



8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052-3981  
425 558 4224  
Fax: 425 376 0596  
[www.nwccu.org](http://www.nwccu.org)

July 24, 2015

Dr. Connie Green  
President  
Tillamook Bay Community College  
4301 Third Street  
Tillamook, OR 97141

Dear President Green:

This is in reply to your correspondence dated June 17, 2015, and received in this office on June 30, 2015, requesting approval from the Northwest Commission on Colleges and Universities (NWCCU) for Tillamook Bay Community College to deliver more than 50% of program requirements to completion for its existing Associate of Applied Science (AAS) degree program in Business Administration through a distance education format of online delivery, effective fall 2015. The online delivery of the AAS degree program in Business Administration will expand upon the College's existing on-ground, online, and hybrid education offerings.

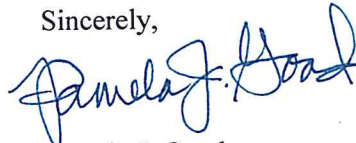
In reviewing the institution's proposal, the Commission notes that the proposed expansion into distance education offerings supports the College's mission and builds upon its core themes of educational excellence, economic success, and leadership, partnership, and community engagement. Title III grant funding has assisted in developing the necessary infrastructure to support the online delivery of education offerings. In the first year, the College will continue to support both on-ground and online delivery modalities of the AAS degree program in Business Administration, however, student success and demand will determine the future chosen delivery modality. The College has hired a Title III Professional Development and Online Academic Specialist to develop an online student orientation and an online skills assessment for student readiness, in addition to facilitating online curriculum design. A Technology Advisory Group reviews and maintains the College's standards for online delivery. Faculty have the opportunity to participate in professional development courses and sessions dedicated to online delivery and assessment. Moreover, a virtual resource center for faculty is facilitated and maintained by the Library Services Director and the Title III Professional Development and Online Academic Specialist. Student services are being developed to provide access to online financial aid and loan counseling, an online payment option, online tutoring services, technical applications which enable virtual faculty office hours, and a new website for information and ease of navigation. Two existing faculty will teach in the online delivery option of the AAS degree program in Business Administration and adjunct faculty will be hired as needed. Also, the College has purchased additional servers to provide additional capacity.

President Green  
July 24, 2015  
Page Two

Insofar as the College's proposal for the online delivery of more than 50% of program requirements to completion for its existing Associate of Applied Science (AAS) degree program in Business Administration supports the mission and core themes of the College, and in accordance with Commission Policy, *Substantive Change*, the institution's proposal has now been reviewed and approved. Accordingly, the College's delivery of more than 50% of program requirements to completion for its Associate of Applied Science (AAS) degree program in Business Administration is now included under the accreditation of the Tillamook Bay Community College.

Thank you for keeping the Northwest Commission on Colleges and Universities apprised of developments and initiatives at Tillamook Bay Community College. If you have questions, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Pamela J. Goad". The signature is fluid and cursive, with the first name being the most prominent.

Pamela J. Goad  
Vice President

PJG:pg

cc: Ms. Ann Hovey, Chief Academic Officer  
Dr. Sandra E. Elman, President, NWCCU