ARC Meeting

July 11, 2016

1-2:20pm / CC126

Present: Matthew Altman, Josh Aman, Kara Leonard, Tara Sprehe, Ryan Stewart, BJ Nicoletti, Donna Larson, Suzanne Munro, Tami Strawn (recorder)

Introduced Donna Larson – Larry Cheyne’s replacement. Went around the table and all introduced ourselves. Gave a quick overview of ARC: Just finished our first year. Need to get policy making & student related policies in writing. This will help improve access, retention and completion for students. Administrators, faculty, and classified are represented. Need new representation from ASG. 2 meetings are scheduled this summer to keep the momentum going.

**Review and Approve Minutes:** From June 13, 2016. Time to review was given. One correction: On page 1, under Identity Fraud/Theft Policy and Process, under Discussion – should read …what steps a student *should take* if they are a victim of identity theft*.* Minutes OK except that one change.

**Policy updates:**

DRC Policy Update - Christina Bruck: Recording policy used to be lecture and audio. Students were aware of policy for any kind of recording. Faculty wanted it to say video and audio. It has not gone to College Council yet. ARC gets a second look. The subcommittee looking at policies will look at the bottom piece. Take to College Council in the fall.

Speech Policy – Matthew Altman: Has been taken to College Council. They had 2 things to look at. 2nd paragraph “*any speech activity*” – last sentence. Taking out *any* is less inclusive.

Standard #3 – Mall & Fireside areas are public areas. Should be reserved on same basis. Free for all people to reserve. Blanketly say no loud activities. If they didn’t have it in the books, go to an outdoor area. In here you need a reservation. It’s a room in 25Live. Must go through same process as ASG. Is there a corresponding process that goes along with it? No. They will tackle process next. Need process to coordinate. Employers/recruiting go through advising and they make approvals. Student activities are reserved in the system. You can look in 25Live to see what reservations are in there. Jennifer Miller handling outside reservations (reservations not affiliated with any particular department). John and Matthew will try to do process. If need process – go to College Council for second reading in the fall. Needs to go into the template. ARC will look at this again at the next meeting. Is there a vendor policy conflict? Kara will send Matthew the vendor policy.

Email Use Policy/Process – Ryan Stewart: The suggested changes have been made. Policy is fine. Employee Email Use Process – Incorporated feedback from College Council to the employee email use process. Will look at on the 25th. Need to show track changes in College Council.

ID Fraud – Ryan Stewart: Policy taking out “or fraud” focusing only on theft. – Identity theft.

Identify Theft Process – major things – removing and/or fraud. Just sticking to theft. Ryan changed some language to not be redundant. The college to CCC. Should other supporting documentation be listed out? Such as a police report – legal paperwork. “Obtaining a copy of the police report. “

Add enrollment services to mail address. Colon after in-person list in order. Take out by – before mail. List as in-person, by mail or fax: Add by email: [registration@clackamas.edu](mailto:registration@clackamas.edu)

Note: take out official documentation – add police report.

A representative from ES will contact you to discuss your situation within 5 business days and develop a plan of resolution. First bullet under post-notification process

2nd bullet = gone

Take 3.1 bullet and put under 1st bullet

An enrollment services representative..4th bullet (connect with other people for issues).

Keep resolving bullet.

Add end of process.

Time frame when they are expected to hear back from college? Rep will contact you within 5 days for follow-up after we receive the police report.

Under email add (put Identity Theft in subject line)

Leaving strike-through for College Council.

Next meeting review email – employee and student.

Sex Offender: Tara and Matthew need to meet regarding this policy.

**Data Dive – BJ Nicoletti**: Knowledge exploration. Looking within term - within term data. Want to get a grip on who has gone missing at end of weeks 2 and 6. Maybe advising would call them? Look at it by transfer intent to narrow down focus. This was born out of advising as it was meant to be of a research purpose. Credit students in lower division collegiate - career tech ed – credit students who dropped all of their credits by week 2 and week 6. Very depressing. In looking at 10 years (Fall 2005 to Fall 2015), we are looking at a loss of 15,723 students. This is 13-15% of total enrollment.

BJ provided a handout *Extent and Characteristics of Students Withdrawing from all Credits – Within the Term and Term-to-Term. Within Term Analysis of “Gone Missing”*.

Propose that at the next meeting, we spend time talking about what do we do with this? What can we do? Next part of conversations. Develop action plan. Is there a way to do it before they drop? What is the dropping tied to?

Will talk about subcommittees next time. Subcommittees work from 2:30-3.

Add Ryan to dropping all courses committee.

Tracking policies document created by Tara.

Meeting Material/Handouts

