

**Meeting Date:** February 13, 2017

ARC Meeting

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| Present: | John Ginsburg – Chair, Josh Aman, Christina Bruck, Donna Larson, Kara Leonard, Ariel Mead - ASG, David Miller, Suzanne Munro, Tara Sprehe, Ryan Stewart, Chris Sweet, Ryan West |
| Recorder: *Guests:* | Laura Lundborg  Elizabeth Cox Brand – OCCA, David Plotkin |

**Just-in-Time Issues**

Elizabeth Cox Brand with Oregon Community College Association, attended to inform the group of opportunities through the Oregon Student Success Center. The Center supports technical assistance, professional development, and policy advocacy for faculty and staff at Oregon community colleges. They are focused on work around Guided Pathways and the oversight committee has put together multiple resources available to our college.

Elizabeth gave examples of where funding comes from. Jobs for the Future received a Gates Grant to expand the Student Success Center network to include more states. The grant will provide opportunities for four states, one of which may be Oregon, to build up infrastructure for Guided Pathways. Rob Johnstone with NCII will facilitate technical assistance to roll out Guided Pathways. Achieving the Dream will provide on-site training to faculty and staff. Initiatives must be related to Guided Pathways work.

Elizabeth will assist us in determining where we are in planning for Guided Pathways, identify strengths and gaps, and help create our strategic plan with the State. She will meet with us in fall 2017 to begin planning.

Resources for staff development and training or on the Student Success Center web site. If ARC has any questions or suggestions for training, we may contact [elizabeth@occa17.com](mailto:elizabeth@occa17.com).

Discussion/Questions

It was asked if the support is for advising too. Yes, it’s for everyone at the college with an interest in student success.

It was asked who initiates projects at the colleges. Anyone is welcome to reach out to Elizabeth with requests and ideas.

It was asked what we should be thinking about in regard to training. Think about what technical assistance would be helpful in different areas of the college. Examples: professional development in pedagogy; training on Guided Pathways for advisors; Growth Mindset training; etc.

John would like Trauma Informed Learning training for faculty. Many times issues are referred to BIT because faculty may not have training to address student mental health issues.

**Policy Updates**

The group reviewed the Personal Audio and Video Recording Policy, the Email Use Policy, and two Email Use Procedures.

**Recording Policy** – Christina Bruck provided background information about the policy need. As more and more students record lectures, class content, or campus interactions, ARC determined the policy should address the right to record, restrictions to and use of recording, and issues related to copyright and privacy laws.

Christina reported that ISP gave feedack to broaden the scope of the policy and to get legal council. The policy has also been reviewed by College Council. Christina will get legal council then send it back to ISP and College Council for a final reading.

Discussion/Questions

Ryan asked if there is language in the Student Rights and Responsibilities about following policy. There is general writing about following college policies, but nothing addressing specific policies.

Ariel asked if faculty review the recording policy in class. She suggested that we make sure it is covered other than in the handbook. We can ask ISP to include this coverage in syllabi.

Tara asked about the policy and procedure web page. It has not been created yet.

**Email Policy and Procedures** – the policy is ready to go to College Council for review. Though procedures do not need to go to College Council, the group suggested that they provide feedback.

Chris Sweet has taken over the procedures for students and employees. He is currently finishing up the draft and asked ARC to provide feedback. There was not time to review each procedure. ARC members should send any suggestions to Chris.

Discussion/Questions

Ryan W. asked if alumni can be sent federal loan notices to a secondary email. Yes, there are certain instances where it may be the only option to use secondary email. The Office of Education Partnerships also uses secondary emails to communicate with high school students.

**Next Meeting –**

February 27, 2017

2:00PM-3:00PM

Room: CC126

**Meeting Handouts –**

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