

College Council
November 7, 2014
12-1:30pm / CC127

Approval of Minutes (10/17/14)

Motion to approve by Kate Gray and seconded by Tara Sprehe. Passed.

Accreditation: The Great Turtle Release - Kate Gray

The college does a 7 year report for accreditation. The one coming up is about mission fulfillment and continuous improvement. Kate played Accreditation Jeopardy with the group.

First Sue Goff wanted to congratulate all for the bond work. There will be an ice cream social next week to celebrate. Stay tuned for the details.

ISP Standard #1: Continuing Education Units (CEUs) - Sue Goff (first read)

This change is being brought forward to clean up and reflect how CEU's work. . #1 & #3 are moving towards making a transition between credit vs non-credit. David Blessman has given feedback about the changes with some concerns about the new language. Feedback has also been received regarding IACET. Sue will follow-up with David. Do we need special language for industry CEU? New principles brought in but we are not there yet with industry credentials. Those can come through CPL. CPL's match to credit bearing courses. The biggest change is that originally the standard was written to say these classes were graded. CEU classes are not about grades. They are about attendance – time spent in class.

Another change is that the standard states that the course number to be used would be 009. Now every title will need its own course based on new rules from the State, so making them all 009's is no longer correct.

ISP Standard #2: Course Outline & Course Syllabus Information - Sue Goff (first read)

This change is being brought forward to clean it up as well. Why we have a syllabus? It is a way to communicate with students. Not for record keeping as currently stated. It should match the appendix.

Sharon Parker asked to clarify #6 - chairs to review all. Be clear as to what we are asking the chair to do. Sue will work on the language of that.

Where is the retention document? Registration and records office? Tara Sprehe will find the document.

Feedback was received and these two ISP standards will be brought back for a second read.

Transportation Study - Sean Pollack & Adam Moore

Adam Moore presented the transportation study – a comprehensive transportation assessment for CCC. He looked at the student barriers to get to campus. This study is a summary of his past 8 months of work. It is a big report. There are eight (8) recommendations in the report:

1. Transportation Survey
2. Information on transportation options that take high school schedules into account
3. New website – Transportation Hub
4. Shuttle Partnerships
5. Reserved Parking Lot Spaces for ride sharers to provide incentive to rideshare
6. Name each parking lot and conduct routine parking occupancy counts
7. Shuttle routes to Wilsonville Campus and Oregon City Transit Center. Replacement of the JARC grant. Second shuttle stop by Clairmont. Feedback response template.
8. Designate a dedicated transportation systems manager.

Adam reviewed some of the recommendations:

Transportation Survey:

A survey was conducted. 25% of students report having to drop or miss a class due to a transportation barrier. 30% of students didn't know that shuttle existed. 40% of students would consider ridesharing/carpooling if they had help finding a partner. 70% of students drive alone to get to campus. *Recommendation:* Deploy a transportation study at least every other year. More if possible.

Transportation website:

A Transportation Hub website was created: www.clackamas.edu/transportation. A feedback line was also created: transportation@clackamas.edu. The email address currently goes to Sean Pollack. Adam showed the new website page. *Recommendation:* Prominently feature Hub website in marketing and outreach materials that involve travel. It needs to be continually updated.

Shuttle:

The shuttle runs between the CCC OC Campus, the CCC Harmony Campus and Clackamas Town Center. There are 2 buses, each with a 14 passenger capacity. The shuttles are ADA compliant. There are 2 (two) routes. The shuttle was previously called the Town Center Express. New shuttle signs have been placed at the shuttle stops. This includes new signs at the Clackamas Town Center stop that were done in collaboration with Tri-Met. The shuttle schedule has been updated to make it cleaner and more readable. The shuttle company is working on getting bike racks placed on each shuttle. *Recommendations:* Expand coverage area to Wilsonville Campus and Oregon City Transit Center. Second stop on the OC Campus by Clairmont. Discuss funding around the JARC grant which is currently supporting the shuttle efforts with \$45,000 with the rest being paid out of the college services fee. Develop a feedback response template for ASG feedback hotline.

Parking Lots:

Perception is parking is at capacity. Reality is there are plenty of spaces. Naming parking lots would help. *Recommendations:* Name each parking lot. Do routine parking occupancy counts.

Transportation Systems Manager:

Many items in this report will require oversight. A designated transportation systems managers would have many responsibilities to include shuttle management, parking management, collecting and analyzing data, and attending public meetings (partnerships). The position could be a .8FTE with 32 hours a week. *Recommendations:* Designate a dedicated transportation systems manager to monitor the CCC transportation network and address issues as they arise.

Adam is now done here at CCC. The group gave him a round of applause for his work. A question was asked about if the shuttle would be running during finals week as it hasn't in in the past. We have not been able to change the schedule. It may have been adjusted last year. Phillip King and Eboni Frederick-Pettway will take a look.

College Key Policy - Bob Cochran

The existing policy is not really a policy, therefore a new policy is being created. Currently the college has no system for assigning keys. We've had a problem because of this - in Fall of 2012 there were items taken from the college: scanners/laptops/cash/police car. Because of those incidents, the outside doors of each building were rekeyed. In Fall 2013, Campus Services began researching and drafting a new key policy. The new policy has been presented to the Executive Team and Joint Deans. This new policy will turn into an AR.

In Spring of 2014, McLoughlin and Clairmont were rekeyed. Input was sought before and after from both buildings and then the policy was modified. The new policy was then shown to the Joint Deans, the fulltime faculty president and then went back to Joint Deans. Campus Services will rekey Harmony next and then continue on to the rest of the OC Campus buildings.

The new policy is all about security, convenience and operations. The change is being written for the people who are not supposed to have keys. This limits risk to the college when keys are lost and/or stolen.

Keys are being created by building, department and individual. There is a key hierarchy in each department.

Key policy changes include: No transferring of keys. Fee for lost key. Various levels of approval depending on key hierarchy. Exterior door key requests will need the department dean's approval. There are new forms to fill out. Keys are now being tracked by person. The HR process added that keys must be returned upon separation from the college.

Currently the buildings are opened at 6:30am and locked up at 10pm.

What happens to keys loaned out to others using other department's spaces? This has not really been defined yet. There are low level keys that just open classrooms. Thinking about developing something with administrative assistants to track keys when other departments are using their space.

Classroom assignments put kinks in the policy. Could it be part of the scheduling software to track keys?

Amanda Coffey asked that faculty be included when meeting with the buildings before rekeying.

Harmony and Rook have swipe cards. Are they available for the asking? Appendix C talks about swipe cards.

Mary Collins brought up that the new policy is charging the same for a lost key vs. a stolen key. Bring it to Bob to talk about stolen keys. Electronic door locks and security is a line item in the bond.

Amanda Coffey stated that this process has been vetted through fulltime faculty. This new process engages people in building. Motion to move policy forward was made by Mary Collins. Amanda Coffey seconded.

Late Registration Policy – Tara Sprehe

This is a proposal to change the current process. This is its second college council visit as it came about a year and a half ago. It is a strategic priority.

Current practice is that registration is required prior to the start of the class except for 11 week courses offer a one (1) week grace period and some non-credit and weekend classes which allow registration on the first day. The proposed change would require instructor consent once a course begins for all courses. We will continue allowing late registration for a course with instructor consent. A student can register until the course starts. Should it be an ISP standard? If approved, can stipulate it goes to ISP. Looking at implementation for Spring 2015. Need to start communicating to staff and students.

There are both pros and cons with the change:

Pros:

- Strengthen student engagement (talking w/instructors)
- Reduced missed instruction
- Supports academic and financial responsibility
- Strengthens academic preparedness

Cons:

- Restricting access (enrollment concerns)
- Possible reduced FTE

- Increased workload impact on faculty and staff

This has been reviewed by ARCC. ARCC needs both students and faculty on the committee. ARCC will also look at success markers and the late registration fee policy.

Several national studies have reached the same conclusions:

- Late registrants are less likely to continue to the next term/semester.
- Late registrants have lower GPA's.
- Late registrants are less likely to successfully complete their courses.
- Late registrants are more likely to withdraw from their classes.

CCC Students - Before class began (SENSE, 2012, *entering students*):

- 87% of full-time students registered for ALL courses (85.6% part-time)
- 9% of full-time students registered for MOST courses (5.1% part-time)
- 2.7% of full-time students registered for SOME courses (5.1% part-time)
- 1.3% of full-time students registered for zero courses (5.1% part-time)

CCC Students – Before class began (SENSE, 2014, **all students**):

- 81.9% of full-time students registered for ALL courses (85.7% part-time)
- 15.1% of full-time students registered for MOST courses (9% part-time)
- 2.6% of full-time students registered for SOME courses (2.5% part-time)
- 0.5% of full-time students registered for Zero courses (2.6% part-time)

The majority of CCC students register prior to the beginning of class. For those who register late their GPA is lower. A six-term range revealed 20-27% of the students who registered late did not complete the class (2011-2013).

Should we begin the change with the new academic year? If we start summer we will miss a lot of students. Students in the spring have lasted the whole year and changing then would get them familiar for the upcoming year.

What about placement movement – English and Math classes? They can still move if they need to be placed in a different level class.

How do we communicate instructor consent so a student can register? Need to move to an online process for this.

As final step, bring forward to Presidents' Council with consideration of making it an ISP. Implement in Spring 2015. Motion to move forward was made by Kate Gray and seconded by Stephanie Schaefer. Passed.

Community College Audit – Tara Sprehe

All 17 colleges asked to do a survey on barrier to success by CCWD. Six (6) institutions have been chosen to have a site visit. CCC is one of the site visits. They will be here on December

1st. Who needs to be part of process? Tara and BJ are leading the charge. Will they interview any faculty? Not sure yet but there will be an announcement that this is happening.

Committee Reports

1. Presidents' Council – Phillip King

Phillip was not at the last meeting but Amanda Coffey was there. Amanda reported that the College Council mission was discussed. Where did it come from? Who is the membership? Is it a voting body or not? It should oversee and/or check-in with other committees. The transportation and key policy (like today presentations) were discussed also.

Association Reports

- 1. ASG – Aleque Mack:** Listening to the meeting. Nothing to report at this time.
- 2. Classified – Mary Collins:** Congratulations on passing the bond. Classified are looking forward to participating in next steps.
- 3. Part-time Faculty - NA**
- 4. Full-time Faculty – Amanda Coffey:** Thank you to all for the bond work. A few real key players were Bob Cochran, Bill Waters, and Paul Wanner. The whole process started a long time ago.
- 5. Administrative Confidential Supervisory (formerly Exempt) – Tara Sprehe:** Ditto as to what Mary and Amanda said in regards to the bond. It took collaboration between all to get it passed. The group is looking at doing social activities together so tonight they are attending the volleyball game. Phillip King also wanted to give kudos to Tara who did so much for the bond. Tremendous job.

Announcements

- Kate Gray announced that ASG is having an anti-bullying event on November 12.
- Stephanie Schaeffer announced that FYE (first year experience) students are having a T-shirt extravaganza today in B240. Get a t-shirt screen printed with the FYE logo.

Follow-ups/Outcomes

- Follow-up: Retention Schedule – Tara Sprehe / Outcome: The most recent (2005) CCC Retention Schedule can be found under the “Helpful Resources” tab in myClackamas.

College Council Members

Phillip King (chair), Tami Strawn (recorder), Mark Hull, Darlene Geiger, Tara Sprehe, Kara Leonard, Stephanie Schaefer, Jeff McAlpine, Pat Wiggins, Mary Collins, Sue Caldera, Ida Flippo, Two representatives from the Curriculum, Planning & Research Division, Sarah Hoover plus one more representative from the Arts & Sciences Division, All Association Presidents, All Deans

Attendees

Aleque Mack, Jennelle Vader, Kara Leonard, Tara Sprehe, Mary Collins, Andrea Csavajda, Jaime Clarke, Eden Francis, Jennifer Bown, Kate Gray, Gordon Hoffman, Sharon Parker, Larry Cheyne, Sean Pollack, Amanda Coffey, Bob Cochran, Adam Moore, Jil Freeman, Tamara Barry-Peebles, Denice Bailey, Jennifer Nelson, Eboni Frederick-Pettway, Carolyn Arita, Stephanie Schaefer, Ryan Stewart, Jackie Flowers, Lynda Ellingsen, Renee Harber, Matthew Altman, Phillip King, Tami Strawn

Meeting adjourned at 1:31pm.