

College Council Minutes

January 16, 2015

12-1:30pm / CC127

Approval of Minutes (12/5/14) – Phillip King

Approval of Minutes: Minutes from the previous meeting were sent via email. Due to limited time at this meeting, any changes please send via email.

Change in Calculating Family Medical Leave - Patricia Anderson Wieck

Making one change in how FMLA is calculated. This will become more effective and efficient. To figure out time they will be rolling backwards a year. When an employee requests leave, HR will look back to previous year and decide what they have left. You are allowed 12 weeks of leave in a 12 month period. This becomes effective March 15, 2015. January of this year will not harm the employee if they are already on FMLA. One sentence is needed to update the policy, then send to Board and update the forms.

Employee Separation Process / New Hire Orientation – Patricia Anderson Wieck

Employee Separation Process: There is a new separation process. All stake holders came to the table. HR got some very valuable feedback. This will guide you through any kind of separation from the College. If someone is retiring or leaving. Once their notice is given, it triggers the process. Timelines will be adjusting depending on when notice is given for the exit interview and the college return policy. Online exit interviews are now being done.

New Hire Orientation: Brings us together in a formal setting to get college information. The orientation will provide lunch to the attendees and then the attendees will get to each lunch with their association representatives. The lunch hour will be dedicated to association time. This will give new hires an opportunity to connect to each other and others in the college. One will be done every quarter. There will be a Q & A for part-time faculty and they are committed to providing that to them. Even though the orientation is not mandatory, supervisors will still need to approve the absence to be at the orientation.

Lots of things are happening in HR. HR will be visiting College Council often.

Library Checkbox on Course Outlines – Terry Mackey

Presented two (2) handouts – Informational Item 1 and Information item 2.

Informational Item 1: Librarians looked through the course outlines on the Curriculum Committee course outline page – 1122 total course outlines that were at least 3 credits or more, not a CWE class and courses that were at least 100 level or better. Terry brought up a course outline for all to see. There is a question on the outline form that asks: *Will this class*

use library resources....yes or no. As they looked at that question, the majority has *no* marked. No is the default answer. Faculty are not changing the answer. If you use library resources then the answer should be changed to *yes*. If you check *yes* another question pops up: *Have you talked with a librarian regarding that impact?* The library would like to see a realistic assessment from here on out of how many courses are actually using library resources. Please go back to departments and encourage them to go in and change the outline.

Information Item 2: As they were looking at outlines, they noticed that Kelly Steigleder was listed as the originator. While departments are in updating the library question, they could also update the originator.

Catalog Designation for Graduation Requirements Standard – ISP – Sue Goff

Sue presented a handout showing the proposed changes.

The added language to this ISP is an example of what was meant by academic year.

Strikeout of subsection a. has to do with the practice of reverse transfer. Subsection a. actually keeps us from doing reverse transfer. This gives CCC the option to auto award and reverse transfer. New subsection b. states that the student must have earned one credit during the catalog year selected. This is the first read at College Council.

Brand Development Update – Janet Paulson

The final recommendations for the logo were taken to the Board. The Board thought they were similar to other things in the marketplace. Based on board concerns and feedback, Turtledove Clemens came up with 8 additional logos. These 8 were taken to the Board on Wednesday. It was agreed to move 4 logos forward for students, staff, and community to vote on. The survey will go out today to staff. The students will get and email next week and it will also be sent to the community and business leaders. Voting will be open for one week. Everyone's voice is important. Once the results are tallied, the final recommendation will be presented to the Board at their February meeting.

All the logos were ran through a google search to see if there are any like them anywhere. Was a black and white test ran? Printing the new logo in black and white may change the look and it might not appear as well as it would in color.

Update on Mascot Smackdown – Yessica Galvan, ASG

ASG is asking students to vote for which cougar mascot they prefer. There are two choices. Printed 150 ballots the first round then had to print another 300. It was asked that ASG take the vote to the athletes. A broad representation is needed.

Achievement Compact Kickoff – BJ Nicoletti

We are keeping our eye on a small set of indicators that are in line with the state with more degree and certificate completions. Almost have our actual results from 13-14. It shows

where we landed relative to our targets. Staff worked together in different groups to come up with the targets.

The timeline is on the IR website. Will present at the Department Chair meeting, President's Council, Vice-President's meeting and at the Dean's meeting. During February and April, they will go out to small groups to gather information. Propose new targets to each group. Then in May it's wrapped up and the final document will be presented. The leads of the groups will get the data and come back with the information. This data is out there. If you need more data, contact BJ. Email BJ or Steffen with any afterthoughts.

College Council Recharge Reports

Nine people have formed the College Council Recharge (CCR) Sub-committee. As a group they are trying to clarify committees here at CCC. All committee will be asked to come to College Council and present to you. CCR has a set of questions for each committee to answer. College Council's job is to listen and take the time to be respectful of their presentations. CCR is asking for feedback to what we are hearing. Then as a sub-committee, the CCR will come back to College Council and tell you what they heard and then go back to Presidents' Council to tell them what they heard.

1. ISP (Instructional Standards & Procedures) – Sue Goff

Sue presented the draft charter that the committee is currently working on. The basic charge of this committee is to have ISP standards for students to relate to their experience in enrollment, coursework and degree and certificate completion at CCC.

The committee is unsure as to where procedures live at CCC. Is there no central place where rules and regulations live? The committee is looking for clarity as they go along.

They look at standards and procedures. Standards are brought here to College Council. The procedures are how it's carried out.

Who gives the committee input about a standard? Who should be weighing in on that? Informing people is part of the committee's role.

They are struggling with a process to bring forth new standards. Suggestions are brought to College Council for first and second readings.

The committee needs to identify and look at how current are our standards. A good time frame is to look at the standards every 5 years. An interest group could be formed around a standard. Who would be in charge and then when do they report back? That is begin discussed further. If it's just being reviewed for word-smithing, they can refer back to their own subcommittee process. Once the standard is goes through the ISP Committee process, it will come to College Council for its first reading.

The membership is broad. Sue Goff is chair. VP would be an ex-officio member. Permanent members are listed on the draft charter. Then there are representatives from each division

that are appointed by the Dean. There is also a part-time faculty, classified and ASG representative. The ISP Committee would like it if students came more often to their meetings.

They are in the process of trying to get feedback from divisions to see if they have the right representation on the committee. A term on the ISP Committee will be going to a 3 year rotation instead of a 2 year rotation.

2. Curriculum Committee – Steffen Moller

Curriculum Committee has a faculty chair, Polly Schulz. The charge & mission is on their website. Curriculum Committee went through a process similar to ISP a few years ago. There was uncertainty what the Curriculum Committee was charged with doing. It has to do with academic programs. We have to answer to CCWD (the state) and follow the guidelines they have set up. We must stay within what the state says but there is also an internal responsibility to say we run a quality program here at CCC.

The question usually is Curriculum Committee or ISP? The two committees work together. Whatever is determined ends up in the Curriculum office. Their website shows their primary functions. It encompasses everything it has to do with academic programs. Curriculum Committee members will mention that it has to do with course outline review also. CCC has about 1600 active courses which we are close to looking at about a third of them.

The important part is what the students learn – the outcomes. How do you know if the student has met the outcome(s)? Taking a look at what is the quality? How do we assure there is quality? It's about meeting the needs of students with quality courses and programs.

The committee's membership consists of representation of each instructional division (see website for list). Students also have a representative.

Multiple committees need to work together to get outcomes. What do we do with the outcomes? How are they accessing quality in the curriculum approval process? This is the committee where quality is being assessed.

The next generation of outline submission is being worked on now.

What is the interaction with college council? Is there much interaction? Curriculum Committee does not end up with policies like other committees.

What do College Council members want to hear from Curriculum Committee?

Does the department actually take a look at the outcomes? Are students learning all of the outcomes? What does it do for the students that don't make the outcomes? Outcomes are

important but there is no process. Curriculum Committee must look at outcomes and how that fits into the scope of their work/charge.

Committee Reports

1. Presidents' Council – Phillip King

In November Oregon passed a ballot measure to legalize marijuana. It is effective as of July 1, 2015. BIT and AD's have been discussing what this looks like for CCC. What does it mean for us as an institution? We will treat it just like alcohol. It will become a conduct issue for the students and be put in the student handbook. Marijuana will be prohibited on campus. The new language will be sent out to all staff when completed. The board policy will be updated as well. It will be brought back to College Council again so they can see the language change in the student handbook.

What about vaping? Vaping in the board policy as it's connected to smoking. Have to go to a smoking shack. Calling it out by itself is a good idea.

Association Reports

1. ASG – Brendan Miller, Cody Havens, Yessica Galvan and Aleque Mack

- Clubs Fair went well. 12 out of 18 clubs were present.
- All grants completed and handed out. February 7 is opening of spring term grants.
- Will have Valentine's Day flowers and chocolate for sale from February 9-13.
- January 28-29 is the blood drive in the Gregory Forum.
- The Health Fair is scheduled for February 11. 25-30 vendors are going to be there including LA Fitness, Planned Parenthood, and businesses specializing in dental, acupuncture, personal health and hygiene.
- January 20 is Transfer Day. 30-40 different universities and colleges are attending. Please encourage students to go.
- There is a wall in the Community Center where New Year resolutions are posted on stars. Stars are available in the ASG office.
- Volleyball and basketball intramurals are scheduled from 12-1.

2. Classified – Mary Collins

- Excited to see the Employee and Administrative handbook.

3. Part-time Faculty – Patty DeTurk

- Nothing at this time.

4. Full-time Faculty – Amanda Coffey

- Thank you to all who participated in the faculty forum survey.

5. Administrative Confidential Supervisory (formerly Exempt) – Tara Sprehe

- Upcoming quarterly meeting is scheduled for February 18.

Other announcements

Jim Huckestein:

Strategic plan progress for 2013-2014 is now on the website. It was covered at the Board meeting. Wanted the college community to see it and be aware that it is there. Data under

the indicators. Please share with others where it can be found. Results have been seen before but now they are in just one place.

Attendees:

Phillip King (Chair), Tami Strawn (Recorder), Stephanie Schaefer, Robert Keeler, Kara Leonard, Sarah Nolan, Steffen Moller, Eboni Frederick-Pettway, Bob Cochran, Janet Paulson, Angie Sandercock, Tawnya Stauffer Dexter, Sunny Olsen, Tara Sprehe, Mary Collins, Tracey Lambert, Jenelle Vader, Ryan Stewart, Loni Sanders, Darlene Geiger, Matthew Altman, Sue Goff, Patricia Anderson Wieck, Andrea Vergun, Jill Johnston, Jennifer Bown, Sarah Hoover, Jil Freeman, Kate Gray, Brendan Miller, Cody Havens, BJ Nicoletti, Jim Huckestein, Yessica Galvan, Aleque Mack, Beth Hodgkinson, Amanda Coffey, Patricia DeTurk, Lizz Norrander, Ida Flippo