# Student Support Council Meeting Minutes

**Date:** October 8th, 2024 / 12:00 – 1:30 pm / **Location:** Hybrid - M226 & Zoom
**Chair:** Danielle Hoffman **Co-Chair:** Jessica Kissler / **Recorder:** Isaiah Lee

| MEMBERSHIP | |
|---|---|
| X Bethany Day – Student Rep | X Isaiah Lee |
| X Paul Allen | X Mayla Morgan |
| ☐ Josh Aman – Vice-Chair Elect | X Elizabeth Sauber |
| X Jennifer Anderson – Vice-Chair | ☐ Adrienne Scritsmier |
| X Angela Armen | X Casey Sims |
| X Summer Baber | X Aundrea Snitker |
| X Joan Jagodnik | X Danielle Hoffman – Chair |
| X Jessica Kissler – Chair Elect | |

**Present:** An "X" indicates present at the meeting and an empty box indicates absent.

**Guests:**

| Topic/Item | Discussion | Materials/Upco... |
|---|---|---|
| **Committee Business** | | |
| **Operational Basics + Icebreaker**<br><br>Danielle Hoffman<br>15 Minutes | • Welcome to our new student representative: Bethany Day!<br>• How do we handle engagement from non-members?<br>  o Until we figure that all out, we want to be inclusive as possible. We'll do a roll-call of people on the council, but we'll let non-members engage and ask questions like normal members until we establish any guidelines on that. We'll shift, if needed, once we make those decisions. But for now, we want to lean towards more inclusivity than not.<br>  o Isaiah will put meeting materials in the Zoom chat at the start of each meeting.<br>  o In addition, he will send out materials a week ahead of time to members.<br>• Due to the fast turn around, we weren't able to get materials out a week in advance for this meeting, but we will strive to in the future.<br>• Retreat Planning<br>  o We've put a hold on the entire day for the retreat. We'll scale that back if needed as we make the agenda. Our plan is for it to be in person. If you have concerns, please reach out so that we can prepare for a possible dual format. | • Link to Se... |
| **SSG Handbook**<br><br>Jessica Kissler<br>10 Minutes | • Discussion of the Handbook<br>• Do councils make decisions or does the Oversight Council make decisions on proposals/recommendations by the councils?<br>  o There's been disagreement on that subject.<br>  o The Process Support Group is supposed to be working on that and clarifying the piece around decision making because it's not clear at the moment. | |

| | | |
|---|---|---|
| | • We've talked about each council doing once a quarter shareout to the community, but ideally there would be steps before that to get feedback from other folks. | |
| **Policy Framework**<br><br>Jennifer Anderson<br>30 Minutes | • Policy Definition: A policy is a formal set of guidelines or principles designed to influence and determine decisions and actions within an organization.<br>• Three Types of Policies at CC<br>  o 1. Board of Education Policies – informed by district policies, provides high-level governance of the college, encompassing operations, employees, and students and all applicable federal and state laws. Applicable to entire college.<br>  o 2. Instructional Policies – focused on academics and specify course planning, delivery, and evaluation of teaching and learning that occurs at the college. Applies to instructional and student situations.<br>  o 3. Student Policies – focused on student access, recruitment, retention and specifies student services and students' rights and responsibilities at the college. Includes how services function under existing federal and state laws. Applies to instructional service, and student situations.<br>• Policy Development Process (under old shared governance structure):<br>  o BOE policies were tracked maintained and developed by the President's office.Developed by district, federal, and state policies brought forward as needed by content experts and approved through the shared governance process.<br>  o Instructional policies were housed under the Instructional Standards and Procedures (ISP) committee. Policies tracked, maintinaed, and developed by the ISP (mostly faculty). And approved through shared governance process.<br>  o Student Policies were housed under the Access, Retention, and Completion (ARC) committee. Policies are tracked, maintained and developed by members of ARC (mostly student services directors and coordinators) and approved through the shared governance process.<br>• Where to find Policies?<br>  o You can find policies under Acreditation and Policies then Policies and Procedures on the website. You can find ISP and ARC policies here.This is where our policies are housed when they've been approved.<br>• ARC Policies<br>  o There are about 20 currently published to the web.<br>  o Apply to CCC students. Policies that extend to other groups like employees, colunteers, and community members are not covered under ARC. | |

|  |  |  |
|---|---|---|
|  | <ul><li style="list-style:none"><ul><li style="list-style:none"><ul><li>○ As part of the last accreditation visit (AY 2023-2024), ARC adopted a policy review cycle of every five years in alignment with the BOE and ISP policy review schedule.</li></ul></li></ul></li><li>Overview of ARC Policy Process<ul><li>○ 1. Policy Need Identified (up for review or there are major changes)</li><li>○ 2. Shared Governance & Feedback</li><li>○ 3. Final Approval</li></ul></li><li>Differences between ISP and ARC policy process.<ul><li>○ In ARC, the Chair led the policy review and development work with stakeholders as often these were developed with members not on the ARC committee and/or did not have expertise in writing institituional policy & procedure. The Chair took materials around as part of shared governance process.</li><li>○ In ISP, the Chair facilitiates process but the committee members and faculty take on more of an active role.</li></ul></li><li>Questions?<ul><li>○ How does this group want to track, update, develop, and approve student policies in this Council and as part of this new shared governance system?</li><li>○ Do we have anyone in our council right now who feels a passion/energy for policy work? Or would we want to invite others outside of our standard council into that subcommittee?</li><li>○ Jennifer offered to support a transition year of a chair for subcommittee. We'd want her involved in some way likely.</li><li>○ Aundrea and Angela are interested in participating/leading this subcommittee.</li></ul></li><li>Jennifer/Aundrea/Angela will take it from here and return to the committee with thoughts and recommendations.</li></ul> |  |
| **Wrap Up & Questions**<br><br>Jessica Kissler<br>10 Minutes | <ul><li>What questions should Leadership bring to Oversight?<ul><li>○ What ways can non-members participate? We want to be transparent and inclusive, but are unsure what kind of structure we'll need. They might leave this up to each council.</li><li>○ How do we select our members? How can associate faculty participate? Again, Oversight may kick this back to us.</li><li>○ Will the councils all present at the same time or over six different meetings?</li></ul></li><li>Our official SSC email is up and running at SG_StudentSupportCouncil.clackamas.edu. If you think of anything between meetings, just email us there and we'll bring it to Oversight.</li></ul> |  |