**Access, Retention & Completion Committee Meeting Minutes**

Date: February 12, 2018 / 1:30-3pm / Location: CC126 / Recorder: Tami Strawn / Chair: Jennifer Anderson

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| **Present:** Chris Sweet, Christina Bruck, Donna Larson, Dustin Bare, Jennifer Anderson, John Ginsburg, John Phelps, Josh Aman, Karen Ash, Lisa Reynolds, Lori Hall, Max Wedding, Ryan Stewart, Jim Martineau, Jaime Clark, Kara Leonard and Tami Strawn |

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| **Pre-Work** |
| **None.** |
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| **COMMITMENTS** | | | | |
| **Date** | **Who** | **What** | **Promised To** | **When** |
| **2.12.2018** | * John/Lori to update procedure for deceased student policy to include notifications to BIT. * Jennifer will take military policy 402 to Presidents council. * Jennifer will take identity theft policy 603 and email use policy 600 to College Council. * Academic Standing - Dustin reported that he is working on the procedure for the Academic Standing policy. * ARC 604 - Sex Offender / Has to be redone. – Jennifer will check in with Phil and Tara about this. * Religious Holidays – Lori and Jaime will bring the first draft of this policy to the next ARC meeting. * Add addendum for emotional assistance animals to the current service animal policy and bring revised policy through review process - Christina | | | |

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| **Topic/Item** | **Presenter** | **Minutes** |
| **Introductions** | All | Introductions – All   * Jennifer Anderson joined the group as a new member and chair. * John kicked the meeting off with a recap of ARC work and update from the last meeting in December. |
| **Policy Status Updates** | Jennifer Anderson | Policy status review: The group reviewed the status of all ARC policies and identified those that are still in progress versus pending. See addendum that was provided in the meeting below.   * ARC 401 / ARC 401P - Deceased Student COMPLETED but will need to add a piece to the procedure to notify BIT as that is not currently in the procedure. Now have procedures/parameters who to notify and when. John, Lori and Chris will take a look at procedure and bring back. * ARC 402 – Active Military Deployment - Needs to go to PC. Jennifer will take * ARC 600 – Email Use Policy - Needs to go to CC. Jennifer will take. * ARC 601 – Expressive Conduct - Completed. * ARC 603 – Identity Theft -Needs to go to College Council. Jennifer will take. * ARC/ISP 640 / ARC 640P - Academic Accommodations COMPLETED * ARC/ISP 641 / ARC 641P - Service Animals COMPLETED * ARC-ISP 642 / Personal Audio and Video Recording Policy COMPLETED   **In process – have not come to ARC yet:**   * Academic Standing - Dustin reported that he is working on the procedure for the Academic Standing policy. Policy pages have grown. * ARC 604 - Sex Offender - Has to be redone. Jennifer will check in with Phil and Tara about this * Religious Holidays – Lori and Jaime will bring this to the next ARC meeting. |
| **Course Overload Policy (15 minutes)** | Dustin Bare & Kara Leonard | Discussion of Course Overload Policy: First review at ARC.   * SASS works with students that request a credit overload (over 18 credits). Past practice – not a clear policy or procedure. No standards when students are requesting overload. This policy puts criteria in writing for students and faculty. * Maximum credit load being suggested is 22. The goal of this policy is to help eliminate the student who wants to take 30 credits. We want to set students up to be successful and course overloads can be difficult for students to manage. We need something with teeth behind it when denying or approving the overload for student.   Suggestions:   * Good start for students on campus but ACC students can go over this amount. Put some wording, for exceptions? On form, if you do not meet criteria, they can list reason there. Say in the summary there are options. Would like to suggest changes for procedures: #2 – doesn’t work for ACC students. Looking at it now it doesn’t say there’s any flexibility. Jaime would like to work with Dustin/Kara to look at flexibility. * If you do not meet the criteria because of other circumstances your request may be considered on an individual basis. Credit loads above and beyond need Dustin’s signature? * Faculty is approving the classes but advisors don’t know about it. Faculty should be using the same process as the advisors. Navigate should have everyone using the same process. * Any additional feedback send to Dustin and Kara. |
| **Grievance Procedure (10 minutes)** | Christina Bruck | Discussion: Grievance procedure for accommodations   * When CCC was audited, we were told that we have to have the grievance procedure created and posted. Flowchart shows check and balance with Christina being both the ADA and DRC Coordinator. This is for student or public complaint. Students not getting accommodations or their rights have been violated. Flowchart is very detailed but one can see processes they are going through. * Next step – going to CC on Friday to give overview. Doesn’t need to go any further after CC. |
| **Seizure Procedures (10 minutes)** | Christina Bruck | Discussion on creating instructions for what to do when an individual experiences a seizure.   * Christina is working with public safety and HR on this because of liability of providing medical care. The procedure shows guidelines of what it is and how to do it. Faculty or staff to call 911. Recovery position after seizure has passed. Happening repeatedly would have to meet with student. Just procedures. * AR – board policies are located. OSBA.org. Reads as an AR. ADA grievance procedure under board policies. Listed in handbook. John and Christina will look at. * Do students have to request accommodations if they are prone to having seizures? Howe do faculty know when/if this may be something they should be aware of in the classroom? Students do not have to indicate that they need accommodations for this but they can. Accommodation letters have instructions on bottom. * Any connection to the Emergency Safety Guide? Not really.   Suggestions:   * Create a card with emergency info with DRC contact information. * Students don’t have to list emergency contacts. Should that be required? * Create emergency protocol when student taken away, what do we do next? Have a conversation with Phil and Lori. Right people are not in the room. |
| **Emotional Support Animals (10 minutes)** | Christina Bruck | Discussion of creation of emotional support animals as a possible new policy.   * Two federal cases have come up with other institutions related to how institutions manage emotional support animal policies and procedures. * We need an interactive process for everyone that comes in with an emotional support animal. We have to do now. * Should new wording about emotional support animals be added to the service animal policy or be a standalone policy? Other institutions are a mix with some incorporating the emotional assistance portion as part of current policy and some creating a new policy. * Service animals and assistance animals are different. We will call these “assistance animals”. They need to be controllable, trained and doing something for the individual. For service animals we cannot ask for documentation. For emotional assistance animals we can ask for documentation. * Add to current service animal policy by adding addendum called assistance animals?   Decision:   * **Make an addendum to add support animals to service animals. Lisa made a motion. Max seconded.** * Does it have to go back through process? Yes, when adding an addendum. Need to clarify how this applies to faculty and staff. That would go through HR. We can help Christina and give her support while going through this process. |
| **New Task Force (10 minutes)** | Chris Sweet | Discussion regarding ARC adopting the Collaboration for the Enrichment and Improvement of Student Communications committee under it’s authority:   * This committee is seeking to identify the various communications being sent by all departments across CCC to our students with the goal of identifying redundancies and duplication of effort and communication patterns with students. an overview of the goals This group needs a parent to lend authority and credibility to this campus wide effort. ARC would be a good parent. * **Decision: Group agreed that this group could be adopted by ARC. Chris will report back future work to the committee.** |
| **Other Brief Updates (5 minutes)** | All | Chris - Reported that the automatic waitlist process has now gone live. He anticipates some issues with students that do not check their email accounts. If the student is pulled into the class from the waitlist they have 48 hours to respond to the email they receive.  John - Noted he saw something on campus that says a student should be checking their myClackamas email once a week. How is that correct if they have 48 hours to respond to an email regarding getting into a class?  Max – Navigate implementation team is doing a demo at CC this Friday. Thursday is skills competition.  John – Talked about the student handbook. No science as to what goes into it. Calendar is valuable to students. Policies that go into the handbook should come to ARC. Jennifer and John will have further conversations.  Josh – The tutoring department is hiring math, science and tech tutors. The info will be up on their website soon. Have until 3/23/18 to apply. |
| **Future Agenda Items** | TBD | * Collaboration for the Enrichment and Improvement of Student Communications committee. * Revised Service Animal policy to include emotional assistance animals. |

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| **Upcoming Meetings** | **Start Time** | **End Time** | **Location** |
| 3/12/18  4/9/18  4/23/18  5/14/18  6/11/18 | 1:30pm | 3:00pm | CC126 |

Addendum:  
**ARC Policy Updates as of 2/12/18**

* ARC 401 / ARC 401P - Deceased Student
  + COMPLETED but will need to add a piece to the procedure to notify BIT as that is not currently in the procedure.
* ARC 402 / ARC 402P - Active Military Deployment
  + Needs to go to PC.
* ARC 600 / ARC 600P /ARC 600.1P -Email Use Policy
  + Needs to go to CC.
* ARC 601 / ARC 601P - Expressive Conduct
  + COMPLETED
* ARC 603 / ARC 603P - Identity Theft
  + Needs to go to CC
* ARC/ISP 640 / ARC 640P - Academic Accommodations
  + COMPLETED
* ARC/ISP 641 / ARC 641P - Service Animals
  + COMPLETED
* ARC-ISP 642 / Personal Audio and Video Recording Policy
  + COMPLETED

**In process – have not come to ARC yet:**

* Academic Standing
* ARC 604 - Sex Offender / Has to be redone.
* Religious Holidays