

**Meeting Date:** May 22, 2017

ARC Meeting

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| Present: | Dustin Bare – Chair, Josh Aman, Jaime Clarke, Donna Larson, Ariel Mead – ASG, Suzanne Munro, John Phelps, Tara Sprehe, Ryan Stewart, Max Wedding |
| Recorder: | Laura Lundborg |

**Just-in-Time Issues**

**Pre-Requisites –** Dustin reported a problem that has since been fixed. If students are currently enrolled in a course that is a pre-requisite for an upcoming course, they are not able to register because the system doesn’t recognize the current course as completed. As with any new project, small issues are coming up and being fixed as reported.

Discussion: Dustin determined more communication is needed for faculty to understand how requisites work in Student Planning and Colleague, so they can better decide whether a requisite is needed. All issues and suggestions can be sent to Dustin.

Jaime reported that Student Planning had the pre-requisites on for high school students even though the Curriculum Office had them turned off in Colleague. The situation is being addressed.

It was also reported that some new students are not able to use the Student Planning site. ITS is working on fixing the issue.

**Policy & Procedure Updates**

The group reviewed the status of the following policies and procedures:

* **Deceased Student Policy** – complete.
* **Active Military Deployment** – Tara received feedback from RB in the VA Department and took the draft to College Council for the first reading. The members wanted clarification on taking incompletes. Tara suggested that it be addressed further in the appropriate ISP policy; she will make the suggestion to the chair of ISP.
* **Expressive Conduct Policy** – Tara took the policy to College Council for the first reading. Members suggested that the word ‘may’ be replaced with ‘must’ in most cases. Blackout dates: It was suggested to add finals week to the Blackout Dates. There are concerns about disruption. Though it can be reported, as the policy suggests, a disruption could negatively affect the outcome of the final exams. It was also suggested to add a process to notify administration/executive team if something controversial is happening.

ARC Discussion: we may need events to be registered earlier than policy suggests, allowing more lead time for college preparation. Max asked why rally participants don’t have to notify very far in advance when others have to give two weeks of notice for their events. Josh said that freedom of speech is more impromptu and not always planned so far ahead or may need to be expressed quickly to address a current situation. It was agreed that providing freedom is important, but we can be consistent and assertive on what must be done to notify the College of such events.

A College Council member asked who they should contact to find out when events are going on, confirmation that they were approved/registered, or to report a problem.

ARC Discussion: it was suggested to add a procedure to the policy since the events may affect college employees, students, and the public.

Signposting is mentioned at the beginning of the policy, but not addressed further. It was suggested to expand upon this topic.

ARC Discussion: there is already a sign posting policy through ASG that can be referenced in this policy.

Tara will bring a revised draft back to ARC before taking to College Council for the second reading.

* **Student Email Procedure for Staff** – goes to College Council for second reading on June 2.
* **Identity Fraud Theft and Prevention Policy and Procedure** – Ryan reviewed changes proposed from the last reading. He updated the verbiage to be consistent with the catalog. He provided a definition of fraud and theft. He explained that the steps of the procedure are used internally, but written to advise students, staff, and vendors.

Discussion: previous notes indicate that procedure will have a breakout between fraud and theft. Ryan states that our action in response to both is the same, so he defined each, but has only one process.

John P. suggested listing in parenthesis who is responsible (staff, student, vendor) for each step of the procedure since it addresses so many roles.

The policy will go to College Council for a first reading; the procedure will come back to ARC for review.

* **Academic Accommodations** – needs to go to College Council for second reading.
* **Service Animals** – needs to go to College Council for second reading.
* **Personal Audio and Video Recording Policy** – needs to go to College Council for second reading.
* **Late Policy Work –** this is not an ARC issue and will be removed from tracking sheet.
* **Religious Holidays** – Jaime will draft a policy for ARC to review. It will address what protections a student has when missing school due to a religious holiday.
* **Checking ID** – Chris is working on a policy for ARC to review.

**Big Picture Brainstorming**

**Gap Analysis** – Dustin asked the group to think about what policies and procedures we need to address next year.

Discussion: Josh asked if we look at the student handbook to determine gaps. It was agreed that this is a good start, along with the catalog and board policies. Jaime, Donna, Ryan, and Dustin will meet before the next ARC meeting to come up with a plan to identify gaps in policy.

Notification of Policies and Procedures – John P. brought up the importance of getting notification to the appropriate people.

Discussion: it was mentioned that the new website will have a place to house all the policies and procedures, accessible to the public.

Other suggestions included: asking College Relations & Marketing to promote ARC work; hosting a ‘what’s new’ information session at in-service; share in FYFE for new faculty; disseminate through deans. John P. suggested inviting the part-time faculty president to an ARC meeting to ask how best to get information to them.

**Next Meeting**

 June 12, 2017

 1:30PM-3:00PM

 Room: TBD