

**College Council Meeting
February 20, 2015
12-1:30pm / CC127**

Approval of Minutes (2/6/15) – Jim Martineau

Due to a full schedule, minutes were not reviewed at this meeting. Please send any comments to Tami.

Instruction and Student Services Master Blueprint – Jim Huckestein, Steffen Moller & Sue Goff

Blueprint serves as a basis for where the college is heading in the next 5-10 years. Work done now is a culmination of work starting back in 2009. BAG looked at how we do planning at CCC. Departmental blueprints were looked at first, then looking at them by division, then campus wide. The blueprints mix in with other work being done on other task forces and committees. Synthesis all of the information internally and then come up with a draft plan to share across college. This is the timeline. Expanding small group to add a couple additional faculty and classified members to do the synthesis and analysis. This will be coming back to College Council President's Council and Department Chair meetings. There will also be open forums. First edition should be out around June 1. The document will need to be revisited every couple of years to make sure things are still true and updated.

Employee Handbook & Administrative Handbook – Patricia Anderson Wieck

Handbooks were finished in October. Met with some stakeholders and the association presidents. It was taken to Faculty Senate and the administrative group. Then worked with the Exec Team. This is final stop.

Next steps, send out memo stating that this has been a collaborative process. Employees will be asked to sign an acknowledgment form for receiving the handbook.

The Administrative Handbook only deals with the admin confidential group. The hope is that eventually we will only have one handbook for everyone.

A document showing the changes in the Employee Handbook was handed out:



EmployeeHandbook
kREVISED- SUMMAR



ADMINISTRATIVE
EmployeeHandbook

A few of the changes discussed were:

- What about people hiring their kids in a PT position? No relative will be in the line of fire.

- An employee does not have to be employed for a certain period of time before taking bereavement leave.
- Veteran's day request change.
- #29 mother friendly workplace.

The handbooks and summaries will be posted on the College Council website under today's meeting.

The handbook language would certainly help clarify but not change the contract language or meaning. However, if there is a change in law, we would defer to the law.

Class Schedule Redesign Update – Steffen Moller

During 2013-2014 we did a lot of work trying to figure out if the class schedule meets the needs of the community and students? We should go to two publications instead of one. This past fall we met with campus wide representatives and have taken input from them. Our printed schedule arrives on campus after registration started. How do we best serve the needs of the community from the department areas? Still gathering information to see what it will look like. Also looking at branding. What is it we need in the publication that is being printed for the campus? This is still in progress.

ISP Standards – Sue Goff

1. Advanced Standing – Second Read

Recommending to suspend/delete. The ISP committee felt it is covered in the CPL standard. Lynda highlighted where it falls. This standard assists students primarily through the criminal justice program. The CPL standard says the department determines what credit is given. Advanced standing took very specific standings which tied the hands of the departments unless the standard was changed. The department shouldn't be tied to it until the standard changes. This takes away the straight jacket that the previous one put them in. *Steffen Moller moves to approve as is. Lizz Norrander seconded. Motion passed.*

2. Multiple Degrees/Certificates of Completion – Second Read

Used to be a limitation to get additional credits to get certificate and degrees. ISP changed to say the student just gets the degrees/certificates they earned. Very simple to say #1. Crossed out a-g. As follows will come off. *Steffen Moller moves to approve as is. Kate Gray seconded. Motion passed.*

3. Grading – Second Read

Have made a few changes based on the discussion from last time this was at College Council. The incomplete grade is the change. Faculty member can still give a regular incomplete. Putting a percentage or something similar didn't really work for faculty. Small but essential amount of work to make up. It needs to be made clear that the student knew they were getting an incomplete. Timeline of when to have work done by

is set by the instructor. What final grade student will have earned right now if no further work was done. Kate Gray will create better language to clarify the standard. *Steffen Moller moves to approve with the wordsmithing changes to happen. Amanda Coffey seconded. Motion passed.*

4. Career Technical Program Approval – Second Read

Removed the process piece from the standard. *Steffen Moller moves to approve as is. Lizz Norrande seconded. Motion passed.*

5. Recognition of Academic Excellence – Second Read

No changes from last time it was presented at College Council. Same language. Different levels of excellence from the old standard. Change Enrollment Services Office to Registration and Records Office. Take out colons for both levels. *Steffen Moller moves to approve with the changes mentioned. Patricia Anderson Wieck seconded. Motion passed.*

Brand Update – Janet Paulson

A final survey was done for the new icons for the new logo. 1700 people participate. 65% were students. Two open houses were held in the community center. Students were taking the survey at the open houses. Have come to the final recommendations with the feedback gathered. Colors are scarlet, navy and cool gray accent. New official font is ITC Mendoza Medium for logo. Winning icon was based on the votes. It is an evolution of the existing logo. Three stylized C's representing the three campuses. This is recognizing the past as well as moving us in the future.

70% preferred the line "Education that Works". Will be changing the small t to capital T.

Mascot smackdown – the students had a mascot smackdown with the results coming back as even. So they went to athletics to get their vote. They liked the 3 C's cougar.

Style guidelines are being developed. Will be a slow rollout with a big bang in September at Inservice. Will be ordering new letterhead with the new logo. Can you send out logo for letters? Not yet. Use old letterhead until we roll out more thoroughly. Administration to make the brand rules then will have a brand cop deputization program.

It's been more than a year to get here. Still not quite finished yet.

Open houses only on OC campus. Really an opportunity for students. Concern was voiced that nothing was held at Harmony or Wilsonville.

First Time Freshmen Graduate Success Rates Update – BJ Nicoletti

Quick info data points. Graduation success rates that the feds keep track of. Sheer number of certificates and awards. 2 little bits of what we watch. This is not all we care about. Big and broad.

Population – who's in that group? Graduation transfer and total success rates. Intending to complete students snapshot of a population of first time students. Graduates they put in graduation side. We have access to the data, ask BJ, Andrea, Steffen or Stephen if you want more.

2014 Awards Mid-Year Update (SU & FA, progress to goals) – BJ Nicoletti

Fast facts – award history on website. Awarding has really gone up. The website shows the numbers. This year targets were kept the same. We are ahead of where we were last year in awarding. There is a bigger gap to close since we fell back. Graduation services team is contacting all students who filed a petition and helping them with what they need to do. A lot of outreach effort is being done to reach students.

CAN-SPAM – Chris Sweet

Small committee doing some work on can-spam. It's a law that we have not been very compliant with as an institution. Must come up with a policy for the institution. Any email from the institution needs to follow this law.

Law looks at both commercial and transactional emails. For commercial emails you must provide an opt-out for the email receiver. Must list subject and sender as what they really are. You can promote events but need opt-out information. Opting out of this one thing – Are we creating a policy or is this just informational? There will be training for this and a survey to employees to see who is sending out emails to students. Expect in next week.

College Council Recharge Reports

1. Textbook Committee – David Mount

David was the last chairman of the textbook committee. The current ISP titled "Textbook and Instructional Materials Adoption Regulation" was handed out. This was a long standing college committee that was to meet every two (2) years. 2010 was the last record of a meeting. Talked to students/ASG. Students had same concerns.

There is room to revise the charge of the committee. They need to work with the bookstore representatives. Review and revise the ISP. Meet with students/ASG to find out the way it affects students and listen to their concerns.

#3 in the ISP says: "Any textbook and/or instructional materials adopted as "required" must be integral to the course". Students and instructors have very different ideas of what integral means.

Was everyone aware of the open education resources conference from HECC? You can get free online textbooks. This didn't exist at the time of the last committee meeting. The regulation (ISP) doesn't list alternatives. There is room for subsections.

Should we be reviving the textbook committee? If the outcome of the textbook committee is an ISP should the ISP committee discuss rather than continue with a committee who has done their job by creating the ISP? The textbook committee needs a broader charge. So much of it is beyond their control.

- 2. ARC Committee – Tara Sprehe:** Will wait until March 6, 2015 College Council Meeting to present due to time.

Committee Reports

- 1. Presidents' Council** – No report.

Association Reports

1. ASG – Aleque Mack

- Past events:
 - Health Fair in the Community Center. Thank you to all who attended.
 - Flower and Chocolate Sale was a success. They usually breakeven but this year made a profit.
 - ASG members spoke at the State Capital. It was really amazing to be able to do that.
- Future event:
 - Spring grants are due online February 27 by 5pm.
 - Skills contest is on February 26. There should be about 1200 high school students on the Oregon City campus.
 - Multi-cultural club is having a Chinese New Year celebration on February 24 from 11-1 in the Fireside Lounge.

- 2. Classified – Mary Collins.** Part of a joint effort to get peer mediators trained on campus for conflict resolution. Help with interpersonal respect. Any thoughts or names, please send to Mary.

- 3. Part-time Faculty – Patricia DeTurk.** Nothing to report.

- 4. Full-time Faculty – Amanda Coffey.** Nothing to report.

- 5. Administrative Confidential Supervisory (formerly Exempt) – Tara Sprehe.** Group met on Wednesday morning. Working on final touches for the spring staff breakfast to be

held on March 19 from 7:30am-10am in the cafeteria. More info to come. Encourage teams and departments to attend.

Attendees: Jim Martineau (Chair for Phillip King), Tami Strawn (recorder), Robert Keeler, Sue Goff, Bob Cochran, Nora Brodnicki, Steffen Moller, Jennifer Nelson, Tamara Barry-Peebles, Lizz Norrander, Janet Paulson, Stephanie Schaefer, Chris Sweet, Mark Kremkow, Andrea Vergun, Tracey Lambert, Sarah Hoover, Sharon Parker, Jennifer Bown, Jennifer Mildrum, Larry Cheyne, Kathy Bronson, Dave Mount, Kate Gray, Denice Bailey, Jim Huckestein, Tara Sprehe, Mary Collins, Aleque Mack, Patricia Anderson-Wieck, Lenda Black, Patricia DeTurk, Andrea Csavajda, Sarah Nolan, BJ Nicoletti, Amanda Coffey, Lynda Ellingsen