

CONSENT AGENDA**AGENDA ITEM VII-1c****R24/25-30c**

CCC Board of Education – Topic Summary	
Topic:	Program Suspension: Retail Management Certificate of Completion
Date:	June 25, 2025
Presenter:	Ashley Sears, Interim Dean of Institutional Effectiveness and Planning
Division/Department:	Institutional Effectiveness and Planning
RECOMMENDATION:	Approve the Suspension of the Retail Management Certificate of Completion

REASON FOR BOARD CONSIDERATION:

Board review is required for offerings that are submitted to the Northwest Commission on Colleges and Universities (NWCCU) for approval.

BACKGROUND:

This certificate was initially developed in collaboration with retail partners such as Goodwill and Safeway to provide college credit and program completion opportunities for retail employees. Clackamas Community College also partnered with the Western Association of Food Chains (WAFC) to offer the program as part of a broader industry initiative. However, student enrollment and completion rates have remained consistently low, and CCC is no longer listed among the WAFC-affiliated institutions offering the certificate. Most students interested in this credential are now completing it online through other state community colleges that offer the program at a lower cost. Additionally, previous retail partners have not re-engaged CCC to provide this training for their employees.

BUDGET IMPACT/SOURCE OF FUNDS:

Current student services can support the Retail Management Certificate of Completion. All resources and support services will remain for all students within the program, throughout the program teach out.

ATTACHMENTS:

Exhibit A - Program Supporting Document

Exhibit B - Curriculum Committee Draft Meeting Minutes from 06-06-2025

FUTURE REPORT:

No future report is planned. However, the Board will be notified of any major changes to this program, such as a program suspension.