

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

CCC Board of Education – Topic Summary	
Topic:	Program Suspension: First-line Supervisory Fundamentals 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 First-line Supervisory Fundamentals 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 developed several years ago in response to a request from a retail partner for a supervision-focused credential. However, it was created without input from the Business Department and does not include a supervision course. Since its inception, there has been little to no student interest or further engagement from retail partners. Given the lack of demand and the program's misalignment with its original intent, we recommend discontinuing this certificate. The objectives can be more appropriately addressed through the existing Management Fundamentals program.

BUDGET IMPACT/SOURCE OF FUNDS:

Current student services can support the First-line Supervisor Fundamentals 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 2025-06-06

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.