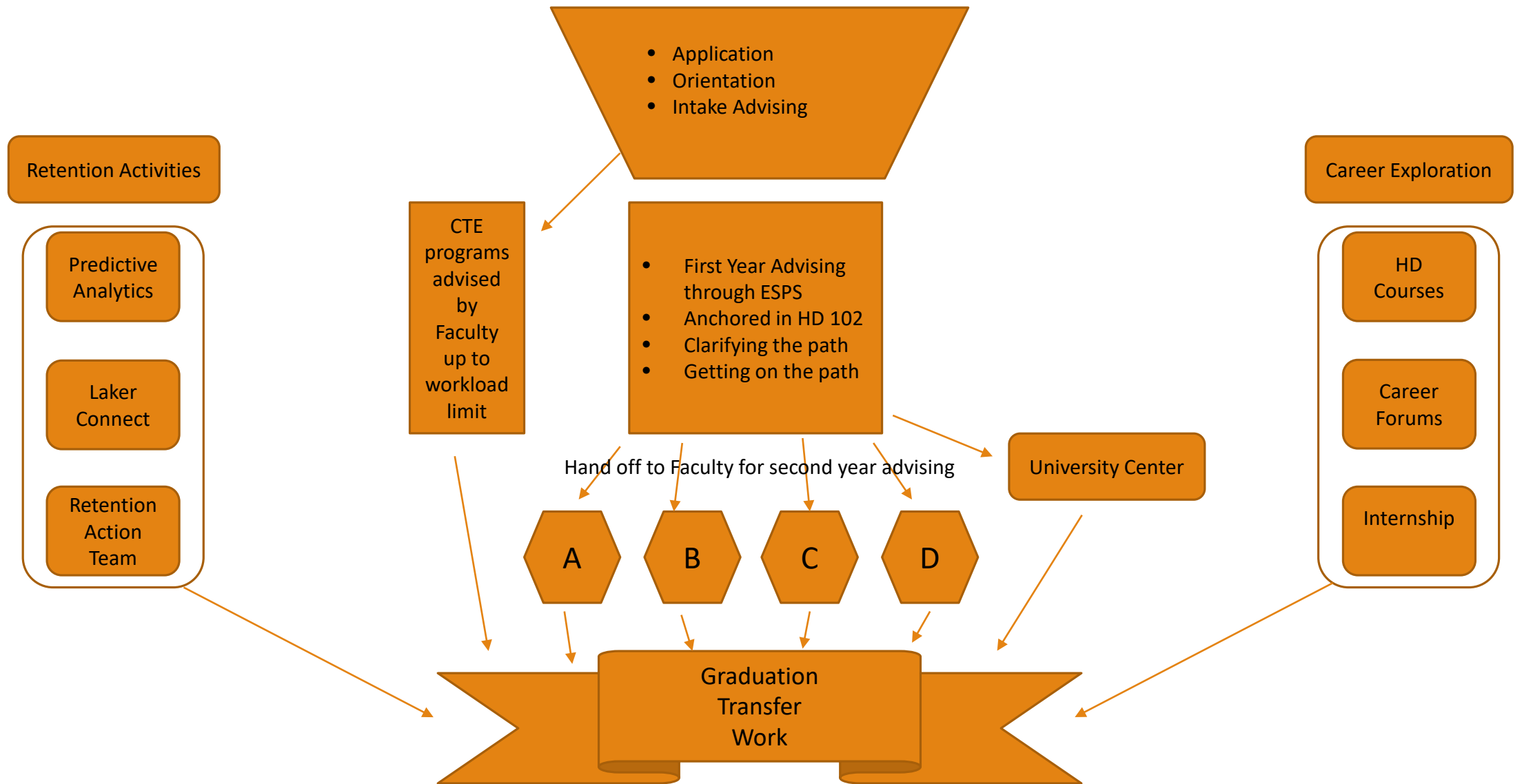
GET ON PATH

Effective intake advising and career exploration

KEEP ON THE PATH

Leveraging technology to maximize effectiveness of proactive advising.





Intake and First Year Advising

- Guided Pathways starts at application
- Provided by professional advisors in ESPS
- Career and major exploration



Specialty Areas

- Ron Bell
 - Arts and Humanities
- Trish Price
 - Health Care
 - Business
- Patrick Price
 - Social Sciences
 - Athletics
- Anthony Collins
 - Science and Math
 - Computers and Information Technology
- Susan Stuntzner
 - Public Safety
 - Trades and Technical programs

Second year advising and mentorship

- Provided by Faculty Advisors
- Focus on career mentorship



Surrounding Supports

RETENTION ACTIVITIES

- Predictive Analytics place students into Risk Tiers
- Laker Connect provides early alerts on students struggling academically
- Retention Action Team (R.A.T.) provides intervention for students at risk of not persisting.

CAREER EXPLORATION

- HD courses on career exploration
- Career forums
- Internship opportunities

UNIVERSITY CENTER

- Aid students in transferring to 4-year institutions

Leverage Technology

Technology is not a replacement for human connection. It is a tool that facilitates more meaningful interactions with students.

- Implement EXi Software
 - Shared note system
 - Electronic EDP
 - Degree Audit
- Predictive Analytics to identify at risk students
- Early Alert to provide needed interventions
- Automate manual processes when possible
 - Entry of Multiple Measures
 - Assigning Advisors
 - Communications



SOUTHWESTERN

AN OREGON COMMUNITY COLLEGE

Student Handbook

SOUTHWESTERN OREGON COMMUNITY COLLEGE (SWOCC)

www.socc.edu

Mission

Southwestern Oregon Community College supports student achievement by providing access to lifelong learning and community engagement in a sustainable manner.

Vision

Southwestern leads and inspires lifelong learning.

Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.

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Chapter 1 - Student Right to Know

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College, including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data.

Chapter 2 – Student Rights and Responsibilities

Southwestern Oregon Community College (SWOCC) students, as free citizens and members of a learning community, enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

For a list of policies visit (https://mylakerlink.socc.edu/ICS/Administrative_Services).

Alcohol and Drug-Free (Refer to [APP 7135](#) for the full policy)

It is the Administrative procedure of the Southwestern Oregon Community College District that the College is committed to the prevention of the misuse and abuse of alcohol and drugs by both students and employees. Drug and alcohol abuse is a significant public health problem which has spread throughout our society, affecting performance and productivity, as well as our level of general health. In addition, the use of alcohol and drugs can adversely affect an organization's level of safety as well as its public confidence and trust.

Southwestern Oregon Community College defines the following behaviors as violations of the standards of student conduct: The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as specifically approved by the College President or designee.

Sanctions which may be imposed on students for violations of the code include: disciplinary probation, temporary exclusion (removal from classes, privileges, or activities for a specified period), expulsion (termination of student status).

Equity and Inclusion

Students, their families, employees, and potential employees of the Southwestern Oregon Community College District are hereby notified that Southwestern Oregon Community College does not discriminate on the basis of race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Freedom of Association

Students shall be free to organize and join associations to promote their common interests subject to the following considerations.

- A. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern Oregon Community College students.
- B. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
- C. Each organization shall be free to select its own Southwestern Oregon Community College advisor. Advisors must be either contracted faculty or staff currently employed by SWOCC. SWOCC staff serves the college community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on college procedure and policy.
- D. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a certified number of active members as a condition of institutional recognition.
- E. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Accessibility.

Freedom of Inquiry and Expression

Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.

Freedom to Participate in Institutional Governance

Student representation on selected SWOCC councils and committees provides an opportunity for students to participate in institutional governance.

Nondiscrimination/Nonharassment *(Refer to [APP 7165](#) for the full policy)*

Southwestern Oregon Community College wishes to maintain a place of learning and work that is free of unlawful discrimination or harassment. The college prohibits discrimination or harassment based upon a person's race, color, religion, ethnicity, use of native language, national origin, gender, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy, or any other status protected under applicable federal, state, or local laws.

Sexual Offender Registration

Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board, or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark Ave., Coos Bay OR 97420) in writing within one business day of registering for any class at the College.

Student Publications *(Refer to [APP 8050](#) for the full policy)*

It is the policy of the College that all student-edited campus media publications have been established as designated public forums for student expression.

It is the College's intent student media will provide a full opportunity for its students to inquire, question, and exchange ideas and that they will strive to reflect all areas of student interest, including topics about which there may be dissent or controversy.

In student publications, both electronic and in print, content must follow the accepted ethics and standards of journalism and opinions must be disclaimed as not necessarily those of the College.

Tobacco Use Environment *(Refer to [APP 7155](#) for the full policy)*

Southwestern Oregon Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. Consequently, except in designated smoking areas, the use or carrying of any lighted smoking instrument in College buildings or on College premises, at events on College premises, or in College-owned, rented, or leased vehicles is prohibited. The distribution and/or sale of tobacco including any smoking device, is prohibited. For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, e-cigarette, vaporizer pens, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus, in any form.

Coos Bay campus designated smoking areas

- 1- West side of parking lot 1.
- 2- South side of parking lot 2.
- 3- Southeast side of parking lot 3.
- 4- Student Housing parking lot (outside Trinidad Head)
- 5- Student Housing parking lot (outside Cape Arago)

The Brookings campus is a tobacco-free campus.

Chapter 3 – Laker Code

1. Students have the responsibility to obey and follow the Laker Code, [College policy and procedures](#), [Board policies](#), the ASG bylaws, federal and state statutes, and city ordinances. The ASG *constitution and bylaws* and [College policy and procedures](#) shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses
3. Students are responsible for the effects of their decisions and behavior that becomes destructive to the educational goals and processes of Southwestern Oregon Community College.

The following activities may result in disciplinary action:

1. **Academic Plagiarism:** The intentional submission for evaluation to a College instructor or administrator of material based on ideas or work done by someone other than the submitter, without reasonable written documentation of material's original source.
2. **Academic Cheating:** The intentional submission for evaluation to a College instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner.
3. **Animal Abuse:** Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.
4. **Furnishing false information** to the College with the intent to deceive.
5. **Forgery, alterations, or misuse** of college documents, records, or identification cards.
6. **Detention, physical abuse, or conduct** that threatens imminent physical abuse of any person in the college community.
7. **Malicious destruction, damage, or misuse** of college or personal property on the college campus. College property is defined as all real and/or tangible property owned or controlled by the College, including but not limited to buildings, grounds, equipment, motor vehicles, library, or other instructional materials.
8. **Theft or extensive damage** to another's property at the College or College-related environment.
9. **Hazing:** Any initiation rites, on or off campus, involving any intentional action or situation that a reasonable person would foresee as causing mental or physical discomfort, embarrassment, or ridicule. Individual acceptance of or acquiescence to any activity that occurs during an initiation rite does not affect a determination of whether the activity constitutes hazing.
10. **The possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons** on College property, except as expressly authorized by law or institutional regulations. [5.014](#)
11. **The possession of alcoholic beverages or controlled substances** on the College campus

or any other facility that is rented, leased, owned, or occupied by the College at any time when classes or student activities are scheduled. [APP 7135](#), [BP 7135](#), [APP 10016](#)

12. **Sexual Harassment:** Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties. [APP 7165](#)
13. **Substantial and material interference** with the operation of the College.
14. **Failure to comply** with the terms of any penalties applied under this Student Conduct Code.
15. **Disorderly Conduct:** Knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm, creates unreasonable noise, or disturbs any lawful assembly of persons.
16. **Eluding** or attempting to elude a College Campus Security officer who is pursuing official duty.

Additional Sanctioning Bodies:

1. Athletic Department: See current Athletic Handbook
2. Residence Life/Housing: See current Housing Page
3. Nursing Standards: See current Nursing Handbook
4. OCCI: See current OCCI Handbook
5. Student Government (ASG): See current ASG Bylaws
6. Federal Financial Aid Regulations pertaining to drug convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of conviction. Please note that this is a self-declaration when the student files the FAFSA.

Possible sanctions for violations of the Laker Code

The Dean of Students, Vice President of Student Services, or designee will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Laker Code (or any other violations of [Board policies](#) or [College administrative rules and regulations](#)) may include, but are not limited to, the following:

1. **Written Reprimand:** Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. **Disciplinary Probation:** Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student.

Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.

3. **Personal Mental Health Referral:** A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. **Bar Against Re-Enrollment:** May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. **Restitution:** Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
6. **Withholding of an Official Transcript:** May be imposed upon a student who fails to pay a debt to the College.
7. **Suspension from Rights and Privileges:** Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. **Suspension of Eligibility for Co-curricular Activities:** Prohibited from joining a recognized student organization and participating in activities or attending its meetings and/or from participating in official athletic or other co-curricular activities for any length of time up to one calendar year.
9. **Faculty may assign a failing grade:** for paper, test or course as a disciplinary action where appropriate. Faculty may also require a student to leave the classroom at any time for violations of the Laker Code.

Readmission after Suspension: When a student is suspended, the conditions for reenrollment must be met. The student will be required to meet with the Dean of Students, Vice President of Student Services, or designee prior to reenrollment, and to request reenrollment in writing. The Dean of Students, Vice President of Student Services, or designee will be responsible for determining if the conditions for reenrollment have been met and will provide the student, in writing, with the decision regarding the student's reentry into the College and the reasons for the decision.

NOTE: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

Chapter 4 – Confidentiality

Confidentiality laws prohibit Southwestern Oregon Community College faculty and staff from discussing students' information with anyone, including parents and family members, without written consent.

What is FERPA?

Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.P.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. SWOCC has developed procedures in accordance with the law. | Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500.

What does FERPA mean for college parents/advocates?

Generally, FERPA rules mean at the post-secondary level:

- Student academic information will be given to the student and not to the parents/advocates.
- College representatives are prohibited from discussing information about the student's academic record with parents/advocates.
- Parents and advocates do not have access to disability-related records unless the student provides express written consent.
- The only exception is in cases where a student is considered a threat to himself or others.

Chapter 5 – Audio Recording

Recording of classes at SWOCC is prohibited without written permission of the instructor. No instructor will be required to permit classroom recordings except under requirements of law, as detailed below. Any such recording properly approved in advance can be used solely for the student's own private study and not for commercial purposes or distribution outside of the class. Permission to allow the recording is not a transfer of any copyrights in the recording. Under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, students with disabilities who are unable to take or read notes have the right to audio record class lectures for their personal study only. Classes recorded for this purpose may not be shared with other people without the consent of the instructor. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the expressed consent of the instructor and without giving proper identity and credit to the instructor. [APP 4022](#)

Chapter 6 – Animals on Campus

(Refer to [APP 8040](#) for the full policy)

While on the Southwestern Oregon Community College campus an animal's handler is responsible for the animal's behavior and containment, and the removal of the animal's waste. If the animal's behavior is deemed disruptive by College Administration to College programs, activities, or services, poses a threat to the health and/or safety of others, or displays threatening behavior, the animal must be removed from College grounds.

Service Animals

Service animals serving the disabled do not need prior permission to be on College property (leased or owned). Students with service animals must register their service animal with the Accessible Education office, or Executive Dean of Curry Campus.

Emotional Support and/or Companion Animals

Other animals such as emotional support animals (ESA) and companion animals are permitted on campus grounds (leased or owned), only when confined to a vehicle, cage, or on a leash of six feet or less, and kept under the physical control of the individual at all times.

ESA and companion animals are not allowed in buildings with the exception of the animal being brought into a facility for instructional or college sanctioned activities. Permission to bring ESA/Companion or other animals into campus buildings must be obtained from the Accessible Education office, or Executive Dean of Curry Campus before the animals may be brought into campus buildings. Once approval is granted, animals must be adequately cared for and appropriately secured.

Housing Students

Residents may not have animals live or visit them in their apartments without approval from the Accessible Education office. Animals include, but are not limited to, dogs, cats, birds, rodents, snakes, frogs, and lizards. Fish are permissible as pets, but the bowl or tank may not exceed five U.S. gallons. Housing typically fines residents \$50 for a Pets policy violation as well as the cost of additional cleaning, repair, furniture or carpet replacement, or extermination of pests. Housing will cite residents whom abuse, neglect, or abandon an animal in violation of Oregon Revised Statutes 167.310 to 167.390.

Chapter 7 – RAVE Alert System

The RAVE Alert System is a system for notifying students and college employees of an emergency on campus in the quickest way possible. When you register to receive RAVE Alerts, you will be notified via email or text.

RAVE alerts will be sent out when:

- There is an unexpected campus closure
- Your class is cancelled due to instructor illness or emergency
- A campus emergency occurs
- To relay important campus-wide information

You are strongly encouraged to register for this service.

You can register to receive alerts on the "Home" tab of [myLakerLink](#) by clicking on the "register" link under "Rave for Emergency Contact".

Chapter 8 - Acceptable Use of Technology

(Refer to [APP 5059](#) for the full policy)

The College community is encouraged to make use of Information Technologies in support of educational and administrative purposes. The College supports access to information with numerous views for the interest, information, and enlightenment of students, faculty, and staff.

Prohibited Use

The following behaviors are prohibited while using College Integrated Technology resources, including computers and networks owned or operated by the College, or to which the College is connected:

1. Modifying system or network facilities, or attempting to crash systems or networks;
2. Using personal software on College computers;
3. Using network resources which inhibit or interfere with the use of the network by others.
4. Using, duplicating, or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts;
5. Tampering with software protections or restrictions placed on computer applications or files;
6. Using College Integrated Technology resources for personal for-profit purposes;
7. Subverting restrictions associated with computer accounts;
8. Using Integrated Technology resources to obtain unauthorized access to records, data, and other forms of information owned, used, possessed by, or pertaining to the College or individuals;
9. Accessing another person's computer account without permission. Users may not supply false or misleading data, or improperly obtain another's password in order to gain access to computers or network systems, data or information. Obtaining access to an account name or password through the negligence or naiveté of another is considered to be a specifically prohibited use;
10. Intentionally introducing computer viruses, worms, Trojan Horses, or other rogue programs into Integrated Technology resources that belong to, are licensed to, or are leased by the College or others;
11. Physically damaging Integrated Technology resources;
12. Using, or encouraging others to use, Integrated Technology resources in any manner that would violate this or other College policies or any applicable state or federal law; and
13. Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation;
14. Intentional transmission or display of unwanted messages, information, or graphic images which create a hostile school or work environment for the recipient are inappropriate uses of College computer resources;

15. Allowing non-approved users access to information on the College network that do not have a legitimate need and right to know specific information;
16. Sharing or allowing others to use your logon and password; and
17. Connecting networking equipment including, but not limited to servers, routers, hubs and switches, and wireless access points to the campus network without written authorization from the Office of Integrated Technology and Services.

Chapter 9 – Campus Security

Campus Security officers are responsible for a wide range of services; protection of the campus peace and security, criminal activity suppression, crime report filing, criminal awareness counseling and presentation, preliminary fire and medical emergency inquiries and response, traffic accident investigation, drug and alcohol law violations, campus community patrols, and other public safety issues.

Time permitting, “courtesy assistance service” may be provided to members of the campus community in the form of vehicle battery charging and student and staff walkouts. To access this service, call the officers on duty at (541) 297-4200.

For crime prevention to be effective, the assistance of all campus members in the reporting of crimes or crimes in progress. If you see something suspicious or requiring a report call 9-1-1 and then Campus Security at (541) 297-4200 (duty officer’s cell phone) for further instructions.

Campus Safety Crime Statistics

The Department of Campus Security’s officers are responsible for public safety issues. Local Law enforcement provides additional coverage. For the most current crime statistics refer to SWOCC’s Clery report at <https://www.socc.edu/campus-security>.

Emergencies - Medical

For a medical emergency, contact 9-1-1 immediately. Once 9-1-1 has been called, contact Campus Security at (541) 297-4200. Adults have the right to refuse medical transport.

Emergency transportation must be provided by a licensed medical ambulance, a taxi, or a private vehicle driven by a family member or friend. Campus Security and college personnel are not authorized to transport individuals.

Parking

There are locations on campus that are designated as no parking, fire lane, and disabled parking; in these areas please adhere to the posted signs. Disabled students must display a valid DMV issued disabled parking placard.

Basic Rules for Parking and Safety

- Observe and obey all posted parking control signs.
- Park only in designated parking areas and marked spaces.
- Park only one vehicle per marked space.
- Do not block or obstruct other vehicles, campus roadways, thoroughfares or fire lanes; vehicles may be towed.

- Lock your vehicle doors and remove from sight any/all valuables: laptops, purses, cash, jewelry, backpacks, CDs, and books.
- Be responsible and respect the rights of others.

Student Housing

All residents must have a parking permit for any vehicle they park in the Housing parking lot. Housing provides one optional parking permit to each resident who has a vehicle registered in their name or in their parent's or guardian's name. The permit expires when the Room and Board Agreement has ended. Residents may not transfer the permit to another person

(Learn more about security at SWOCC by visiting <https://www.socc.edu/campus-security>)

Chapter 10 – Student Housing

Student Housing provides a safe academic environment for students living on campus. With capacity for more than 400 students, the apartment-style facility is ideal for personal growth and independence, social development, and academic progression.

Student Housing apartments are on campus, so residents can easily walk to classes and to the dining center in Empire Hall. Other conveniences on site include three laundry facilities, 24-hour computer lab, quiet study lounge, and clubhouse with a kitchen, large-screen TV, and recreational equipment. The apartments are within walking distance of supermarkets and restaurants.

One of the most valuable differences between Student Housing and off-campus housing are the nearly dozen Resident Assistants (RAs) who live with the residents. RAs are second-year (or greater) students who are trained to help students adapt to college life, mediate conflicts, enforce policies, and respond to emergencies. For more information, please visit the Student Housing website at <https://www.socc.edu/why-swocc/student-housing/>.

Housing Policies

Living in a community requires each member of the community to take responsibility for their personal safety, the security of their belongings, and the safety and respect of others. Students residing in student housing and their guest(s) are expected to abide by all policies outlined in the Room and Board Agreement. Students are expected to make their guest(s) aware of and ensure they follow these policies.

Roommate Agreement

Often roommates assume there is some kind of unwritten code that guides their behavior. It does not exist until the roommates create an actual roommate agreement that is unique to their living situation. Keep in mind that what works for one apartment may not work for another. In addition to spelling out how roommates will live with each other, an agreement provides an opportunity for residents to talk to each other. Finally, if you cannot resolve disagreements with your roommates or nobody wants to create a roommate agreement please contact a Resident Assistant or Student Housing. Resident Assistants will setup apartment meetings at the beginning of every term to establish apartment agreements.

Chapter 11 – Student Success Center

Stensland Hall 1st floor; (541) 888-7405; www.socc.edu/esps

The Student Success Center offers a variety of services to support students while attending Southwestern. Services include Academic Advising, Accessible Education office, Personal Counseling, Testing, Internships, and Career Advising.

- [Academic Advising](#)
(541) 888-7405
All degree-seeking students are assigned an academic advisor.
- [Counseling Services](#)
(541) 888-7405
Career planning and exploration, educational advising, individual counseling, Human Development classes.
- [Accessible Education office](#)
(541) 888-7405
The Accessible Education office provides services to students with documented disabilities (physical or learning) to help them be successful in college.
- [Internship & Cooperative Work Experience](#)
(541) 888-7349
Internships give students an opportunity to gain valuable work experience and earn college credit at the same time.
- [University Center](#)
(541) 888-1518
The University Center assists and supports students who want to further their education by obtaining a bachelor's or graduate degree.
- [Testing Services](#)
Testing Services include placement tests and test proctoring.
Testing is available by appointment.

Chapter 12 – Laker Learning Commons

[Tutoring and Writing Services](#)

Tioga Hall 3rd floor; (541) 888-7234

The Laker Learning Commons is a place designed to meet all of Southwestern students' academic needs. The space boasts comfortable working stations, computers, quiet study rooms, high-speed internet and WIFI, couches and lounge chairs, and our supportive and helpful staff.

[Campus Tutoring Services](#)

If you're struggling with a class—don't give up! Our tutors are here to help you get through the quarter successfully. You can do this! We are here to help you.

Services for Students:

- Tutoring staff are highly qualified in a range of subject areas.
- Drop-in tutoring. No appointment necessary.

- Tutoring services are free of charge!

Campus Writing Services

Our goal is to support students in all facets of the writing process and to help students become confident, independent writers. We assist students with the following: How to-understand a writing assignment, develop, focus, and organize ideas, create coherent paragraphs, integrate and document research, and find and fix grammatical errors.

Services for Students:

- One-on-one tutoring. Make an appointment here.
- Drop-in tutoring. No appointment necessary.
- Free Online Writing Assistance Form
- Writing services are free of charge!

Chapter 13 – TRIO Student Support Services

Randolph Hall; (541) 888-7419;

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goals of SSS are to help students graduate from Southwestern, to encourage students to transfer to a four-year college or university, and to assist with the transfer process. To be eligible for SSS, students must apply to the program and meet at least one of the following criteria: neither parent has a four-year (bachelor's) degree, meet the federal low income requirements for TRIO programs, or have a documented disability (physical or learning). SSS services are free and include tutoring, counseling, advising, campus visits to Oregon's four-year schools, cultural enrichment activities, and supplemental grant aid for qualified students.

Services for Students:

- Connect-to-Campus Program for new students
- Designated tutoring and study areas
- Personal, career, and academic advising
- Peer mentoring and tutoring
- Transfer assistance
- Campus visits to Oregon's four-year schools
- Cultural enrichment activities

Chapter 14 – Other Services and Support

Bookstore

Stensland Hall 1st floor; (541) 888-7264;

The Southwestern Bookstore has all the books and supplies you need to start classes. The Bookstore website is the best source for current information. You may purchase textbooks online and have them shipped to you, or reserved for store pick-up. A fax machine is available for students to send or receive information (541) 888-4905. Charges are made according to the destination or origination of the fax.

Returns

Returns meeting ALL of the following requirements are eligible for a full refund:

- The return is made during the first two weeks of the term for which the text was purchased.
- The text you are returning is for a class that you have dropped / changed or has been cancelled (you must provide proof of schedule change).
- The text is brought to the bookstore within one business day of the drop/change/cancellation.
- Text is brought to the bookstore with an original unaltered SWOCC Bookstore cash register receipt.
- Text MUST be in the original selling condition – New text must be in new condition, no highlighting, no writing, no damage to cover or pages, shrink-wrap/bundled/or packaged books cannot be opened or altered, access codes/CD/other materials cannot be used or opened – used text cannot be returned if damaged *Sorry, NO EXCEPTIONS

Partial refund may be given if the text has been altered, this will be decided on a case-to-case basis. Returns made for other reasons must be completed within three business days of purchase, textbooks must be in the original selling condition and accompanied by an original unaltered SWOCC Bookstore cash register receipt. These returns will be charged a 15% restocking fee. Refunds can only be processed in the same tender as the purchase.

Book Buy Back

Sell your used textbooks for instant cash! Book buy-back is held during finals week of each term. Check the Bookstore or term schedule for exact times and dates.

Computer Labs

Tioga Hall 4th floor;

Southwestern has several instructional computer labs and one lab that is open for student use on a “drop in” basis. The open computer lab has IBM-compatible hardware and a variety of software. Computer labs are also available at the Southwestern facilities in Gold Beach and Brookings.

Dining Services

Empire Hall; (541) 888-7638;

Southwestern Oregon Community College (SWOCC) brought all of its foodservice in-house in September 2009. At that point the program came under the purview of the Oregon Coast Culinary Institute (OCCI). It is a program that provides competitive externship positions for the students of OCCI. The entire community of SWOCC benefits from this program as they are brought healthful food made from scratch everyday by the newest members of the culinary industry.

The dining hall (Empire Cafe) is open for breakfast, lunch, and dinner Monday through Friday. On Saturday and Sunday the dining hall opens in the afternoon for brunch and in the evening for dinner. Hours vary during holidays and in the summer. It is open to all students, staff members, and members of the public. If you live in Student Housing you are required to have a meal plan; the cost for this is already included in your room rate. Non-Housing Students can purchase a commuter meal plan; speak with a Dining Services employee for more information. Southwestern Dining Services will do its best to accommodate the special dietary requirements of students. If you have special needs in this area, arrangements should be made with the Housing Office prior to your arrival at Southwestern.

Financial Aid

Dellwood Hall Front Lobby; (541) 888-7324;

Various financial programs are available for students, including grants, scholarships, tuition waivers, student employment, and loans. Apply early; financial aid funds are often limited and awarded on a first-come, first-served basis. Refer to the College catalog and quarterly schedule for more information or visit the First Stop Center for policies, procedures and application processes.

First Stop Center

Dellwood Hall Front Lobby; (541) 888-7352; firststop@socc.edu

The First Stop Center provides a variety of services to students: general campus information, student employment services, payments for tuition and fees, admissions and registration, transcripts, and financial aid to help with the cost of college.

Library

Tioga Hall 2nd floor, (541) 888-7270;

The library provides resources to students, staff, and community members: COASTLINE (Coos County Library Network Online Catalog), reference materials, book collection, computer databases, periodicals, maps, videos, other audio-visual materials, Internet access, and other digital collections. A COASTLINE library card is required to check out materials. Items not available on COASTLINE can be borrowed from other libraries through interlibrary loans.

Student Recreation Center

(541) 888-7714;

The Student Recreation Center is a fitness and recreational facility for students and community members. It offers a state-of-the-art fitness center with a wide range of cardio equipment, circuit weight machines, free weight machines, barbells, and dumbbells. The Rec Center is also home to a collegiate-sized basketball court, racquetball court, game room, climbing wall, day-use locker rooms, and more! Students can enjoy the facility for free; community guests can utilize the facility by purchasing a Community Pass at the Rec Center front desk.

Student Supply Closet

Empire Hall 2nd floor (207)

The Student Supply Closet has free food, clothes, and other supplies for students. To access the closet see the Coordinator of Student life (Empire 205), or a member of Student Government (Empire 203).

Student Veteran's Center

Coaledo room (5)

The Student Veteran's Center is a comfortable and safe area that supports our student veterans while they fulfill their educational goals. In addition to computers, furniture, appliances, and supplies, the center is very welcoming and is significant in its therapeutic offerings for veterans suffering from PTSD and other disorders. The center is also unique in that it offers a full view of the outdoor space, Henry Hansen Union Square (the quad) from inside a quiet building, creating a perfect environment for veterans to study, relax, and reconnect with fellow veterans.

Chapter 15 – Graduation

Students earning an Associate's degree or a Certificate of Completion from Southwestern Oregon Community College must submit a [Graduation Application](#) for graduation. The application for degree or certificate is available in the lobby of Dellwood Hall or online. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final approval of the Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

Advisors are available to assist students in selecting course work that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

Chapter 16 – Grade Appeals

The purpose of the grade appeal process is to address concerns regarding the final grade in a class and is utilized for only that purpose. Students may not appeal disagreements with items such as teaching methodologies, attendance policies, or grade weighting methods.

After receiving final grades at the end of a term, students may decide to formally appeal a final grade. Students may appeal final course grades for the following reasons:¹

- Grade miscalculation
- Inconsistency between the grading policy written in the syllabus and what is practiced

If a student chooses to pursue a final grade appeal, then the process must be completed the following term. The grade appeal process will be conducted as follows **(0-6 weeks total)**:²

Step 1. The student must meet with the instructor to discuss the final grade in dispute. This meeting must occur **by the close of the business day on Friday of Week 2 of the subsequent term after the grade was posted**. The meeting must be in a manner that is consistent with the course syllabus (in-person, telephone, or email). Students are encouraged to attempt to communicate with the instructor using multiple means, including in person, via telephone, and via email. Students are encouraged to review the syllabus to determine how to contact the instructor.

- a. If the instructor cannot be reached, the student must contact the appropriate academic dean. It is the dean's responsibility to communicate the grade in dispute with the instructor, and set up a time to mediate a discussion between student and instructor.
- b. If the student misses the period of time for which to pursue a grade appeal, she/he can still meet with the instructor and see if the grade dispute can be resolved informally. However, if the deadline has passed to proceed with the formal grade appeal process, the committee will not make exceptions to hear the appeal.

Step 2. If Step 1 has been met (with the exception of 1b), and the dispute is not resolved, the student must complete the Grade Appeal Form to officially request a grade appeal hearing. This form must be completed and submitted to the appropriate academic dean **by the close of the business day on Friday of Week 3 of the subsequent term after the grade was posted**.

- a. The academic dean is responsible for informing the instructor and the Academic Standards Committee of the request for a grade appeal within one business day of receiving the Grade Appeal Form.
- b. The student must contact the Vice President of Enrollment and Student Services to seek an advocate for the grade appeal.
- c. The faculty member may request a meeting with the student to be completed **by the close of the business day on Friday of Week 4 of the subsequent term after the grade was posted**. The dean or designee shall facilitate this meeting. The Vice President of Enrollment and Student Services or designee may accompany the

student at the student's request. The instructor may have a representative present as well.

Step 3. The Academic Standards Committee will conduct a formal grade appeal hearing **by the close of the business day on Friday of Week 5 of the subsequent term after the grade was posted.**

- Prior to the grade appeal hearing, the student must meet with the Vice President of Enrollment and Student Services for support and meeting preparation. The student must provide appropriate documentation for review.
- Prior to the grade appeal hearing, the instructor is encouraged to seek professional guidance for support and meeting preparation. The instructor must provide appropriate documentation to the Academic Standards Committee for review.
- a. Meeting participants include:
 - Student
 - Instructor
 - Dean
 - Vice President of Enrollment and Student Services
 - Academic Standards Committee members (quorum required)
- b. Student presents her/his case. Instructor will not be present during student's presentation.
- c. Instructor presents her/his case. Student will not be present during instructor's presentation.
- d. After presentations, the Academic Standards Committee will deliberate.

Step 4. The Academic Standards Committee will reach a conclusion and provide written rationale to resolve the matter **by the close of the business day on Friday of Week 6 of the subsequent term after the grade was posted.** A completed Grade Appeal Form must be provided to the Office of Instruction and to the Registrar. The Office of Instruction must inform all parties of the decision.

Footnotes:

1. For issues outside of the reasons listed, refer to the student handbook or seek assistance from student services.
2. There is no current mechanism for handling spring term grade appeals during summer term. These grade appeals will be handled during fall term.

Grade Appeal Form

Step 1: to be completed by Student by end of Week 2

Student ID		Student Name	
Year & Term		Course Number & Section	
Course Title			
Instructor Name			
Reason for Grade Appeal	<input type="checkbox"/> Grade miscalculation <input type="checkbox"/> Inconsistency between the grading policy written in the syllabus and what is practiced		
Communication Methods <i>Circle all that apply</i>	Face-to-Face / Telephone / E-mail / Other _____ Attach copy of written communication		
Meeting Information	Date:	Time:	Location:
Meeting Outcome			

Step 2: to be completed by Student, Academic Dean, and Instructor by end of Week 3

<i>I am pursuing this grade appeal. I understand that I will present my case to the Academic Standards Committee, which is made up of College Faculty and Administrators. I will contact the Vice President of Enrollment and Student Services for help in preparing for the grade appeal hearing.</i>		
Student Signature		Date:
Academic Dean Signature Signature acknowledges student grade appeal.		Date:
Instructor Signature Signature acknowledges student grade appeal.		Date:

Step 3: to be completed by Academic Standards Committee by end of Week 5

Grade Appeal Hearing Outcome		
Committee Chair Signature		Date:

Step 4: to be completed by Office of Instruction by end of Week 6

Communicate outcome with Student	Communicate outcome with Instructor	Communicate outcome with Academic Dean	File Paperwork with Office of Instruction	File Paperwork with Registrar
Date:	Date:	Date:	Date:	Date:

Chapter 17- Student Grievance Procedure

([Refer to procedure 9.070 for the full policy](#))

This grievance procedure is provided to insure that due process exists for those persons (students, staff or general public) who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished. A grievance is a complaint, dispute, or misunderstanding that is alleged to have occurred when the College acted in a manner that denies, abuses or diminishes the person's rights and privileges, provided for in the written procedures of the College or guaranteed by State or Federal law. This includes, but is not limited to, allegations of discrimination (based on race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans), harassment or unfair treatment. The single point of contact for persons who allege that their rights at Southwestern Oregon Community College have been denied, abused, or diminished is the Vice President of Administrative Services, AAO/EEO. After an initial meeting with the complainant, the Vice President of Administrative Services, AAO/EEO will contact the appropriate College personnel and initiate an informal resolution process.

Complaints may be submitted online through [Incident Reporting-Maxient](#). Employees receiving complaints must forward the complaint by entering it into the [Incident Reporting-Maxient](#).

CIRCULATION OF LIBRARY MATERIALS FOR FACULTY, STAFF, AND RETIREES

This procedure is designed to state the acceptable use of Library materials at Southwestern Oregon Community College. The College community is encouraged to use Library materials in a way that supports educational and administrative purposes. Library staff recognizes that materials are paid for by taxpayer dollars and must be accounted for on a regular basis.

Southwestern makes library materials available for extended periods to faculty, staff and retirees by allowing books, DVDs and other materials to be checked out for one quarter. Items must be physically returned to the library one week after the last day of classes each quarter. Items may be renewed twice if there are no holds placed on the items by other staff or patrons.

Adopted as Administrative Procedure August 7, 2013

LIBRARY COLLECTION

It is the Administrative policy of the Southwestern Oregon Community College District that the Library's collection must be so constituted as to give effective strength and support to the educational programs of Southwestern Oregon Community College. The Library houses books, music, films, periodicals, maps, and archival materials, and it secures access to online databases with scholarly articles, eBooks, and other academic content.

It should provide a generous selection of works to keep the members of the faculty abreast of the latest advances in modern scholarship and to assist them in their professional growth.

In addition, the Library should provide the standard works which represent the cultural heritage of civilization. These works should be continuously supplemented by a wide variety of materials which combine timeliness with enduring value, chosen to arouse the intellectual curiosity of students and to satisfy their recreational reading needs.

It should provide a strong and up-to-date reference collection consisting of the most authoritative reference works and bibliographies in all major fields of knowledge.

It should provide materials presenting all points of view concerning controversial issues.

It should provide resources and reference materials for the community of Southwestern Oregon. However, such materials should be acquired after consulting the Coastline consortium's shared catalog so that duplication of expensive and seldom-used materials can be avoided.

Adopted by Board of Education:

Policy #11.002 June 9, 1970

Changed to Administrative Policy January 22, 1996

Revised: May 2, 2018 (Formerly Admin. Policy 8.016 Learning Resource Center Collection Selection)

Collection Development Plan

Purpose of the Policy

This policy articulates criteria used to select and maintain the library's print and online collections.

Library Users

Primary users of the library include SOCC students, faculty and staff. We are also open to the public, and residents of Coos County have borrowing privileges for the library's print and media collections. Our collections supplement the holdings of public, school and special libraries in Coos County.

Overview of the collection

Southwestern Oregon Community College is one of the few institutions of postsecondary education on the Oregon coast, and the library offers access to resources that may not be available elsewhere in the county. We take seriously our position as a unique resource on the southern Oregon coast, and we develop and maintain our collection to reflect this significant role.

Purpose of the collection

The primary function of the library is to support and enhance the curricula of Southwestern Oregon Community College and to serve the information needs to faculty, students and staff. Priority is given to material that supports SOCC programs. The library's collections are designed to sustain traditional arts and sciences as well as technical and vocational programs. Because our students have a variety of educational backgrounds and have a broad range of educational goals and interests, we may collect materials that are not directly related to specific program at SOCC but are affiliated with traditional arts and sciences or are of particular interest to the community. As a unique resource on the southern Oregon coast, the College's library can and should be used further intellectual growth. Our collections, therefore, support a variety of academic pursuits and provide access to information resources that will further intellectual and academic study.

Selectors of the collection

Librarians are primarily responsible for collection development. However, librarians welcome faculty to recommend items for the library's collection and strive to add resources that faculty request, within financial constraints. If students or other patrons request that specific items be added to the collection, librarians will review these requests and will decide if such material is appropriate, based upon the scope of the collection, financial constraints, duplicate holdings at local libraries and any other analyses of the user community that are applicable. Librarians will develop the collection on an ongoing basis and will add and remove material throughout the year.

Scope of the collection

As a community college library, our collections focus on material suitable for lower-division undergraduate students as well as resources for students in technical, vocational or professional programs. While much of our material enhances lower-division undergraduate curricula, we also collect materials to support the professional development and intellectual pursuits of faculty members.

Additionally, our collections include material that may be required by students who are pursuing higher education and are completing four-year degrees through distance learning programs. If our patrons require research materials that fall outside of this scope, we offer free interlibrary loan services to ensure that our users have access to the information that they require. However, interlibrary loan services do not substitute for ongoing collection development.

Although the library focuses on the needs of faculty, students and staff, we do not collect textbooks. The library's collections are not designed to supply students with required material for specific classes, and we will not purchase material based upon the course requirements of a specified program or department. The library's materials are meant to supplement course offerings, not to substitute for the resource development taken on by various departments or programs at SOCC. Instructors may choose to place copies of textbooks on reserve, and they can specify the loan period of items placed on reserve.

Because our students may choose to live on-campus, the library will also maintain a small collection of popular material for their leisure. These materials will be appropriate for adults and young adults. Because our primary users are adults and young adults, we will not collect children's material. The library's popular collection will consist primarily of award-winning material and/or items that are in high demand by users. Our selection of popular books, periodicals and DVDs do not constitute a special collection; rather, they are integrated into our collection.

Format of the collection

The library collects materials in various formats. Library materials include print books and periodicals as well as electronic resources and digital media. Because library patrons have a significant interest in digital resources, librarians will prioritize this format if these materials can be accessed and purchased easily within the boundaries of financial and technological constraints. However, the library will continue to offer a wide array of print materials, both books and periodicals, to serve students who do not have Internet access. Moreover, print materials are often more affordable than digital resources, and librarians will exercise professional judgment when determining whether a particular resource should be purchased in a digital or print format.

Access to the collection

The library is open to the public, and residents of Coos County can apply for library cards. SOCC students have access to the collection, even if they reside outside of Coos County. The library's digital collections can be accessed at any time from any location via the Internet. Many, if not all, of the library's digital and electronic resources will require a form of authentication. Students will have access codes, passwords, or logins to ensure that they can access the library's collection, regardless of whether they are on campus. When students who live outside of Coos County require print materials, we will assist them in obtaining the material through mail, but we encourage our distance and online students to use their local libraries.

Students have access to scholarly and popular periodicals through electronic databases, and they also have access to a collection of electronic books. We will continue to develop the library's collection of electronic resources that can be easily accessed outside of the physical building. In addition, librarians will periodically review and recommend the purchase of various software programs, computer

hardware, and/or other technologies to ensure that patrons can access materials efficiently. To ensure maximum access to the collection, librarians will improve points of access on an ongoing basis.

The library has entered into various resource-sharing agreements to ensure that our users have access to a wide range of materials, including popular periodicals, audiobooks, and DVDs. Librarians will evaluate the benefits of participating in additional resource-sharing agreements and/or consortia. Participation in consortia or shared collections will depend upon financial constraints, technological capabilities, and other factors that will determine whether resource-sharing agreements will provide both short-term and long-term benefits to the college community and to library patrons as a whole.

Review of the collection

Librarians will review the collection on an ongoing basis. Librarians may analyze the collection to ensure that it contains content in a wide area of subjects and formats. Items will be regularly added to the collection; typically, new items will be added to the collection every month.

Items will be selected for removal from the collection, based upon their rate of circulation, physical condition, currency, availability, usage, cost and other pertinent factors that affect the relevance and significance of the material for the college community and other library patrons. Material for discontinued programs at SOCC may be removed at the discretion of librarians. When possible, librarians will solicit faculty opinion before discontinuing subscriptions to print or digital resources.

Patrons who believe that specific material is inappropriate for the collection can file a request for review. While such requests will be taken seriously, librarians at SOCC are committed to intellectual freedom and do not collect materials based upon the specific tastes or belief systems of any particular individual or group.

(Revised 5/06/10)

WR 115 and 121 – LIB 0650 Readings, Quiz, and Answer Key

Please read sections 4.1, 4.2, and 4.3 of [*Technical Writing* by Allison Gross et al.](#)

Quiz

1. What type of resources analyze, review, or summarize information?
 - a. Primary
 - b. Secondary
2. Which example below is a primary resource?
 - a. Documentary on an issue or problem
 - b. News article about scientific study
 - c. Survey data
 - d. Literature review on a research topic
3. What are peer-reviewed journals?
 - a. Scholarly journals that only publish articles passed through a board
 - b. Massively Open Online Courses
 - c. Popular magazines on recent events or pop-culture topics
 - d. Wikis
4. This type of publication contains articles with references:
 - a. Magazine
 - b. Professional/Trade journal
 - c. Scholarly journal
5. True or False: Scholarly journals are good resources for recent information because they are published quickly.
 - a. True
 - b. False
6. True or False: Research is a linear process and you never have to move around among resource types.
 - a. True
 - b. False
7. True or False: Professional/Trade journals address an audience in a specific discipline or field.
 - a. True
 - b. False
8. *People*, *Sports Illustrated*, and *Rolling Stone* are examples of this publication type:
 - a. Magazine
 - b. Professional/Trade journal
 - c. Scholarly journal

9. What publication type provides product or service reviews, job listings, and advertisements?
- a. Magazine
 - b. Professional/Trade journal
 - c. Scholarly journal
10. True or False: An encyclopedia or book can increase your background knowledge on a topic.
- a. True
 - b. False

Answers: 1b, 2c, 3a, 4c, 5b, 6b, 7a, 8a, 9b, 10a

WR 122 – LIB 0652 Readings, Quiz, and Answer Key

Please read sections 4.4, 4.5, and 4.6 of [Technical Writing by Allison Gross et al.](#)

Quiz

1. True or False: A research database is a specialized search engine for finding articles and other types of content.
 - a. True
 - b. False
2. What is controlled vocabulary?
 - a. Designated terms or phrases for describing concepts
 - b. Language that pulls together all items in a database about a topic
 - c. Another difference between research databases and Google
 - d. All of the above
3. This process allows you to borrow books, articles, and other information resources regardless of where they are located.
 - a. Library catalog
 - b. Interlibrary loan
 - c. Library of Congress
 - d. Call numbers
4. The Coastline library system in Coos and Curry Counties is an example of this:
 - a. Controlled vocabulary
 - b. Subject heading
 - c. Consortia
 - d. Records and fields
5. Which option is not a Boolean Operator?
 - a. AND
 - b. YET
 - c. OR
 - d. NOT
6. This advanced search technique allows you to search for multiple variations of a root word at once.
 - a. Boolean
 - b. Google
 - c. Truncation
 - d. Attribution
7. Which option is not one of the five basic criteria for evaluating sources?
 - a. Authority
 - b. Length

- c. Objectivity
 - d. Currency
 - e. Audience
8. True or False: Searching phrases in quotation marks is an effective way to focus your research because you typically receive fewer results than searching for words individually.
- a. True
 - b. False
9. Which option is an indicator of authority?
- a. Appearance on Wikipedia
 - b. Publication date
 - c. Years of professional experience
 - d. Multiple points of view
10. Which option is an indicator of objectivity?
- a. Appearance on Wikipedia
 - b. Publication date
 - c. Years of professional experience
 - d. Multiple points of view

Answers: 1a, 2d, 3b, 4c, 5b, 6c, 7b, 8a, 9c, 10d

WR 123 and 227 – LIB 0654 Readings and Quiz

Please review the following pages on the Purdue OWL website:

- [Quoting, Paraphrasing, and Summarizing](#)
- [Is It Plagiarism Yet?](#)
- [Safe Practices](#)
- [MLA Formatting and Style Guide](#)
- [MLA In-Text Citations: The Basics](#)

Quiz

1. Which term must be identical to the original using a narrow segment of the source?
 - a. Quotation
 - b. Paraphrase
 - c. Summary
2. In what scenario(s) do we need to credit the author?
 - a. When you copy the exact words or a unique phrase
 - b. When you reuse or repost any digital media, including images, audio, video, or other media
 - c. Words or ideas presented in a magazine, book, newspaper, song, TV program, movie, website, computer program, letter, advertisement, or any other medium
 - d. All of the above
3. What practice will not keep your intellectual property safe:
 - a. Maintaining copies of your drafts in numerous media and locations
 - b. Password-protecting your computer and files
 - c. Saving your paper in the same file over and over again
 - d. All of the above
4. True or False: The entry on a Works Cited list begins with the author's last name.
 - a. True
 - b. False
5. Identify the title of container in this example:

"94 Meetings." *Parks and Recreation*, created by Greg Daniels and Michael Schur, performance by Amy Poehler, season 2, episode 21, Deedle-Dee Productions and Universal Media Studios, 2010.

- a. 94 Meetings
- b. Amy Poehler
- c. Deedle-Dee Productions
- d. Parks and Recreation

6. Identify the publisher in this example:

Klee, Paul. *Twittering Machine*. 1922. Museum of Modern Art, New York. *The Artchive*,
www.artchive.com/artchive/K/klee/twittering_machine.jpg.html. Accessed May 2006.

- a. Klee, Paul
- b. Twittering Machine
- c. Museum of Modern Art
- d. New York

7. What citation element is bolded in this example:

Foucault, Michel. *Madness and Civilization: A History of Insanity in the Age of Reason*.
Translated by Richard Howard, Vintage-Random House, **1988**.

- a. Version
- b. Page number
- c. Location
- d. Publication date

8. True or False: If you provide a signal word or phrase in your sentence, you do not need to include it in the parenthetical (in-text) citation.

- a. True
- b. False

9. True or False: You must include in-text citations or a Works Cited list in your papers, but you don't have to do both.

- a. True
- b. False

10. What citation element is bolded in this example:

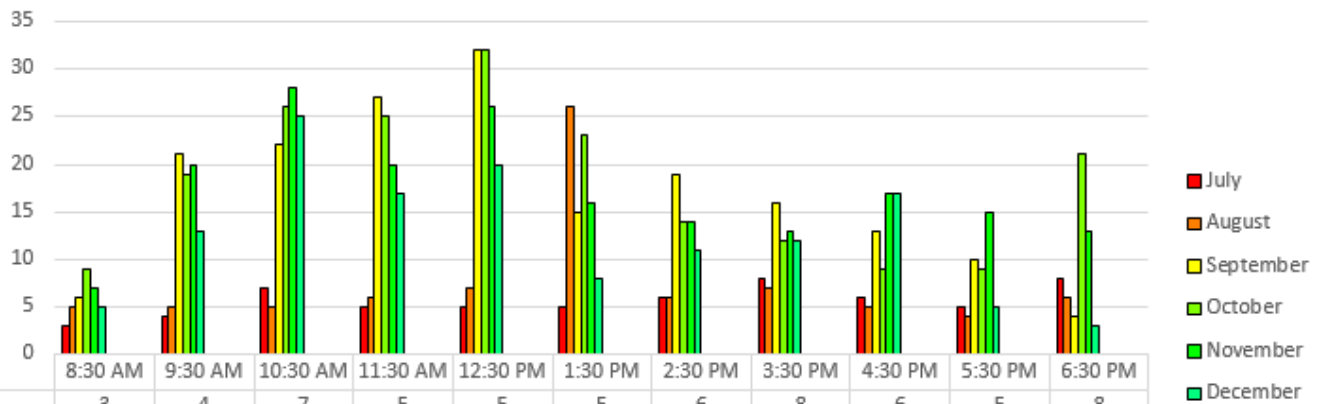
(Wordsworth **263**)

- a. Version
- b. Page number
- c. Location
- d. Publication date

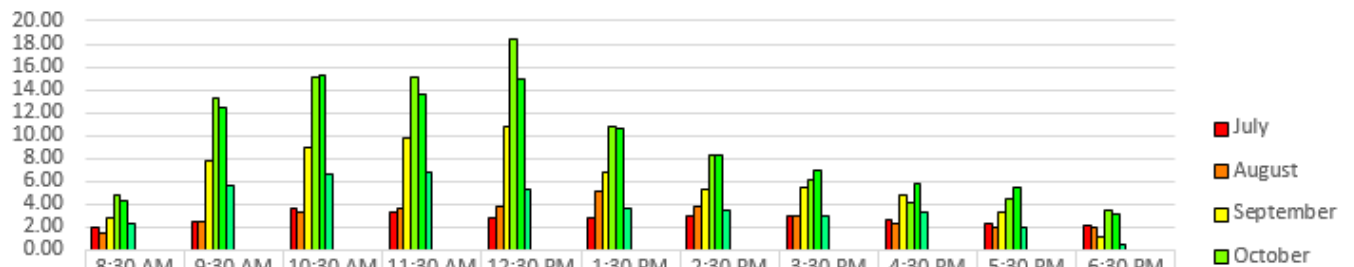
Answers: 1a, 2d, 3c, 4a, 5d, 6c, 7d, 8a, 9b, 10b

In-House Library Usage 19-20

Peak Number of Patrons by Hour

[illegible]

Average Number of Patrons by Hour

[illegible]

2.H.1 Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

The library provides information resources in a variety of formats to align with Southwestern's mission to support student success and lifelong learning (Artifact 1). The library assists many groups on on and off campus: students in their education, staff and faculty in their professional development, and community members in their leisure and enrichment. In order to meet those expectations, the library has articulated four goals which align with Southwestern's Core Themes:

1. Learning & Achievement: Facilitate instruction to support library research and information literacy.
2. Access: Provide quality information resources appropriate for library research and course offerings; promote textbook affordability and the use of open educational resources.
3. Community Engagement: Participate in the public library consortium Coastline in Coos and Curry Counties; develop partnerships with surrounding cultural heritage institutions.
4. Sustainability: Assess collection usage and budget to appropriately disperse funds; collaborate with government, association, and consortium partners to negotiate improved rates for subscription services.

The library employs one full-time faculty librarian (with MLIS degree) and two full-time paraprofessional staff to service both Coos and Curry campuses. A third part-time paraprofessional position was approved in 2018, but it was frozen before hiring commenced. The technical services librarian position was eliminated in 2009, and the director position was removed in 2011. The Coastline consortium's extended service office was relocated to Coos Bay Public Library soon after that. More library staffing is needed; nonetheless, the library successfully expanded service by ten hours a week in 2019 due to patron demand.

The librarian meets with individual classes at the request of the instructor. Often, they collaborate beforehand to discuss objectives and relevant assignments. Sessions are tailored to those needs and typically come with a detailed handout. The librarian also travels to the Curry campus when possible. SWOCCs new video conferencing software (Zoom) will allow for more virtual sessions and reference appointments from both campuses. The librarian also fields reference questions via email, telephone, and appointment, and library paraprofessional staff are also available for patron requests.

The library website (Artifact 2) was redesigned in 2019 with updated resources lists (Artifact 3) and research guides (Artifact 4). Links to tutorials or video clips are included within research guides to help students navigate information resources. The librarian is working with the marketing team to investigate and implement an open source tool called SubjectsPlus. Similar to LibGuides, this product will help us create and organize research guides in more meaningful and dynamic ways.

In 2008, the library developed three, non-credit online information literacy courses (Artifact 5) which were embedded in SWOCCs writing composition sequence (WR 121, 122, 123). Oregon higher education institutions are restructuring their writing sequences from three, 3-credit courses to two, 4-

credit courses. This is an opportunity to assess recent information literacy course revisions and improve content delivery as we all move to this new standard.

The librarian also participates in Instructional Council: the college body which approves programs and courses. The librarian receives proposals for new/revised for-credit courses and programs and analyzes holdings to determine if the collection can support the research needs of students and instructors. This process provides an excellent opportunity to discuss collection development ideas at the point of need.

The library collects books, music, films, periodicals, maps, and archival materials, and it secures access to online databases with scholarly articles, eBooks, and other academic content available in-house or remotely. Administrative policy APP 8017 (Artifact 6) supports library collection development, and the library's collection development policy plan (Artifact 7) further details planning and procedure. The librarian is responsible for selection, but students, faculty, and staff are encouraged to recommend new materials for consideration. The librarian has access to professional review sources such as CHOICE and Library Journal via library database subscriptions.

The librarian also reviews and recommends new subscription databases as well as tracking their use and cost. In 2017, the library added two new eBook databases which increased holdings to 160,000 titles: five times the size of the physical book collection. Subscription databases are accessible from all campus computers without an additional login. Remote access is also available; users are prompted to enter their Southwestern ID number to log in. In order to comply with vendor licensing agreements, we must limit remote access to students and staff only. The library (and campus as a whole) would benefit from a proxy server to facilitate secure authentication.

Oregon academic libraries are invested in the promotion and utilization of open educational resources to support student success and equity. Faculty members can request a research appointment to adopt open educational resources as an alternative to costly, copyrighted textbooks. Additionally, new faculty are now obligated to speak with the librarian as part of their human resources onboarding process. State coordinator Amy Hofer assists Oregon colleges and universities in related endeavors such as professional development and statistics-gathering (Artifact 8). The library participated in a pilot program in 2017-8 for identifying classes with no cost or low cost textbooks. The librarian worked with the institutional researcher and other constituents to automate enrollment reports for courses with low cost (under \$50) or no cost textbooks. Reporting became mandatory in 2018-9.

Library staff track usage of physical and digital resources and analyze that data for collection development as well as operational assessment. The librarian makes final evaluation decisions regarding accessions and deaccessions in accordance with policy, professional resources, consortium/peer institutional practice, and ethical judgement. Before discontinuing ongoing subscriptions, the librarian consults faculty and other stake holders to ensure that such decisions will not negatively affect their requirements for curriculum and professional development.

The currency, depth, and breadth of the collections are regularly assessed through reports generated in the library management system Koha. Weeding of the physical collection was not done on a regular basis until 2017 due to staffing limitations. The main collection was well over 90% capacity in 2016, but it is closer to 80% now in 2019. The librarian developed new procedures (Artifact 9) to facilitate the process. It helps assess usage statistics, condition, and online/interlibrary loan availability as well as currency, depth, and breadth of content.

Collection size has become an important campus issue as SWOCC began work on a ten-year Master Facilities Plan in 2018. Current arrangements include relocating the library from Tioga Hall to Dellwood Hall in five years. Library space was reduced from two floors to one in approximately 2013-4, and this had a major impact on security needs, collection size and patron space availability. The library uses a 3M security system to protect materials: items are embedded with security strips during initial technical processing. The system's maintenance budget was cut in 2015-6, and eventually an expensive repair will become inevitable. The future of this system must be discussed both for the current and future library locations. Patron use of library space and in-person resources must also be considered.

The library piloted two statistics-gathering measures in 2019. Hourly rounds (Artifact 10) are conducted to both obtain a headcount and make staff presence known throughout the space for security. This data helps identify high-traffic periods for staff scheduling needs. Library staff also anonymously record patron interactions at the help desk using Microsoft Forms (Artifact 11). This data helps identify regular tasks staff encounter when working with patrons. It is also useful for collection development directly based on patron inquiries. The library will also revive the annual user survey online in 2020 for further feedback on the Master Facilities Plan and other library issues.

All usage data is submitted to the VP of Instruction and the Board of Education in the librarian's report. The library also participates in annual data-gathering for IPEDS, ACRL, and the SWOCC library operational review (Artifact 12). Southwestern recently obtained software to help automate program and operational reviews. The librarian is compiling a review to improve assessment for data-driven decisions.

Evidence

Artifact 1 – Guidelines and Services page on library website: <https://www.socc.edu/library/guidelines-and-services/>

Artifact 2 – Library website: <https://www.socc.edu/library/>

Artifact 3 – Where to Research page on library website: <https://www.socc.edu/library/where-to-research/>

Artifact 4 – How to Research page on library website: <https://www.socc.edu/library/how-to-research/>

Artifact 5 -- Information Literacy Courses -- Readings, Quiz, and Answer Key (attached document)

Artifact 6 -- Administrative policy APP 8017:

https://mylakerlink.socc.edu/ICS/icsfs/APP_8017_Library_Collection.pdf?target=7ae933e2-063e-4963-b5ad-efdafc681100

Artifact 7 – Collection development plan (attached document)

Artifact 8 -- Southwestern Oregon Community College OER Report Fall 2019 (attached document)

Artifact 9 – Weeding assessment planning guide (attached document)

Artifact 10 – In-house library usage by hour 19-20 (attached document)

Artifact 11 – Front Desk Activities 19-20:

<https://forms.office.com/Pages/AnalysisPage.aspx?id=hk0QfIGi602nLd8vPeFC2v0u6LYcCthJs1-NUPmOv65UMEZVSTdXWEE3WVdDTjFVNkUzNlPNNkNCQS4u&AnalyzerToken=DYEVa96yggDBEkRdaTEtU85or8SGHwhe>

Artifact 12 – Library Operation Review 14-5 (attached document)

Process

Program Review is a continuous process of collecting, evaluating, and using information to determine if and how well performance matches learning or service outcomes which occurs on at least a quadrennial basis. We gather evidence of student learning; discover the degree to which courses, programs, and administrative and educational support services accomplish intended outcomes; and probe the achievement of institutional projects, core themes, and mission. Southwestern conducts program reviews of all programs and services on a quadrennial basis (every 4 years) and uses the results of the assessments to enhance and improve current programs and services.

Resources

Program Review detailed instructions
Report Documentation – myLakerLink on the Resource Center tab

Program review consists of the following elements

- ✓ Unit - Program Mission
- ✓ Unit – Program Operational Checklist
- ✓ Unit - Program Operational Outcomes including indicators and thresholds for achievement
- ✓ Outcome and Operational Quantitative Data analysis
 - I. Quantitative Data
 - II. Financial Viability
 - III. Qualitative Analysis
 - IV. Mandatory Reporting and Compliance
 - V. Operational Policies, Procedures, and Processes
- ✓ Reflection of the data
- ✓ Projects planned based on evidence
- ✓ Association with core themes and other planning processes/projects
- ✓ Activity Timeline

All reports are available within myLakerLink and are located on the Resource Center tab. Links to all reports are located within each section title of this document. Program Review requirements for certain sections include multiple reports with additional links to the reports located within the specific section of the report.

Unit-Program Mission

The purpose of the Southwestern's Library is to aid students, faculty, staff and community members in their educational and life enrichment goals.

Unit-Program Operational Checklist Analysis

- Review the checklist and self-assess the threshold level for each section
- Reflect on what has been accomplished, what needs to be enhanced, and what needs to be developed
- List the overall achievement
 - 23 were at a green level
 - 4 within the Mandatory Reporting and Compliance
 - 7 within the Policies, Procedures, Process
 - 4 within the Qualitative
 - 8 within the Resource and Staffing Review
 - 3 were at a yellow level
 - 0 within the Mandatory Reporting and Compliance
 - 0 within the Policies, Procedures, Process
 - 1 within the Qualitative
 - 2 within the Resource and Staffing Review
 - 0 were at a red level
 - 0 within the Mandatory Reporting and Compliance
 - 0 within the Policies, Procedures, Process
 - 0 within the Qualitative
 - 0 within the Resource and Staffing Review
- 3 were n/a.
- List plans to enhance and develop operational checklist items – add to project timeline

Operational Outcomes - Indicators – Threshold: Reviewed every 4 years

List program outcomes in this section (from prior program review process/add any new outcomes – generally 3 or 4 outcomes): Threshold Scale: 1 to 5, with 1 being the best.

Outcome: Provide information resources in sufficient diversity of format and subject to support the learning, access, and community engagement mission of the college.

Indicator: Measured by number and type of holdings compared to other medium-sized, rural community colleges in Oregon (Source: NCES, 2012). Southwestern is at a median level. See Appendix A for statistics.

Indicator: Measured by increase in use of library resources at Southwestern (Source: Coastline Integrated Library System, 2004 and 2014). The addition of databases and e-books has increased the use of library holdings, even while the checkout of physical items has slightly increased. See Appendix B for statistics.

Indicator: Measured by comparison of use per FTE at peer community colleges (Source: NCES, 2012). Southwestern is at the median level. See Appendix C for statistics.

Indicator: Measured by database use over time (Source: Database vendor usage statistics 2011-2015). Database use at Southwestern is surpassing book checkouts. See Appendix D for statistics.

Threshold: 2

Outcome: Provide a learning commons for individuals and groups to study close to organized collections of information and close to personal assistance.

Indicator: Measured by hours of operation per FTE compared with peer community colleges (Source: NCES, 2012). Southwestern is at the median point of open hours. See Appendix E for statistics.

Indicator: Measured by “gate” count compared with peer community colleges (Source: NCES, 2012). Southwestern measured lowest in gate count, although it is proposing a project to correct the inaccurate gate count reports. See Appendix F for statistics.

Indicator: Measured by professional staff available for answering research questions, solving database problems and giving presentations compared to peer community colleges (Source: NCES, 2012). Only one or two professional staff is the norm. See Appendix G for statistics.

Threshold: 2

Outcome: Efficient cost control to meet the college mission of financial sustainability.

Indicator: Measured by resource expenditures through time (Coastline Integrated Library System, 2004 and 2014) and compared to peer community colleges (NCES, 2012). Southwestern has a drop in expenditures, and it was in the median point compared with its peers. See Appendix H and Appendix I for statistics.

Indicator: Measured by number of staff per FTE (NCES). The Southwestern Library staff size is half of what it was 10 years ago, although it serves more students and has a greater complexity of resources. See Appendix J for statistics.

Indicator: Measured by expenditures on resources per FTE (NCES, 2012). Southwestern was spending more per FTE than peer colleges, although Southwestern expenditures per FTE have dropped in recent years. See Appendix K for statistics.

Threshold: 1

Program Project Timeline – All Projects

Activity Timeline that includes core theme association, staff lead responsibility, start and projected end dates, association with other planning activities (academic master plan, technology plan, facilities plan), association with instructional projects.

Project	Person Responsible	Start Date	End Date	Core Theme	Associated Plans	Associated Projects
Learn how to get MARC records for ebooks and streaming video into the catalog so that those items are discoverable for patrons.	Jessie Milligan	Fall 2015	Ongoing	Access		
Teach monthly class to employees on how to use electronic resources.	Jessie Milligan	Fall 2015	Ongoing	Access		
Start Quick Classes in library on database use, writing citations, and other tips to help students succeed.	Jessie Milligan	Fall 2015	Ongoing	Learning		
Head count-hourly headcount in library every day in Fall quarter to establish a better in-library use estimate, as an alternate to gate count.	Mike Cole	Fall 2015	Fall 2015	Access		
Continue to review usage by subject and title, and trim buying of low-usage items.	Jessie Milligan	Ongoing	Ongoing	Sustainability		

APPENDIX A

Southwestern Oregon Community College Program Review

Source: NCES, 2012

August 2015

This table illustrates that Southwestern Library is at the median point in the number of resources held.

Benchmark: Medium-sized, rural community college libraries in Oregon				
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC	Blue Mountain CC
12-Month FTE	1,389	1,733	2,048	Did not report to NCES in 2012
Books & Periodicals	41,262	25,269	26,480	
E-books	0	1,333**	40,000**	
Audiovisual	2,590	1,711	5,990	
Total:	43,852	28,313	72,470	
Holdings per FTE	32	16	35	

NOTE: Southwestern's holdings have changed significantly since this survey due to reducing the number of books when moving the library from two floors to one floor, cancelling subscriptions to periodicals duplicated in databases, weeding out many VHS resources, and adding more electronic resources.

The 2013-14 Southwestern holdings were:

Books & Periodicals: 35,569

E-Books: 1,715

Audiovisual: 1,488

Holdings per FTE: 26

**Currently, Southwestern and Treasure Valley have only reference e-books; Umpqua offers a variety of e-books on several platforms.

NOTE: All community colleges in Oregon are to have streaming video through the Oregon Community College Distance Learning Association, effective Fall 2015.

NOTE: NCES did not collect data on the number of databases at each college.

APPENDIX B

Southwestern Oregon Community College Library Program Review

Source: NCES, Coastline Integrated Library System; database and e-book vendors

August 2015

This table illustrates the increases in the checkout of books and other print resources as well as audiovisual materials, even while the library has added databases and e-books.

10-year Change of Use of Library Resources		
Southwestern Oregon CC	2003-2004	2013-2014
12-Month FTE	1,317	1,561
Total circulation of books, audiovisual, and print resources	8,225	9,278
Total logins to databases	Not Reported *	11,253*
Total logins to e-books	0	628
Total use (excluding in-library perusal of print, which is not recorded)	8,225	21,159
Total use per 12-month FTE	6.25 checkout and/or logon per FTE	13.55 checkout and/or logon per FTE

*Only one database in 2004. By 2014, the library offered more than 60 databases.

Appendix C

Southwestern Oregon Community College Program Review

Source: NCES, 2012

August 2015

This table illustrates that Southwestern is at the median point of circulation among peer community colleges that reported to NCES.

Comparative Use of Resources at Peer Community Colleges in Oregon			
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
12-Month FTE	1,389	1,733	2,048
Total circulation of books, audiovisual, print and e-books Databases not reported in NCES report	9,437	9,378	22,592
Total circulation per FTE	6.79	5.41	11.03

NOTE: Umpqua's collection included twice as many e-books as physical books. E-books tend to earn higher circulation numbers because of their around-the-clock accessibility.

APPENDIX D

Southwestern Oregon Community College Library Program Review

Source: Database vendors

August 2015

This table shows the number of sessions on databases services provided by the library. Use fluctuates with assignments.

	2011-2012	2012-2013	2013-2014	2014-2015
Total database log-ons	9,018	7,693	11,253	10,811

NOTE: Benchmark data is not available on database log-ons

APPENDIX E

Southwestern Oregon Community College Library Program Review

Source: NCES, 2012

This table shows that Southwestern Oregon CC Library is in the median range for open hours compared with the number of students.

Hours open per FTE at peer community colleges in Oregon			
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
12-Month FTE	1,389	1,733	2,048
Hours open per typical week	43	72	67
Hours of operation per FTE	32.3	24.06	35.09

APPENDIX F

Source: NCES, 2012

This table reflects that the library has no reliable means of measuring use. Actual use of the library includes library computer users who ask reference questions and use printing/copying services without entering the counter gate. Use also is not collected on people who enter the library and only come to the front counter without entering the counter gate. Nor is it collected from two large study tables.

Additionally, it reflects the lesser hours of operation at Southwestern.

It may also reflect that the library wasn't being used heavily for studying.

Because of inaccuracies in past reporting, the gate count hasn't been collected in recent years. An hourly headcount will be taken Fall quarter.

Gate count in a typical week			
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
Gate Count	465	1,200	4,740

APPENDIX G

Source: NCES, 2012 This table illustrates the limited professional staffing at all peer community colleges

Professional Staff Available to Answer Research Questions, Help with Database Problems, and Give Presentations			
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
Professional staff	1	1	2

Appendix H

Southwestern Oregon Community College Library Program Review

Source: (Coastline Integrated Library System, 2004 and 2014)

August 2015 This table shows a continual effort to reduce information costs.

Resource expenditures through time at Southwestern Community College Library		
	2004-2005	2014-2015
12-Month FTE	1,317	1,561
Physical Items: Books, Audiovisual, Periodicals	\$59,748	\$21,000
Electronic Resources: Databases and E-books	\$3,482	\$30,000
Total:	\$63,230	\$51,000
Total per 12-Month FTE:	\$48.01	\$33.64

Note: Southwestern Library reduced the number of physical periodicals that were held in databases. This is one factor in achieving this drop in expenditures. Another is a loss in funding from Coastline Cooperative Library District to pay for reference materials.

Appendix I

Source: NCES, 2012

August 2015

This table shows Southwestern to be at a median point in resource expenditure

Resource expenditures compared to peer community colleges			
2012	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
12-Month FTE	1,389	1,733	2,048
Books	\$20,500	\$12,000	\$36,589
Audiovisual	\$3,583	\$5,000	\$5,540
Periodicals	\$29,639	\$6,200	\$33,383
Databases	\$17,939	\$4,100	\$25,401
Total:	\$71,661	\$27,300	\$100,913

NOTE: Between 2011-12 and 2014-15, Southwestern Library had reduced its expenses on resources by more than \$20,000.

APPENDIX J

Southwestern Oregon Community College Library Program Review

Source: Library Budget

August 2015

This table shows the reduction in library staff.

Number of staff at Southwestern Oregon Community College Library per FTE		
	2004-2005	2014-2015
12-Month FTE	1,317	1,561
Librarians	3	1
Other Paid Staff	3	2
Total Librarians and Staff:	6	3
Total FTE per Staff:	219 FTE per staff member	520 FTE per staff member

APPENDIX K

Southwestern Oregon Community College Library Program Review

Source: NCES, 2012

August 2015

This table shows Southwestern spending more on resources than peer institutions, although that has dropped in more recent years.

Expenditure on resources per FTE			
	Southwestern Oregon CC	Treasure Valley CC	Umpqua CC
12-Month FTE	1,389	1,733	2,048
Books	\$20,500	\$12,000	\$36,589
Audiovisual	\$3,583	\$5,000	\$5,540
Periodicals	\$29,639	\$6,200	\$33,383
Databases	\$17,939	\$4,100	\$25,041
Total:	\$71,661	\$27,300	\$100,553
Expenditure on resources per FTE	\$51.59	\$15.75	\$49.10

NOTE: Resources per FTE are being held down at Southwestern. In 2013-2014, the expenditure on resources per FTE was \$47.73. That drop was largely due to a drop in book and periodical purchasing.

Southwestern Oregon Community College OER Report Fall 2019

Executive Summary

This report is a snapshot of Southwestern Oregon Community College's participation in the statewide Open Educational Resources (OER) program. Please contact hofer@linnbenton.edu to provide updates about your campus.

Institutional summary:

- Southwestern Oregon Community College OER point person(s): Noelle Ebert
- Known adoptions at Southwestern Oregon Community College:
<http://openoregon.org/resources/?keyword=southwestern>
- Statewide grant funding awarded to Southwestern Oregon Community College since 2015, out of ~\$1.1M offered: \$8,886.10, or 0.77% of available funding
- OER grants at Southwestern Oregon Community College since 2015 have saved students an estimated \$92,993.75, or \$10.47 per program dollar spent.
- Estimated student savings represented by the no-cost/low-cost schedule designation at Southwestern Oregon Community College from 2017-19, out of a statewide aggregated estimate of ~\$34M: \$386,750.00

Looking ahead in 2019-21:

- Southwestern Oregon Community College received 2019 funding for 2 grant projects, for a total award of \$8460
- Statewide funding is available for open textbook review workshops and other professional development opportunities.
- Open Oregon Educational Resources offers support for compliance with legislative requirements to label no-cost/low-cost courses in the schedule and for textbook affordability strategic planning.



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Estimated student savings represented by No-cost/Low-cost Designation 2017-19

[HB 2871](#), passed in 2015, requires each of Oregon's public colleges and universities to designate courses with no-cost and low-cost course materials in the schedule. [HB 2213](#), passed in 2019, further requires that textbook affordability plans at each institution include steps to market the no-cost/low-cost designation to students.

Statewide, the no-cost/low-cost designation represented a huge savings to Oregon students:

- Courses with the no-cost and low-cost designation in the schedule at 19 reporting institutions are estimated to have saved over 375,000 students (by headcount) in 21,000 course sections approximately \$34 million in two academic years.
- At the reporting institutions, approximately 12% of all courses were designated no-cost or low-cost.
- More information: [Estimated 2017-19 Student Savings in No-Cost/Low-Cost Courses](#)

At Southwestern Oregon Community College, courses with the no-cost and low-cost designation in the schedule:

- Represent estimated savings of \$386,750.00 by 5499 students in the 2017-19 biennium.
- In the 2017-19 biennium, Southwestern Oregon Community College counted 338 sections labeled with the no-cost/low-cost designation in the course schedule, or 23.39% of sections offered.

How was this savings estimate calculated?

- For the statewide savings estimate, each college and university reports savings data using the method that works best for their own local campus environment. Each institution shows their work by sharing their method so that the aggregated estimate can be understood as a sum of differentiated components. More information on this

approach to OER savings estimates can be found in the post [Support for a Local Approach to Statewide OER Data Collection](#).

- Because we do not use a consistent method for calculating savings, we are not able to make meaningful comparisons or rank institutional savings results.
- Southwestern Oregon Community College's institutional researcher prepared a report showing all classes marked as LC or NC in the student information system (Jenzabar), along with student enrollments per section. The higher course and enrollment numbers beginning in Spring 18 reflect progress in moving from pilot to full implementation with the course schedule designation. SOCC used \$100 as the savings estimate for no-cost courses, and \$50 as the savings estimate for low-cost courses (because their low-cost threshold is \$50). The 2018 Fall, Fourth Week Headcount Enrollment for Southwestern Oregon Community College was 2,910.

Open Textbook Review Workshops

Open Oregon Educational Resources has offered open textbook review workshops since joining the Open Textbook Network (OTN) on behalf of Oregon's 17 community colleges in 2015; membership was extended to the 7 universities as well beginning in 2017. The OTN model has two parts: a faculty workshop presenting open textbooks as a way to solve the problem of high textbook prices, followed by the opportunity for faculty to earn a \$200 stipend to write a review of a book in the Open Textbook Library. The OTN finds that faculty who write an in-depth review of an open textbook are much more likely to adopt the book in their classes.

- The OER Review Workshop program has cumulatively resulted in an estimated \$2,383,200 in student savings since 2015, representing \$19.89 in student savings per program dollar spent.
- This savings estimate may underreport the impact of the program because Oregon beta-tested a new data collection tool; as a result the campaign to request adoption and enrollment data from faculty was not as effective as in past years.
- [Read full report](#)

Southwestern Oregon Community College faculty have received \$400.00 in stipends, or 0.33% of the review stipend funding spent since 2015.

- The OER Review Workshop stipends at Southwestern Oregon Community College resulted in an estimated student savings of \$13,200.00 in four years.
- This savings represents \$33.00 in student savings per program dollar spent.
- In terms of per-student savings, Southwestern Oregon Community College ranks #7 among the 20 colleges and universities that participated in the OER Review Workshop program.

Grants Overview

Oregon has offered four statewide grant programs since 2015. Two of these programs were available to faculty at both colleges and universities, while two were available only to faculty at

the colleges because of funding restrictions. In aggregate, statewide spending on OER grants has saved students an estimated total of \$7,440,911.37, representing \$6.45 in student savings per program dollar spent. The table below summarizes the impact of statewide OER grant spending to date.

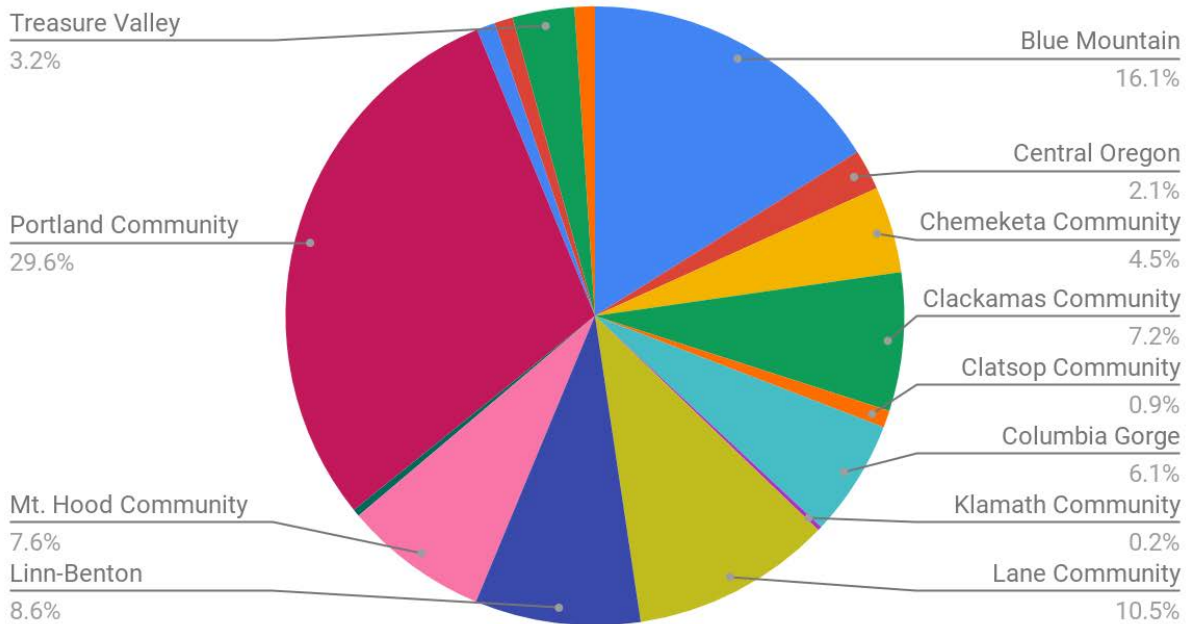
	HB 2871 Grants	2015 Grants	2016-17 Grant Cohort and 2017 Winter/Spring Adopt Grants	2018 Grant Cohort	Total
Eligibility	Colleges & Universities	Colleges	Colleges	Colleges & Universities	Colleges & Universities
Available Funding	\$322,000.00	\$52,098.00	\$280,154.70	\$499,084.48	\$1,153,337.18
Statewide Estimated Student Savings	\$1,544,200.60	\$477,409.24	\$4,181,462.51	\$1,237,839.02	\$7,440,911.37
Statewide Estimated Student Savings per \$1 spent	\$4.80	\$9.16	\$14.93	\$2.48	\$6.45
Southwestern Oregon Community College Award			\$5,391.10	\$3,495.00	\$8,886.10
% of Eligible Funding Received by Southwestern Oregon Community College			1.92%	0.70%	0.77%
Estimated Student Savings at Southwestern Oregon Community College			\$85,395.75	\$7,598.00	\$92,993.75
Estimated			\$15.84	\$2.17	\$10.47

Student Savings at Southwestern Oregon Community College per \$1 spent					
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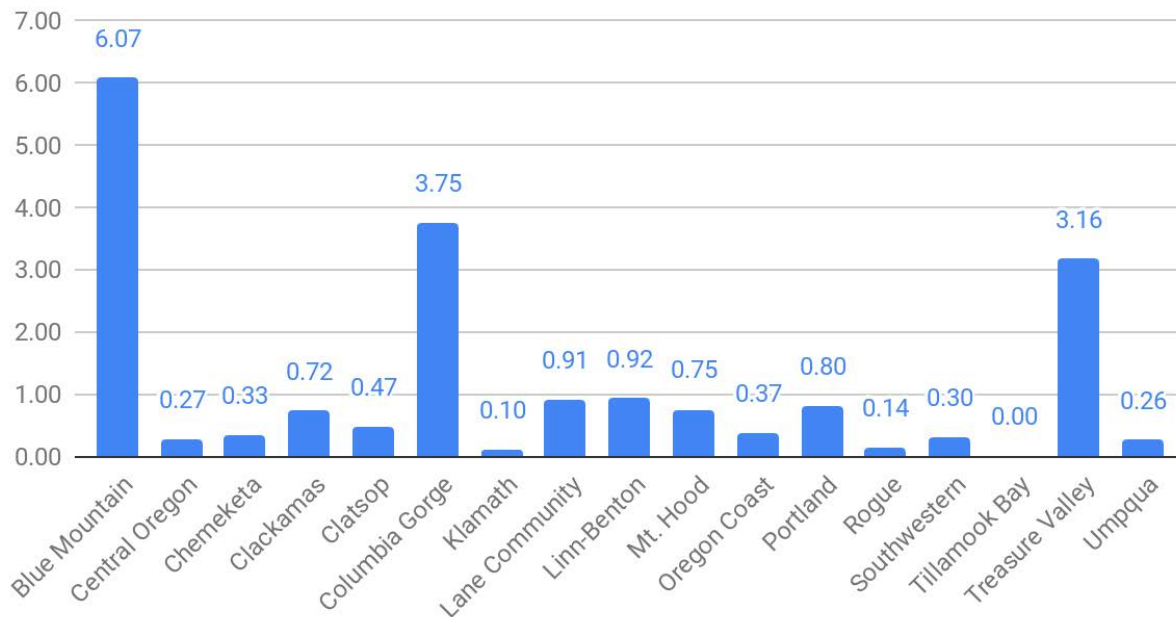
The pie chart below shows eligible grant award spending per institution. The bar graph below shows the ratio of grant award spending compared to 2018 Fall, Fourth Week Headcount Enrollment.¹ The purpose of the bar graph is to show whether grant awards are proportional to enrollment (a ratio of 1 is proportional; a ratio of greater than 1 means that grant spending is higher than would be expected based on enrollment; a ratio of less than 1 means that grant spending is less than would be expected based on enrollment).

¹ Data sources: [Oregon Community College Fall, Fourth Week Headcount Enrollment, 2012-2018](#); [Oregon Public University NONRESIDENT Fall 4th Week Headcount Enrollment Including Extended Enrollment, 2001-2018](#); [Oregon Public University Resident Fall 4th Week Headcount Enrollment Including Extended Enrollment, 2001-2018](#)

Grant Awards Per College



Ratio: Grant Awards Per College, Compared to Enrollment



HB 2871 Grants

The HB 2871 Grant Program was administered by the HECC rather than by Open Oregon Educational Resources.

- The HB 2871 grant program saved 10,041 students an estimated total of \$1,544,200.60 in four years, representing \$4.80 in student savings per program dollar spent.
- [Read full report](#)

Southwestern Oregon Community College did not participate in this grant program.

2015 Grants

Funding for the 2015 statewide OER grant pilot program was provided by the Community College and Workforce Development office of the Higher Education Coordinating Commission on the recommendation of the Oregon Community College Distance Learning Association. This grant pilot is a terrific example of how student savings compound over time as instructors and institutions continue to use OER. Measurable student savings has increased sixfold in just three years.

- The 2015 pilot grants saved 5,089 students an estimated total of \$477,409.24 in four years, representing \$9.64 in student savings for every program dollar spent.
- [Read full report](#)

Southwestern Oregon Community College did not participate in this grant program.

2016-17 Grant Cohort and 2017 Winter/Spring Adopt Grants

Funding for the statewide OER grant program was provided by the Community College and Workforce Development office of the Higher Education Coordinating Commission on the recommendation of the Oregon Community College Distance Learning Association. The initial round of grant funding was augmented to support additional projects to adopt OER as-is in Winter and Spring 2017.

- The 2016-17 grant cohort saved 30,758 students an estimated total of \$4,181,462.51 in three years, representing \$14.93 in student savings for every program dollar spent.
- [Read full report](#)

Southwestern Oregon Community College was awarded \$5,391.10, or 1.92% of the available funding.

- The 2016-17 grant funding at Southwestern Oregon Community College resulted in an estimated student savings of \$85,395.75 in three years, representing \$15.84 in student savings per program dollar spent.
- In terms of per-student savings, Southwestern Oregon Community College ranks #5 among the 12 colleges and universities that participated in this grant program.

2018 Grant Cohort

The 2018-19 grant program began with 53 projects funded by [HB 2729](#) and by the Community College and Workforce Development office of the Higher Education Coordinating Commission on the recommendation of the Oregon Community College Distance Learning Association. The CCWD funded 15 additional projects in Fall 2018 to support the Oregon Transfer Compass program legislated by [HB 2998](#).

- The 68 OER grant projects in the 2018-19 cohort represent 22 institutions and saved nearly 8,000 Oregon students an estimated \$1.2 million in the pilot year of the program, approximately \$2.50 in student savings for each \$1 of grant money spent.
- [Read full report](#)

Southwestern Oregon Community College was awarded \$3,495.00, or 0.70% of the available funding.

- The 2018-19 grant funding at Southwestern Oregon Community College resulted in an estimated student savings of \$7,598.00 in the pilot year of the program, representing \$2.17 in student savings per program dollar spent.
- In terms of per-student savings, Southwestern Oregon Community College ranks #7 among the 20 colleges and universities that participated in this grant program.

Weeding Assessment Planning Guide

1. Select call number area to weed and obtain statistics. (Some data only available since migration in 2013.)
2. Run inventory report: **543 Shelflist - Collection Code**. Choose library and collection code (typically **main**).
3. Run report 543 again with collection code **new** so you'll know how many items are moving in eventually.
4. Run report **170 Items in processing** and choose library. This catches items before they hit New status.
5. Run report **100 Local use** for in-house use. Enter date range and library: use today's date and 10 years back.
6. **Don't count renewals**. The item is only used by one patron even though s/he uses it longer.
7. Delete extraneous data and combine information into one spreadsheet:
 - a. Use Original tab of **Deaccession Template Excel doc**.
 - b. Enter **formulas** below to correctly sort call numbers.
 - c. Enter formulas for charges + local = total use.
 - d. **Final sheet tabs**: original data, pull list, keep, weed but update, weed, outliers (if any).
 - e. **Column headings for each tab**: call#, mid call#, new call#, title, author, year, barcode, last seen, charges, local, total use, accessioned, poor condition, Coastline, always IA, 14 day IA, FT Hathi, LS Hathi, LS Google, WorldCat OR, Notes.
8. Copy data from Original tab to Pull List tab. Only work from Pull List now; Original is for historical reference. Pull books from stacks one cart shelf at a time. Analyze items and enter condition and access data on Pull List Tab.
9. Review all data and make final calls. Cut rows from Pull List and paste into tabs 4/5/6 based on decision.
10. Double check any items in outliers tab or still left on cart or Pull List tab.
11. Weed from Koha and set in lobby to give away.

Call Number Sorting in Excel

The call number sorting process for use in Microsoft Excel has two parts. The first part normalizes the length of the first cutter to consistently use 4 digit numbers (e.g., turning G1 into G0001), while the second part inserts a ".0" second cutter to those call numbers without one (e.g., turning G0001.A into G0001.0,A to ensure it sorts before G0001.1.A).

Part 1:

```
=CONCATENATE(LEFT(A2,IF(ISERR(VALUE(MID(A2,2,1))),2,1)),REPT("0",5-FIND(".",A2)+IF(ISERR(VALUE(MID(A2,2,1))),2,1)),RIGHT(A2,LEN(A2)-IF(ISERR(VALUE(MID(A2,2,1))),2,1)))
```

*where A2 contains the call number you want to sort. Change all A2 instances to A1 if you do not have a header row.

Part 2:

```
=IF(IF(ISERROR(FIND(".", B2, 1+FIND(".", B2))<FIND(" ", B2)), IF(ISERROR(FIND(".",B2, 1+FIND(".",B2))), FALSE, TRUE), FIND(".",B2, 1+FIND(".",B2))<FIND(" ", B2)), B2, CONCATENATE(LEFT(B2,FIND(".",B2)), "0.",RIGHT(B2,LEN(B2)-FIND(".",B2))))
```

*where B2 is the result of the formula for part 1. Change all B2 instances to B1 if you do not have a header row.

Steps to follow in Excel:

1. Import data from DirectorsStation (or other application) into Excel.
2. Move column containing call numbers to column A.
3. Insert blank columns for Column B and C. If your file has headers, name them "Intermediate" and "New Call Number" respectively.
4. Copy the part 1 formula in B2. Use handle in lower right corner to drag down to end of column.
5. Copy the part 2 formula in C2. Use handle in lower right corner to drag down to end of column.
6. Select call cells and click on Customize Sort in Excel and select the sort column to be "New Call Number" (or column C if you have no headers).
7. Please note this formula does only the base call number and will not sort volume numbers, issue numbers, or sheet numbers.

1. Citation- Conley JF, Nolan LA (2014). Earth and Mineral Sciences Library, Pennsylvania State University. Online at <https://scholarsphere.psu.edu/files/qv33rw719>.