

**Meeting Date:** April 10, 2017

ARC Meeting

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| Present: | Chris Sweet – Chair, Josh Aman, Dustin Bare, Christina Bruck, Jaime Clarke, Kara Leonard, Ariel Mead – ASG, Fernanda Mercado – ASG, David Miller, Suzanne Munro, John Phelps, Tara Sprehe, Max Wedding, Ryan West |
| Recorder: | Laura Lundborg |

**Just-in-Time Issues**

**Waitlist Update –** Chris explained the waitlist process, an issue, and a solution. When space is available for registration, the system will automatically move the first person on the waitlist into the course. There are problems with this process: if a student is listed that no longer needs it, but forgot to remove their name, they end up unknowingly being registered, billed, and at times sent to collections. A new piece will be added to the process to alleviate this. Once an opening is available, the first person on the waitlist will have a 48-hour period to accept the course and register; otherwise, their name will be removed and the system will move to the next person. This step will go into effect at summer registration.

Discussion/Questions

John asked about sending the student a notice to their secondary email. Chris responded that policy requires that the school email address is used.

**Administrative Withdrawal –** David asked what the deadline was for administrative withdrawals. Chris explained that faculty use this tool to withdraw students from courses they have not attended and the deadline is Friday, April 14.

**IRS Data Retrieval Tool Update –** Ryan shared information about the retrieval tool allowing students to transfer their tax data directly from the IRS to the FAFSA. This process is being taken offline until approximately October due to a possible identity threat issue.

**Student Planning Update –** Dustin shared that the pilot group is using Student Planning and it is now available to all new students coming in. Current students also use it if they prefer, in fact it’s encouraged. Faulty will be provided information on how to use it soon.

Discussion/Questions

John shared that he often sends an email to Registration to notify them of instructor consent. It was advised that is an option, but the preferred action will now be to use the Student Planning system. It provides immediate consent, whereas emailing or using a paper form will require processing time.

**Graduation –** Max shared that students can now register to participate in the graduation ceremonies. He is also collecting faculty and staff processional participation forms. If anyone is interested in volunteering they can send an email to gradceremony@clackamas.edu.

**Policy & Procedure Updates**

**Sex Offender Policy** **–** Tara presented a draft. After ARC reviews, it will go to College Council.

Discussion/Questions

Tara suggested that the language defining the Campus Sex Crime Prevention Act be removed. People can look up the Act separately if they need more details. Dustin says the language brings clarity to why we are asking for certain information. It was agreed that we can site the law in paragraph two of the policy.

Someone said the bottom portion of the policy looks to be procedure rather than policy. Tara will move the language to the current procedure.

Max thought we were moving away from using the Campus Safety cell number, which is listed in the policy. Tara will confirm.

Ryan asked why we are mentioning the paragraph about CCC not discussing the information unless it is a legitimate reason. It may be a commen sense issue that doesn’t need mentioning. Suzanne suggested replacing the word ‘philosophy’ with ‘policy’.

**Expressive Conduct** **Policy** **–** Chris shared that John Ginsburg met with Wendi Babst and Pete Kandratieff in Campus Safety and they have provided some updates to this policy. This policy has been compared to other schools’ policies and it was determined to add information about blackout dates (e.g. inservice week, graduation) and maximum length of event being one day or 12 hours, whichever is shorter. John will develop a form to be completed by event coordinator.

Discussion/Questions

David suggested to clarify the language on maximum length; not easily understood the way it’s written. Dustin asked if a group can occupy one day and come back the next to continue the event as a new day. That will be clarified and added to the policy.

John asked if we have enough security to cover events after regular business hours. Campus Safety said they would be able to provide security as long as they were aware ahead of time.

**Active Deployment** **Policy and Procedure –** Chris reviewed both policy and procedure. The policy states deployed students are not held academically and financially responsible. Deployment is defined as being deployed for preparation of and performing active combat or disaster assistance, not regular training.

Discussion/Questions

It was asked why we can’t just reference any type of deployment. It would seem deployment may be different than active duty and related to combat/disaster and we should follow policy for any deployment. It was agreed to get advice from RB Green, VA Coordinator.

The procedure is missing details about financial aid, such as the Return to Title IV process and whether the college will pay the student federal funds that were returned. Ryan West will follow up on this section.

Dustin stated that our student handbook indicates the student needs to take steps once deployment orders are issued, yet this procedure is indicating the school will take steps. Many students need to leave before they have a chance to notify us and we should come up with a plan to address this situation.

There also needs to be consistency with the use of terminology in the handbook, policy, and procedure in regard to the use of ‘active duty’ and ‘deployment’.

It was suggested that RB review the VA policies and procedures and provide a checklist for this procedure.

**Service Animals –** Christina reviewed both policy and procedure. The policy does not include emotional support animals. The College does not allow emotional support animals and further, the State of Oregon recognizes only dogs as service animals, which is different than federal policy. The main reason this policy is being written is to have guidelines in place and to transfer related issues (e.g. another type of animal on campus, a non-service animal on campus) away from DRC and over to Campus Safety.

Discussion/Questions

In regard to Step 4 of the Standard in the policy, Max asked who detemines when an animal is considered a threat. Christina advised that she would include that in the procedure.

In regard to Step 5 of the Standard in the policy, Max suggested the language may be redundant. Christina explained that there are specific situations on campus where there is additional potential risk (e.g. automotive shop, chemistry lab) and this step addresses the case by case needs.

Dustin asked who owns the policy and what the next steps are. Jaime suggested that Campus Safety or the Dean of AFaC review it. The group agreed it would then go to ISP, since it is an interest in both ARC and ISP. Following that, College Council will review.

Tara asked about signage stating only service dogs are allowed. Dustin will look into whether they are required or not.

In regard the the procedure, it was mentioned that steps 3, 4, and 5 in the policy should be expanded up in the procedure.

Max asked about a need for documenting licenses, immunization, etc. of the service dog. Christina replied that we can not legally ask for that information.

Suzanne would like information added to advise instructors what to do if there is a complaint and what the next steps would be following the complaint.

**Next Meeting –**

 April 24, 2017

 1:30PM-3:00PM

 Room: CC126

**Meeting Handouts –**

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