12/11/14

Present: Amanda, John, Patty, Kate, Nora, Johnney, Jenelle, Mary, Phillip, Tami

Last night, Phillip sent out minutes from the last meeting and a worksheet with tasks and their due dates. All of the committees are listed on the worksheet with College Council dates to invite them too.

Phillip proposed that we meet every other week.

Review of notes from last meeting:

Kate asked if the third line of her questions could read “When she was faculty president (8 years ago), College Council had the charge of decision making”.

Welcome to Johnney Russ who is the VP of the student body for the year and a Human Services major. He will be a part of this group.

Purpose of this committee: Overall identify if the charge to College Council is appropriate? Are other committees’ set-up correctly?

Johnney: As a student who comes into a committee, any committee, it’s confusing. They don’t know protocol, why is this committee important, or how do they implement change. An idea is have someone from a department meet the students attending a committee meeting and go over what’s important for that committee. It would be great to see more promotion on college committees and what they do. If you want students involved, you have to get the word out. If you want their opinion, they need the knowledge.

Mary acknowledged that every new person that comes to Clackamas needs the knowledge of what the committee is. When we come up with a good explanation for the committee, it could be used on that committees’ website.

There are links in the email that Phillip sent out last night. They show other college’s committee websites. Everyone should take a look.

A lot of institutions have a Board policy about committees. We don’t have one. We could recommend one as we explore, if it’s something we are interested in.

What is our structure? What are we expected to do? What is protocol?

Nora pointed out that different ASG students go to meetings so we don’t always know who is going to show up. If ASG could be proactive on letting us know which student will be at a meeting, we could reach out to them. The committee websites could help in giving students background on that particular committee. Currently students do not have access to committee websites.

It should be someone’s job to be responsible for guiding students. That position could help in educating the students on the committees.

We could have a start here button which could go into a video to tell about each committee. This could go to staff and students. It could state at the end of the video who to contact if you are interested in being on a certain committee. Kate would be happy to provide help with the video.

If Johnney is unable to attend, another ASG student, Brett, will take his place. Phillip will take the responsibility of bringing Brett up-to-speed, if there is a transition.

Committee information should be sent to Johnney’s email – ASGVP@clackamas.edu. He can provide the information to whomever is supposed to be on the committee. This will help get them prepared. Johnny will let the student representative know who the liaison/mentor is for the committee. Committee information could also be shared at the ASG’s coffee talk – what’s going on with CCC, ASG, Club Fairs, etc.

Phillip asked Patty to think of something similar since part time is sometimes disconnected from the network. How is it going to be filtered to the PT faculty?

Phillip & Johnney will fix the access to the committee website for students.

Tentative To Do’s and Recommendations conversation from the notes from last meeting:

* Philip will send out the shared governance discovery 2014-2015 year and a copy of the process for creating an administrative regulation.
* Someone created something to put on the College Council website as the existing definition has been on the website for year. Kate expressed her hesitancy to go back to the Visions of Reality definition since nothing was documented.
* Most committees do not have the required access to change things on the committee’s website. Could we get the committees access to their website so they can clean them up? Phillip will work with Mary and Jenelle on this.
* Who tells everyone that something is now ready to begin? Example is the new key policy. It passed in Presidents’ Council but now who tells everyone? When does it actually go into effect? Who communicates that information? A big, big piece of this is communication. What is the expectation of telling what’s changing? Who should be charged with communicating changes? Maybe a template for a communication plan?
* There used to be a weekly green sheet on campus that would be slid under office doors that said what happened last week - at a committee meeting or just around campus

The work plan shows this group getting done in 6 months. Today will be the last meeting before holiday break. Shall we meet every 2 weeks? What kind of time do we have? Everyone says they can do every other week just depending on the day and time. Phillip and Tami will work to find a time that works for the group and that will be the day/time every other week for the next 6 months.

Committees will be invited to come to College Council. We will create and provide a script for them to follow.

The IRC makes sure the purchase of technology meets the needs of the faculty. Instructional side says this is what we need and IT says this is what is possible.

Why are we here? Student education. Committee structure to make decisions. What’s a council, a committee? Who has predominance make-up of committee?

When hired, a person needs to be made aware that committee participation is highly encouraged at CCC.

**Committees:**

|  |  |  |  |
| --- | --- | --- | --- |
| Curriculum  | 1/16/2015 | Steffen Moller |  |
| ISP | 1/16/2015 | Sue Goff |  |
| ARCC (SEM) and Schedule Review, Textbook | 2/6/2015 | ARCC – Tara SpreheSchedule Review – ?Textbook – David Mount |  |
| ITC (what was IRC) | 2/6/2015 | Dion Baird |  |
| Distance Learning and CLC | 2/20/2015 | Jil Freeman & Kate Gray | Add Staff Development |
| Sustainability and Environmental Health and Safety and ELC | 2/20/2015 | Sustainability – Trevor Dodge Environmental Health and Safety – Campus Safety Director ELC – THOW  | Amanda believes that Trevor will be the chairCurrently vacant – goes to Bob CochranDean - Cynthia Risan |
| Accreditation Steering and Assessment | 3/6/2015 | Steffen Moller & Kate Gray |  |
| Campus Use & Development/Campus Security | 3/6/2015 | Bob Cochran |  |
| Cultural Arts and Diversity and IEC | 3/20/2015 | Cultural Arts – Sue MachDiversity – Phillip KingIEC – Ida Flippo | Phillip will ask Patricia  |
| Financial Aid Advisory and Scholarships and Refund Advisory | 3/20/2015 | Financial Aid Advisory – Chippi BelloScholarships – Chippi BelloRefund Advisory – Tara Sprehe and Chris Sweet |  |
| Food Service and Insurance | 4/3/2015 | Food Service – Bruce Nelson?Insurance - ? |  |
| Grounds and Environmental Health and Safety, and Safety | 4/3/2015 | Grounds – Keoni McHoneSignage - ?Safety – Bob ? | Environmental Health is listed above. Should have been signage. |
| Staff Development  | 4/3/2015 | Kate Gray | Move with Distance Learning and CLC |
| SWAG and Web | 4/17/2015 | ? |  |
| Traffic Appeals | 3/6/2015 | Bob Cochran |  |
| Invitations for consideration of new committees (repeat) | 4/17/2015 |  |  |

How do people create a committee?

Committees are open to all. Only Presidents’ Council has specific representation.

When completed in June, we should have a clear College Council Charter and Mission and have a communication plan for the college.

Next Steps: Review the spreadsheet for next meeting. Next meeting is TBD. Do we have too much to go through? Not enough? Maybe subdivide into smaller groups and then bring it back to the big group?