

DISPROPORTIONATE ENROLLMENT

ADMINISTRATIVE RULE NUMBER: E009

LAST APPROVED: June 2020

RELATED TO POLICY SERIES NUMBER: AR C001

PROCEDURE: E009.1

Tillamook Bay Community College will biannually assess access to educational opportunities for underserved populations by examining enrollment into both Transfer and Career Technical Education courses. Underserved populations will at minimum include race/ethnicity, sex, age, disability, and veteran status consistent with the requirements outlined in the [Vocational Education Guidelines I-K](#) (and as explained in the [Dear Colleague Letter from June 2016](#)).

DATA COLLECTION: E009.2

As a part of the assessment process, the identities available for race/ethnicity and gender identity will be reviewed. US Census data for Tillamook County will be used to determine changes in the population, and whether more racial/ethnic identities should be included. Best practice literature will be reviewed to determine if gender identities should be updated as societal norms change.

REPORTING: E009.3

Results of the assessment will be documented in a Disproportional Enrollment Report, and submitted to the Leadership Team for review and the development of recommendations. Once approved, it will be submitted to College Council for review prior to the end of the academic year.

The report will examine the proportionality of underserved populations in Tillamook County compared to TBCC students working toward Transfer or CTE certificates or degrees.

PROGRAM REVIEW: E009.4

Program Reviews, which are conducted every three years by the Office of Instruction, will include analyses of enrollment by underserved populations, including course dropping and withdrawal behavior to determine whether it is disproportional.