Minutes

April 28, 2017

Present: Tory Blackwell, Nora Brodnicki, Klaudia Cuevas, Taylor Donnelly, Megan Feagles (Recorder), Jackie Flowers, Sharron Furno, Sue Goff (Chair), Charles Lettenmaier, Jane Littlefield, Angel Orozco (ASG), Cynthia Risan, Kjirsten Severson, Sarah Steidl

Not Present: Rich Albers, Darlene Geiger, Chris Konieczka, Donna Larson, Jen Miller, Rich Reub, Tara Sprehe, Chris Sweet, Dru Urbassik, Bill Waters

Guests: Dustin Bare, Christina Bruck, Jaime Clarke

1. Overview from last week-
   1. Introductions
2. College Council Feedback
   1. Jaime presented Procedure for ACC
3. ARC Liaison Report
   1. Dustin Bare: no updates
   2. Sue Goff: continued to talk with John about ARC/ISP relationship
      * May 9th President’s Council joint presentation points:
        + When does President’s Council want to see things beyond College Council
        + Clarification of “effective date”
        + Emphasize need for web presence
4. Old Items
   1. ISP 160 Course Outline & Syllabus Information
      * Removed from agenda; bring back May 12th
   2. ISP 160A1 Course Syllabus Information
      * Removed from agenda; bring back May 12th
   3. ISP 370 Advanced College Credit (ACC) Procedure
      * Review/Update – Kjirsten Severson
        + Moved things around to where they belong (procedure), made language uniform
        + CCC Department Chairs/Lead Faculty – remove “some” from point iii
        + Don’t need to bring back right now
   4. Policy vs. Procedure Project
      * Update - Sue Goff
        + Created a chart with ISP numbet and title, Needs procedure (or IS procedure and needs standard), Editing or other notes
        + Dark blue = new Curriculum Procedures
        + Light blue = CPL-related
        + Plan to tackle this next year
   5. Recording Policy
      * Review/Feedback – Christina B.
        + Checked with legal counsel; Oregon law allowed to record
          - Added language: Instructors can ask for recorders to be turned off unless group consents to be recorded
        + This should be an ARC/ISP; number accordingly
        + Minor formatting errors
5. New Items
   1. Academic Accommodations Policy
      * Review/Feedback – Christina B.
        + This policy clarifies how accommodations are determined using national guidelines
        + Need 2 of the 3 for accommodations to be given:
          - Documentation
          - What the student is reporting
          - What you are seeing
        + Add information about providing tutoring
        + Procedure/Standard language clean-up
        + ARC formatting
        + Ready to go to College Council
   2. Service Animals
      * Review/Feedback – Christina B.
        + This has been on the web page, but there was not a formal policy
        + Separated policy from procedure from the existing informal documentation
        + Add language regarding animal abuse
        + Doesn’t need to come back
   3. Membership
      * Discussion – Sue Goff
      * Dates need updated
   4. Gap Analysis
      * Update – Jane Littlefield
      * Identifying Standards that other Community Colleges have that CCC doesn’t have
      * ~10 that need a Policy
      * May 12th meeting: Committee will look at the list of policies needed
6. Plan for next meeting
   1. Next meeting May 12th