



**College Planning Council  
Agenda  
Wednesday, January 11, 2023  
Boardroom  
3:00 PM**

**Zoom:** <https://bluecc.zoom.us/j/99443261352?pwd=QkwvZG1uMnlJS1oySGNmSkZzT1N6UT09>  
by phone: 669-900-6833 meeting ID 994 4326 1352 passcode 720911

1. Approve Minutes from the 12/14/22 meeting
2. Approve Administrative Procedure  
05-2022-0001 Faculty Committee Assignments and Institutional Service
3. Administrative Procedures for Revision  
01-2012-0002 Integrated Pest Management Plan  
03-2003-0001 Academic Calendar  
05-2003-0022 Credits/Contact Hours  
07-2003-0021 Course Numbering

Next meeting: Wednesday, January 18, 2023 2:30 PM

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**College Planning Council  
Minutes  
12.14.22**

**Members Present:** Mark Browning, Adam Sims, Brad Holden, Joey GrosJacques, Kaley Cope, Patrick Sisneros, Philip Schmitz, Tammi Clark, Theresa Bosworth, and Shannon Franklin.

**Guests:** Angela Rios, Stacie Stahl, and Barb Baty

**Absent:** Celeste Tate, John Fields, Kennedy Vogl, Lexi Robertson, Roman Olivera, Sascha McKeon, Tammy Krawczyk, and Wade Muller

**Approve Minutes from the 11/30/22 CPC Meeting**

Brad moved, seconded by Joey to approve the CPC minutes from 11/30/22. Motion passed by show of hands.

**Approve Administrative Procedures**

05-2022-0001 Faculty Committee Assignments and Institutional Service – roll to next agenda.

04-2019-0001 Password Policy

Kaley moved, seconded by Tammi C, to approve the Password Policy administrative procedure; the Faculty Committee Assignments and Institutional Service will move to the next meeting for approval.

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**Procedure Title:** Faculty Committee Assignments and Institutional Service  
**Procedure Number:** 05-2022-0001  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Vice President, Office of Instruction  
**Position responsible for updating:** Dean of Learning & Academic Engagement  
**Original Date:**  
**Date Approved by College Planning Council:**  
**Authorizing Signature:** *Original signature on file*  
**Date Posted on Web:**  
**Revised:** **Reviewed:**

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**Purpose/Principle/Definitions:**

Faculty duties and responsibilities include service to the college often in the form of committee work. A number of standing and ad hoc committees are formed over the course of the year and are necessary to ensure the smooth transitioning between terms and student support.

**Guidelines:**

- A sign-up process for all standing committees will be provided at Fall Pre-service for faculty to confirm their continued service on a particular committee, opt out of serving on a committee, or opt in to serving on a committee. The sign-up process will clearly state the current committee members, the number of seats available (for voting members), the meeting times, and whether that committee is a Governance Committee.
- Faculty members should serve on at least 1 committee a year, but no more than 2 Governance committees.
- Following Pre-service, but no later than September 30, an updated committee list will be provided to all faculty and posted to the faculty resource page.
- The BMFA will support the filling of these roles by actively encouraging and recommending faculty to participate when positions remain open.
- For any committee position left unfilled as of October 31 each year, the Office of Instruction will appoint faculty members to each unfilled seat effective November 1.

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**Procedure Title:** Integrated Pest Management Plan  
**Procedure Number:** 01-2012-0002  
**Board Policy Reference:** IV.H.

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**Accountable Administrator:** President  
**Position responsible for updating:** Director Facilities & Grounds  
**Original Date:** 05-23-12  
**Date Approved by College Planning Council:** 02-09-22  
**Authorizing Signature:** *Signed original on file*  
**Dated:** 02-09-22  
**Date Posted on Web:** 02-17-22  
**Revised:** 12-19-22 **Reviewed:** 02-22

### **Purpose**

This Administrative Procedure was drawn up with the specific purpose of meeting the requirements of Oregon Revised Statute (ORS) 634.700 through 634.750.

### **Background/History**

On June 24, 2009, the Governor of Oregon signed Senate Bill 637 into law, which was then incorporated into ORS 634.700 to 634.750. This legislation requires school districts and community colleges to adopt an Integrated Pest Management (IPM) policy and an

Integrated Pest Management plan that makes provisions for:

- a) Designating an IPM Plan Coordinator;
- b) Listing the responsibilities of the IPM Plan Coordinator;
- c) Outlining a process for responding to inquiries and complaints;
- d) Conducting outreach to the school community about the IPM Plan;
- e) Adopting a low-impact pesticide list.

The statute requires the adoption of the IPM policy/plan on or before July 1, 2012.

## Table of Contents

Purpose .....	1
Background/History .....	1
Table of Contents .....	2
BMCC IPM Procedure .....	3
BMCC IPM Plan .....	3
Roles and Responsibilities .....	3
College Planning Council.....	3
IPM Plan Coordinator .....	4
Exemption for Academic Programs.....	4
Application of Low-Impact Pesticides.....	4
Notification and Posting for Non-Emergencies.....	5
Notification and Posting for Emergencies .....	5
Inquiries and Complaints .....	5
Record Keeping of Pesticide Applications.....	6
Approved List of Low-Impact Pesticides .....	6
Appendices.....	7
APPENDIX 1: IPM Plan Definitions.....	7
APPENDIX 2: BMCC IPM Plan Low-Impact Pesticide List.....	10



## **BMCC IPM Procedure**

On May 23, 2012, the College adopted Administrative Procedure 01-2012-0002: *Integrated Pest Management Plan* in compliance with this legislation. The procedure is provided for reference as follows:

*To ensure the health and safety concerns of students, staff and community members, the College shall adopt an IPM plan which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.*

## **BMCC IPM Plan**

On May 23, 2012, the College adopted the Integrated Pest Management Plan. The College's Integrated Pest Management Plan, also known as the IPM plan, is a plan intended for the purpose of achieving long term, environmentally sound pest suppression through a systematic approach based on four basic priorities, where the use of pesticides is minimized or eliminated when feasible. These basic priorities are as follows:

1. Safeguarding the health and safety of students, staff and faculty;
2. Maintaining the integrity of campus buildings and grounds;
3. Promoting a productive learning environment;
4. Keeping the local ecosystem healthy.

## **Roles and Responsibilities**

### **College Planning Council**

Under ORS 634.705, the College Planning Council is responsible for adopting an IPM Plan for the College and adopting provisions for:

- a) Designating an IPM Plan Coordinator;
- b) Identifying Plan Coordinator responsibilities;
- c) Giving notices under ORS 634.740;
- d) Retaining pesticide application records under ORS 634.750;
- e) Providing a process for responding to inquiries and complaints about noncompliance with the IPM Plan;
- f) Conducting outreach to the College community about the College's IPM Plan;
- g) Adopting a list of low-impact pesticides for use with the IPM Plan;
- h) Adopting IPM Plan revisions intended to reduce the occurrence of pest emergencies.

College Planning Council gives authority to the IPM Plan Coordinator for implementation of the IPM plan and assigns responsibilities to the IPM Plan Coordinator and other parties as described herein:

**IPM Plan Coordinator**

The responsibilities of the IPM Plan Coordinator shall include the following:

- a) Giving notices and posting warning under ORS 634.740;
- b) Overseeing pest prevention efforts;
- c) Providing a process for responding to inquiries and complaints about non-compliance with IPM Plan;
- d) Conducting outreach to the College community about the College's IPM Plan;
- e) Providing for the identification and evaluation of pest situations;
- f) Determining the means of appropriately managing pest damage that will cause the least possible hazard to people, property, and the environment;
- g) Ensuring the proper and lawful performance of pesticide applications;
- h) Evaluating pest management results;
- i) Keeping records as required by ORS 634.750;
- j) Maintaining the list of approved low-impact pesticides;
- k) Attending not less than six hours of IPM training each year as required by ORS 634.720(2);
- l) Reviewing the IPM Operations Manual periodically and updating when applicable;
- m) Exercising the option to contract with a certified pest management professional (PMP).

**Exemption for Academic Programs**

Adoption of an IPM Plan presents unique challenges to an educational institution which includes pest management related activities within its academic and instructional training programs. By design, these programs serve the community and industry by producing students and graduates capable in the best practices of the industry they will serve, and may include procedures and methods for instructional purposes that do not comply with the IPM Plan.

Moreover, as per ORS 634.730 Section (2), Subsection (a), outdoor pesticide applications carried out by qualified individuals in conjunction with academic instruction in agriculture are exempt from reentry restrictions as outlined in Section (1).

Therefore, College Planning Council, in anticipation of forthcoming legislative amendments, hereby recognizes an exemption for the following academic programs:

- BMCC Agriculture Programs
- \_\_\_\_\_
- \_\_\_\_\_

**Application of Low-Impact Pesticides**

The IPM Plan Coordinator (or designee) may authorize the application of a low-impact pesticide when non-chemical pest control measures have been ineffective subject to ORS 634.730. All pesticide applications must be made by a licensed commercial or public pesticide applicator licensed through the Oregon Department of Agriculture with a public applicator's license.

### **Notification and Posting for Non-Emergencies**

When prevention or management of pests through other measures proves to be ineffective, the use of a low-risk pesticide is permissible. Documentation of these measures is a prerequisite to the approval of any application of a low-risk pesticide. This documentation will remain on file with the IPM Plan Coordinator.

- a) The IPM Plan Coordinator (or designee) will give written notice of a proposed pesticide application (via the method most likely to reach the intended recipients) at least 24 hours before the application occurs.
- b) The notice must identify the name, trademark or type of pesticide product, the EPA registration number of the product, the expected area of the application, the expected date of application and the reason for the application.
- c) The IPM Plan Coordinator (or designee) shall place warning signs around pesticide application areas beginning no later than 24 hours before the application occurs and ending no earlier than 72 hours after the application occurs.
- d) A warning sign must bear the words "Warning: pesticide-treated area", and give the expected or actual date and time for the application, the expected or actual re-entry time (specified on product label), and provide the telephone number of a contact person (the person who is making the application and/or the IPM Plan Coordinator or designee).

### **Notification and Posting for Emergencies**

The IPM Plan Coordinator, after consultation with administration, may declare the existence of a pest emergency.

- a) If a pesticide is applied at the campus due to a pest emergency, the IPM Plan Coordinator shall review the IPM Plan to determine whether modification of the plan might prevent future pest emergencies;
- b) If a pest emergency is declared, the area must be evacuated and cordoned off before taking any other steps. If a pest emergency makes it impracticable to give a pesticide application notice at least 24 hours before the pesticide application occurs, the IPM Plan Coordinator shall send the notice no later than 24 hours after the application occurs;
- c) The IPM Plan Coordinator (or designee) shall place notification signs around the area as soon as practicable, but no later than at the time the application occurs.

Note: ORS 634.700 also allows the application of a non-low-impact pesticide "by, or at the direction or order of, a public health official". If this occurs, every effort must be made to comply with notification and posting requirements above.

### **Inquiries and Complaints**

Any member of the college community may submit an inquiry or complaint as follows by calling:

- The IPM Plan Coordinator at (541) 278-5904

The IPM Plan Coordinator will respond to all inquiries and complaints in a timely fashion.

## **Record Keeping of Pesticide Applications**

The IPM Plan Coordinator (or designee) shall keep a copy of the following pesticide product information on file with:

- a) A copy of the label;
- b) A copy of the MSDS;
- c) The brand name and USEPA registration number of the product;
- d) The approximate amount and concentration of product applied;
- e) The location of the application;
- f) The pest condition that prompted the application;
- g) The type of application and whether the application proved effective;
- h) The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
- i) The name(s) of the person(s) applying the pesticide;
- j) The dates on which notices of the application were given;
- k) The dates and times for the placement and removal of warning signs; and
- l) Copies of all required notices given, including the dates the IPM Plan Coordinator gave the notices.

The above records must be kept on file for at least four years following the application date.

## **Approved List of Low-Impact Pesticides**

Note: All pesticides used must be used in strict accordance with label instructions.

According to ORS 634.705 (5), the College Planning Council shall adopt a list of low-impact pesticides for use with their IPM Plan. The College Planning Council or the IPM Plan Coordinator may include any product on the list except products that:

- a) Contain a pesticide product or active ingredient that has the signal words "warning" or "danger" on the label;
- b) Contain a pesticide product classified as a human carcinogen or probable human carcinogen under the United States Environmental Protection
- c) Agency 1986 Guidelines for Carcinogen Risk Assessment; or
- d) Contain a pesticide product classified as carcinogenic to humans or likely to be carcinogenic to humans under the United State Environmental Protection Agency 2003 Draft Final Guidelines for Carcinogen Risk Assessment.

As a part of pesticide registration under the Federal Insecticide Fungicide and Rodenticide Act (FIFRA) and re-registration required by the Food Quality Protection Act (FQPA), EPA Office of Pesticide Programs (OPP) classifies pesticide active ingredients (a.i.) with regards to their potential to cause cancer in humans. Depending on when a pesticide active ingredient was last evaluated the classification system used may differ as described above.

## Appendices

- IPM Plan Definitions
- BMCC IPM Plan Low-Impact Pesticides List

## APPENDIX 1: IPM Plan Definitions

**Note:** These definitions were derived directly from Oregon Revised Statute (ORS) 634.700 through 634.750

1. **Campus:** the buildings, other structures, playgrounds, athletic fields and parking lots of a school and any other areas on the school property that are accessed by students on a regular basis.
2. **Governing Body:** a board of directors, agency or other body or person having policymaking and general oversight responsibility for a community college district, education service district, school district, and/or other unit of education governance, private school or other educational entity.
3. **Integrated Pest Management Plan:** a proactive strategy that accomplishes the following:
  - a. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
    - i. Protect the health and safety of students, staff, and faculty;
    - ii. Protect the integrity of campus buildings and grounds;
    - iii. Maintain a productive learning environment; and
    - iv. Protect local ecosystem health;
  - b. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation, and maintenance that promote or allow for the establishment, feeding, breeding, and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
  - c. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
  - d. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
  - e. Evaluates the need for pest control by identifying acceptable pest population density levels;

- f. Monitors and evaluates the effectiveness of pest control measures;
  - g. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
  - h. Excludes the application of pesticides for purely aesthetic purposes;
  - i. Gives preference to the use of nonchemical pest control measures;
  - j. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.
4. **Low-Impact Pesticide:** a product that does not contain a pesticide product or active ingredient described in ORS 634.705 (5).
5. **Pest:**
- a. An insect or other arthropod;
  - b. A weed, moss, slime or mildew or a plant disease caused by a fungus, bacterium or virus;
  - c. A nematode, snail, slug, rodent or predatory animal;
  - d. A bacteria, spore, virus, fungus or other microorganism that is harmful to human health; or
  - e. Other forms of plant or animal life that may infest or be detrimental to vegetation, humans, animals, structures, managed landscapes or other human environments.
6. **Pest Emergency:** an urgent need to eliminate or mitigate a pest situation that threatens:
- a. The health or safety of students, staff, faculty members or members of the public using the campus; or
  - b. The structural integrity of campus facilities.
7. **Registration Number:** the pesticide registration number assigned by the United States Environmental Protection Agency.
8. **School:**
- a. A facility operating in Oregon prekindergarten or a federal Head Start program;
  - b. A public or private educational institution offering education in all or part of kindergarten through grade 12;
  - c. An education service district as defined in ORS 334.003;
  - d. A community college as defined in ORS 341.005;
  - e. The Oregon School for the Blind;
  - f. The Oregon School for the Deaf; and

- g.** A regional residential academy operated by the Oregon Youth Authority. [2009 c.501 §2]

**Note:** The Oregon School for the Blind was closed in 2009 pursuant to section 1, chapter 562, Oregon Laws 2009. The text of 634.700 was not amended by enactment of the Legislative Assembly to reflect the school's closure. Editorial adjustment of 634.700 for the school's closure has not been made.

## APPENDIX 2: BMCC IPM Plan Low-Impact Pesticide List

The following is a list of “low-impact pesticides” that meet the requirements of ORS 634.700 – 634.750.

Product Name	Formulation	EPA Registration #	Active Ingredient
Advion Ant Gel	Bait Gel	352-746	Indoxacarb
Advion Cockroach Gel Bait	Bait Gel	352-652	Indoxacarb
Agrisolutions Diuron 4L Herbicide	White liquid emulsion with no odor	34704-854	Diuron (3-(3,4-Dichlorophenyl)-1-dimethylurea)
Aquamaster	Liquid	524-343(-ZF)	Glyphosate, isopropylamine salt
Banvel Herbicide	Amber liquid with mild amine odor	66330-276	Dimethylamine Salt of Dicamba, Dimethylamine Salt of related acids
Bee Bopper II, ARI Wasp and Hornet Killer	Pressurized liquid	7754-44	Tetremethrin d-Phenothrin
Casoron 4G	Granular	400-168	Dichlobenil
Crew	Granular	62719-742	Isoxaben Dithiopyr
Crossbow	Emulsifiable Concentrate	62719-260-5905	2, 4-D, butoxyethyl ester Triclopyr, butoxyethyl ester
K-Orthine Dust	Dust	432-772	Deltamethrin
Delta Dust	Dust	28293-322	Deltamethrin
Demand G Insecticide	Granular	100-1240	Lambda-cyhalothrin
Detonate Herbicide	Soluble Concentrate	7969-137-55467	Diglycolamine salt
The Andersons 0.25% Granular Dithiopyr Herbicide	Granular	9198-213	Dithiopyr
DuPont Oust XP Herbicide	Granular	352-601	Sulfometuron methyl
EcoEXEMPT G Granular Insecticide	Granular	Exempt	Eugenol (clove oil) Thyme oil
Diuron 4L	Diuron Liquid Flowable	66222-54	Diuron (3-(3,4-Dichlorophenyl)-1-Dimethylurea)
ExoEXEMPT IC-2 Insecticide Concentrate	Concentrate	Exempt	Rosemary Oil



EcoPCO WP-X Wettable Powder Insecticide	Wettable Powder	67425-25-655	Pyrethrins 2-Phenylethyl propionate Oil of Thyme
Envoy Plus	Emulsifiable Concentrate	59639-132	Clethodim
Gordon's BRUSHMASTER Herbicide	Liquid Mixture; ester odor	2217-774	2,4-D, 2-ethylhexyl ester 2,4-DP-p, 2-ethylhexyl ester 3,6-Dichloro-o-anisic acid (Dicamba)
Gordon's MECOME 4 Turf Herbicide	Brown liquid; phenolic odor	2217-674	Potassium Salt of R-(+)-2-(2-Methyl-4-chlorophenoxy) propionic acid (MCPA)
Generation mini blocks	Pellets/tablets	7173-218	Difethialone
Gourmet Liquid Ant Bait	Impregnated Materials	73766-2	Disodium Octaborate Tetrahydrate
Grant's Ant Control A bait stations	Impregnated Materials	1663-33	Hydramethylnon
Gly Star Plus	Soluble Concentrate	42750-61	Glyphosate Potassium Salt
Hi-Yield Super Concentrate Kill-Zall II	Soluble Concentrate	42750-61-7401	Glyphosate, isopropylamine salt
InTice Thiquid ant bait	Soluble Concentrate	73079-7	Sodium Tetraborate Decahydrate

<a href="#">KROVAR IVM</a>	<a href="#">Soluble Concentrate</a>	<a href="#">81927-3</a>	<a href="#">Bromacil, Diuron</a>
<a href="#">KROVAR IVM</a>	<a href="#">Soluble Concentrate</a>	81927-3	Bromacil, Diuron
Landmaster BW	Soluble Concentrate	42750-62	2, 4-D, isopropylamine salt Glyphosate,
<a href="#">MAD DOG 5.4</a>	<a href="#">Soluble Concentrate</a>	<a href="#">34704-929</a>	<a href="#">Glyphosate, isopropylamine salt</a>
Maxforce FC Professional Insect Control Roach Killer Bait Gel	Bait Gel	432-1259	Fipronil
Maxforce Professional Insect Control Roach Killer Bait Gel	Bait Gel	432-1254	Hydramethylnon
Mecomec 4 Turf Herbicide	Soluble Concentrate	2217-674	Potassium Salt
Milestone VM Plus	Emulsifiable Concentrate	62719-572	Aminopyralid, triisopropanolamine salt Triclopyr, triethylamine
MotherEarth D Pest Control Dust	Dust	499-509	Diatomaceous Earth (amorphous silica)
MotherEarth Scatter Bait	Granular Granular	499-515	Boric Acid

MotherEarth Wasp & Hornet	Pressurized Liquid	499-519	d-Limonene
Nufarm Polaris® Herbicide	Blue liquid with faint <del>like- ammonia-like</del> <u>ammonia-like</u> odor	228-534	Isopropylamine salt of Imazapyr
Optigard Ant Gel Bait	Ready-to-Use Solution	100-1260	Thiamethaxom
Orange Guard	Ready-to-Use Solution	61887-1-AA	D-Limonene
Patrol Insecticide	Emulsifiable Concentrate	100-1066	Lambda-cyhalothrin
Phantom Temiticide-Insecticide	Emulsifiable Concentrate	241-392	Chlorfenapyr
Polaris	Steralant <del>Isoproylamine Salt</del>	228-534	<u>Isoproylamine Salt</u>
<u>Pylex</u>	<u>Soluble Concentrate</u>	<u>7969-327</u>	<u>Topramezone, Methylsulfonyl</u>
Quick Silver Herbicide	Emulsifiable Concentrate	279-3301	Carfentrazone-ethyl
QuickSilver T&O Herbicide	Off-white liquid with an aromatic solvent odor	379-3265	Carfentrazone-ethyl
Raid wasp and hornet spray	Pressurized Liquid	4822-553	Cypermethrin Prallethrin
Rescue W H Y spray for wasp, hornet, & yellowjacket nests	Pressurized Liquid	Exempt	Lemongrass oil, Clove oil (eugenol), Rosemary oil, Geranium oil

Rodeo	Soluble Concentrate	62719-324	Glyphosate, isopropylamine salt
Round Up Pro Max	Soluble Concentrate	524-579	Glyphosate, potassium salt
Safari 20 SG Insecticide	Emulsifiable Concentrate	33657-16-59639	Dinotefuran
Safer Brand Wasp and Hornet Killer	Liquid Aerosol	36488-47	d-Limonene Pyrethrine Potassium Salts of Fatty Acids Indian Palmarosa Oil
Snapshot 2.5 TG	Granular	62719-175	Trifluralin Isoxaben
Solitare WSL Herbicide	<a href="#">Soluble Concentrate</a>	279-3470	Sulfentrazone Quinclorac
SPEED ZONE Broadleaf Herbicide for Turf	Amber liquid, ester odor	2217-833	Carfentrazone-ethyl; 2,4-D, 2-ethylexyl ester; Mecoprop-p acid; Dicamba acid
SURFLAN A.S. Pre-Emergent Herbicide	Bright orange opaque liquid, slight aromatic odor	70506-43 70506-44	Oryzalin: 3,5-dinitro-N <sup>4</sup> dipropylsulfanilamide
Talstar P Professional Insecticide	Emulsifiable Concentrate	279-3206	Bifenthrin
Temprid SC Insecticide	Soluble Concentrate	432-1483	Imidacloprid beta-Cyfluthrin

Tenacity	Soluble Concentrate	100-1267	Mesotrione
Termidor SC	Soluble Concentrate	7969-210	Fipronil
Terro Liquid Ant Baits	Ready-to-Use Solution	149-8	Sodium Tetraborate Decahydrate
Turf Products Fertilizer with 0.86% ProPendi TM Herbicide 20-0-4	Granular	9198-173	Pendimethain 0.868%
TZone	Emulsifiable Concentrate	2217-920	Dicamba 2, 4-D, 2-ethylhexyl ester Triclopyr, butoxyethyl ester Sulfentrazone
Whitmire PT 515 Wasp Freeze	Pressurized Liquid	499-362	d-trans Allethrin d-Phenothrin

2 International Agency for Research on Cancer (IARC) found that there is inadequate evidence to link amorphous silica with cancer effects in humans or test animals. (<http://www.epa.gov/oppsrrd1/REDS/factsheets/4081fact.pdf>).

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**Procedure Title:** Academic Calendar  
**Procedure Number:** 03-2003-0001  
**Board Policy Reference:** IV.A.  
**NWCCU Standard: 2.G.2**

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**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Vice President, Instruction  
**Original Date:** November 1972  
**Date Approved by ~~Cabinet~~ College Planning Council:** 08-19-08  
**~~Authorizing Signature: Signed original on file~~ Dated:** 08-25-08  
**~~Date Posted on Web:~~ 08-04-09**  
**Revised:** 07-08; 9-13; 12-22  
**Next Reviewed:** 09-13 12-25

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**Purpose/Principle/Definitions:**

**POLICY**

~~The Vice President, Instruction shall direct the development of the academic calendar for the College. It shall be published to the various sites within the district. The academic calendar shall be is the official record for the upcoming academic year, contains landmark dates occurring during the academic year, is informed by operational and faculty calendars, and is created by the Office of Instruction. -~~

**Contents**

The academic calendar shall contain, but is not limited to, all federal holidays (paid and unpaid); planning and development days; beginning and ending dates of each term of the three quarters; ~~and summer term;~~ exam dates; and contracted days for faculty class preparation.

**Preparation of Calendar**

The college shall use ~~both~~ the federal holiday schedule from the ~~Office of Personnel Management Department of Administrative Services and the Oregon University System five-year academic calendar.~~ The college attempts to align its academic calendar with Eastern Oregon University and the InterMountain Educational Service District when feasible.

~~The Vice President, Instruction shall send proposed calendar information to Student Enrollment Management, the associate vice president, human resources, and the executive assistant to the president. Any proposed changes should be sent back to the preparer no later than the middle of January, twenty-one months prior to the beginning of the academic year in question.~~

~~Once information is received, the Office of Instruction will develop a draft calendar and forward it~~

to the groups listed above. Feedback from those groups will be used by the Office of Instruction to develop the final draft. The calendar will be submitted to the President for approval. The final copy of the calendar will be sent to the College community prior to the end of Spring Quarter, sixteen months prior to the academic year in question.

PROCEDURE

Each Fall term at Pre-Service, the Vice President of Instruction (VPI) shall formally convene the Academic Calendar Committee to prepare the draft during the Fall term for the next academic calendar in sequence.

The Academic Calendar Committee consists of the following: a faculty member, a classified staff member from the Office of Instruction, a classified staff member from the Office of Student Services, the Director of Enrollment Services/Registrar, the Director of Athletics, the Chief Operations Officer, two academic deans, and a student representative from ASG.

The Academic Calendar Committee shall seek data, timelines, and dates from all departments to assemble the draft calendar including, but not limited to, the Faculty Calendar Committee, Business Office, Financial Aid, Facilities, and each Center.

The Academic Calendar Committee shall submit their draft calendar to the VPI no later than January 5 each year. The VPI shall review and propose changes to the draft to the Academic Calendar Committee during the month of January.

The VPI, representing the Academic Calendar Committee, shall present the Academic Calendar to College Planning Council at their first February meeting for review. The Academic Calendar shall be an action item for approval at the second College Planning Council meeting in February each year.

Upon approval by College Planning Council, the final copy of the calendar shall be disseminated widely, posted to the website, and sent to the community prior to the end of Spring term, sixteen months prior to the academic year in question, following the pattern below:

Timeline for the Preparation of the 2025-26 Academic Calendar

<u>Fall 2023</u>	
<u>Pre-Service</u>	<u>VPI convenes Academic Calendar Committee</u>
	<u>Committee confers, collaborates, and creates draft 2025-26 academic calendar</u>
<u>Winter 2024</u>	
<u>January 5</u>	<u>On or before 1/5 annually, the Academic Calendar Committee submits draft to VPI for review</u>
<u>February</u>	<u>1<sup>st</sup> CPC meeting: 1<sup>st</sup> reading of the 2025-26 Academic Calendar</u>
	<u>2<sup>nd</sup> CPC meeting: 2<sup>nd</sup> reading and vote to approve</u>
<u>Spring 2024</u>	
<u>May 2024</u>	<u>Wide dissemination of the calendar, posting on web</u>
<u>(16 months prior to 9/25)</u>	



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Procedure Title: ~~Credits and Credit~~/Contact Hours

Procedure Number: 05-2003-0022

Board Policy Reference: IV.B.

NWCCU Standard: 2.C.1

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Accountable Administrator: Vice President, Instruction Position  
responsible for updating: ~~Registrar~~/Director, Instructional Support Services

Original Date: December 2003

Date Approved by ~~Cabinet~~/College

Planning Council: 02-28-06

Authorizing Signature: *Signed original on file.*

~~Dated: 03-06-06~~

~~Date Posted on Web: 08-24-09~~ Revised: ~~08-0~~ 03-06; 08-08; 08-10; 12-22

Next Reviewed: 08-10-12-25

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Purpose/Principle/Definitions:

Credit-bearing courses comply with all federal regulations defining the credit hours, regardless of delivery method.

One credit hour is the amount of work represented in intended student learning outcomes and verified by evidence of student achievement and is subject to the following equivalencies.

~~One credit hour at BMCC is subject to the following equivalencies spread over a minimum of a 10-week period and maximum of a 12-week period:-~~

~~Lab: 3 contact hours per week~~

~~Lecture: 1 contact hour per week, totaling 11 contact hours for the term~~

~~-Lecture/lab: 2 contact hours per week, totaling 22 contact hours for the term~~

~~Lab: 3 contact hours per week, totaling 33 contact hours for the term~~

~~-Activity: 3 contact hours per week~~

~~Clinical: 3 contact hours per week~~

~~CWE:\* 3 contact hours per week~~

One contact hour is defined as 50 minutes of instruction with a 10 minute break.

Thus a 3-credit lecture class requires 30 to 36 hours of classroom instruction; a 4-credit combination lecture and lab course requires three lecture hours per week and three lab hours per week totaling 30 to 36 lecture hours and 30 to 36 lab hours. Alternatively scheduled classes must meet the same total minimum and maximum

hours as their total credits dictate.

*\*CWE: Cooperative Work Experience*



## Blue Mountain Community College Administrative Procedure

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**Procedure Title:** Course Numbering

**Procedure Number:** 07-2003-0021

**Board Policy Reference:** IV.B.

**NWCCU Standard: 2.C.1**

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**Accountable Administrator:** Vice President, Instruction

**Position responsible for updating:** Director, ~~Admissions and~~  
~~Records~~Instructional Support Services

~~Original Date:~~ December 2003

**Date Approved by College Planning Council Cabinet:**

~~Authorizing Signature:~~ *Signed original on file.*

~~Dated:~~ 12-16-03

~~Date Posted on Web:~~ 12-16-03

**Revised:**09-13; 12-22

**Next Reviewed:** ~~09-13~~12-25

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**Purpose/Principle/Definitions:**

All lower division transfer courses and professional/technical non-transfer courses are taught as college level classes.

**Guidelines:**

Courses with letter prefixes apply toward degrees and certificates. Courses with decimal points in them and courses with numbers below 100 are not college transfer courses. Courses with 100 and 200 numbers are generally college-transfer courses-  
~~and those numbered 200-299 are considered sophomore-level courses.~~

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