

**Request to Offer Program
With Assurances
Statewide Degree or Certificate Program**

This form can be completed electronically. The boxes will expand to accommodate text. Department forms change periodically and it is the college's responsibility to use the most current forms available. Forms, handouts and useful resources are located at <http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>

This document should be used by a participating member community college to request permission to offer the statewide program established by a community college consortium. This form, with labor market information (LMI) and/or support for local need (unless previously submitted with the Notice of Intent), must be sent to the sponsoring college's Point of Contact who would forward the Request to CCWD-EII. CCWD-EII will, in turn, submit it to the State Board of Education for approval. Once the Board approves this request and CCWD-EII has notified the college, the college may then offer the program at their facility.

College:	CLACKAMAS Community College		
Name of consortium/program:	Retail Management (WAFD)		
Credential(s) or form(s) of recognition proposed:	Career Pathway		
CIP code:		CIP title:	

Sponsoring college:	Klamath Community College		
Sponsoring college's program representative/contact:	Linda Davenport 541-880-2241		
Title:	Faculty Chair Business & Management		
Department, division, etc.:	BUSINESS		
Phone:	541-880-2241		
Fax:			
E-Mail:	davenport@klamathcc.edu		

Your college's program contact:	Pamela Akin		
Title:	Lead Faculty Retail		
Department, division, etc.:	Business & Computer Science		
Phone:	503-594-3196		
Fax:			
E-Mail:	pamc@clackamas.edu		

Kramath

CLACKAMAS

Special notes/course substitutions: (3)	
Business 285 HR in ORGS	BA 285 HR in Business (4)
CAS 133	BA 131 Intro to Bus. Computing (4)
BUS 214 BUS. Com.	BA 214 or BA 205 ⁽³⁾ BUS Com, Bus Com with Tech ⁽⁴⁾
BUS 206 Management fundamentals (3)	BA 206 Management Fundamentals (4)
TOTAL (13)	TOTAL (15-16)

College Authority Signature
(Assurances must be signed by the chief academic officer or the president)

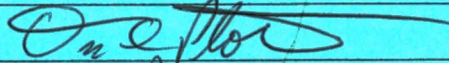
I have reviewed this application and supporting documents and attest to the accuracy, clarity, and completeness. The college will comply with the following assurances:

- 1. Access.** The college and program will affirmatively provide access, accommodations, flexibility, and additional/supplemental services for special populations and protected classes of students.
- 2. Continuous improvement.** The college has assessment, evaluation, feedback, and continuous improvement processes or systems in place. For the proposed program, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Program need and labor market information will be periodically re-evaluated and changes will be requested as needed. Changes will be made in compliance with consortium by-laws.
- 3. Adverse impact & detrimental duplication.** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse *intersegmental* and *intra*segmental impact and detrimental duplication problems with other relevant programs or institutions.
- 4. Program records maintenance & congruence.** The college acknowledges that the records concerning the program title, curriculum, CIP code, credit hours, and other identifying and descriptive information maintained by the Department are the official records and it is the college's responsibility to keep the college records aligned with those of the Department. The college will not make changes to the program without first receiving permission from the consortium and then informing and/or receiving approval from the Department.

This program has been developed by a statewide consortium of community colleges in partnership with business and industry. The proposed program:

- Has been designed to meet the State Board of Education approval standards for Need, Collaboration, Alignment, Design and Capacity, as well as the elements identified that are essential to a quality program;
- Our college board has approved the proposed program described in this application;
- All local campus procedures have been completed; and
- This program is ready to be (or has been) reviewed by CCWD-EII staff on behalf of the State Board of Education.

It is understood that documentation or evidence may be requested by CCWD-EII staff if additional information is needed.

Signature	
Title	Vice President for Instruction & Student Services
Name (Printed or typed)	David Plotkin
Date	11-23-15.

Statewide Program—Request to Offer Program/Assurances

The CTE brand logo, brand-positioning, theme, and brand extensions are property of NASDCTEc.