

College Council Meeting Minutes
November 6, 2015
12-1:30pm / CC127

College Council is a place for people to hear what is going on around campus. It is an information venue. Issues can come up. It's a place to contribute to the discussion. From here it may be passed on to other committees or councils.

Approval of Minutes – Phillip King

Minutes from the last meeting held on October 16, 2015 were sent to all. There is one change in the minutes that is in red on the posted document. Please review and if any corrections, please send to Tami.

Safety Open Houses - Lori Hall (New Public Information Officer)

Since the UCC incident there have been concerns from students, staff and faculty. The feedback and concerns have been compiled. They were grouped by key themes/common issues. There will be more training opportunities for staff and faculty. The open house will give information as to this is what we heard and did we hear it right? There will be an interactive activity for people to rank them. It will help show us what we can do to be prepared. There will be a raffle for an emergency back pack kit from the Red Cross. The Open Houses are for everyone.

Has the Safety Committee been involved with this? The Safety Committee looks at OSHA, building occupancy, environmental health and safety - not security. The Incident Command Structure (ICS) is based on FEMA's organization guidelines that are uniform throughout the country. ICS has been in place for a few years now.

The title of the Safety Committee is confusing. Safety should mean campus safety. Could we think about renaming the committee?

Course Corequisites & Prerequisites – Bill Waters

The Student Planning Program in Colleague will allow students to come up with a personalized education plan for the time they are at CCC. The program has cool tools including an app on their phone to see their progress.

How many classes per term will they take? You can look at a program, figure out the prereqs & coreqs and then build an education plan for the student.

The Curriculum Office is doing some work in Colleague to ensure that the course information is correct so the Student Planning Program can do the work it needs to do. They are going through each course to validate prereqs and coreqs and ensuring that which terms we offer a course is accurate. A list will be sent to each Department Chair and Administrative Assistant that shows what is currently in Colleague for prereqs or coreqs – either recommended or required. Asking that each department

take a look at their list. The Student Planning program forces us to use prereqs and coreqs. This is a chance for departments to double-check. Departments will then meet with Dru and changes will go back to Curriculum Committee for final approval. That work will take place this month. Timeline is that the departments receive the information, will have a couple weeks to review, and then schedule their meetings the last week of November.

This will make a huge difference to students. They will know what is left to take and the most efficient order to take classes. It will also help students figure out when they are able to graduate and if they do something out of sequence, they will see what the impact is.

Required coreqs & prereqs will now be enforced but can also just recommend them. It is still up to the department to decide. This also means that your department will no longer have to manually enforce the prereqs – the system will do it. Yes, faculty will still have control of overriding or waiving the prereqs. Is there an annual time when departments need to make changes? We already have that in place.

For clarification – the position that was posted for a Scheduling & Curriculum Specialist is a new position. They will be doing both Scheduling & Curriculum work.

MFD Project – Chris Robuck and guests, Keith Hoffman and Troy Wakefield

Working on policy development for the implementation. Internal testing will be happening in Dye. The timeline dates have changed a bit.

There will not be too many cases where someone may need their own printers.

Wondering how this is going to affect student usage? Will students be allowed to copy images? Enlarge things so they can fulfill assignments? Copiers are needed for educational use. Haven't fully discussed if students are a part of the change from the beginning. They can create a generic account. They want this to be very flexible and find something that works for you. Give you the functionality you need to run class smoothly.

Whenever anyone wants to add a machine, call Keith to do a printer assessment. He will look at the environment and ask why? What kinds of equipment is around you? What do you think you need? Keith and Troy have done a lot of work with educational institutions.

The copier lists the title of every document you have printed. Is there a way for someone else to see your documents? Only shows filenames when you are logged in. PaperCut is not under their control but ours. Not talking about MFD's in student labs at this point.

Timelines become important. The college will be collecting data in 2016 on how much printing is done. Charges are the same – no budget changes right now. After we have the years' worth of data, we can look at cost and budgets. This will be part of 16-17 budget process. We can't tell the charges yet since we don't have the data.

Cards will be used at the machines. It would be like an ID card. Could also maybe work as a building key card? The cards will run through the enrollment services machine. Will there be a lost card fee?

What are the fees? Do we pay annually? What is the charge for set-up? CTX is doing all this for free so far. There will be an annual maintenance cost for software. Thousands of dollars. Savings need to equal that. Enrique Farrera asked if we could revisit the cost in an open forum like this.

If you are copying for multiple departments is there a way to specify that? Still working on it. May have to hard code in a different coding string. That means you have a department you are assigned to but have the ability to put in other department codes. Log in then put new account code. Still working on some of the details of that.

ISP – Course Outline and Course Syllabus Information - Sue Goff

This is a first read from a recommendation from ISP for a change. It was brought to ISP from Curriculum Committee. It would increase the amount of time for course outlines to be reviewed. The only change is 3 years to 5 years. It has been difficult with the backlog to do a quality job of reviewing outlines. This is just for the regular review. Review teams are now 2 faculty members per review team which means more review teams. This is in line with what other colleges are doing. No colleges are on a 3 year cycle. New requests or new courses that are brought forward get caught up in the review workload. Anticipated number of outlines to review per year? 400 per year. Curriculum Committee is very work heavy.

Oregon Promise – Tara Sprehe

Wants to make sure people have the tools and information they need to answer questions about the Oregon Promise. Senate Bill 81 (Oregon Promise) passed last year. It is a free tuition program that provides grants to new high school graduates who will begin community college classes in fall Of 2016.

Applications must be submitted between November 1, 2015 and March 1, 2016. As of November 3, there are already 1,000 applications submitted. There are a lot of students applying. What is the criteria to receive the grant? How will they determine who gets a grant? A student must file a FAFSA application. A web page has been created that provides some pertinent information:

<http://www.clackamas.edu/OregonPromise/>

We assume that the heaviest impact will be felt by the Financial Aid and Scholarships Offices. We have asked the State if we could receive the list of grant recipients no later than June 1st to get award letters out to students.

Admission and Recruitment are out in the community and getting lots of questions. Jaime Clarke, Director of Ed Partnerships, and Tara are partnering together to get out communication and are spearheading the implementation team. They are currently identifying key staff members to answer questions.

Does it pay for both tuition and fees? The look at a student's debt and apply their other grant monies first. Whatever they have left is what the Oregon Promise grant would cover. Minimum of \$1000 for full time students – may prorate for PT. This is per term. They must maintain GPA requirements.

What about the impact on enrollment, class sizes and instructors? Need to explore. Is there any data research? State is looking into it. Want to make sure students are taken care of. More benefit to students, better funding to college. Some colleges may have more than others. There will be a \$50 fee per term as a copayment. Financial need is not a criteria at this point.

Should students would wait to get their GED? If you graduate from high school early, you are not eligible. ACC students in high school, as seniors and they haven't hit 90 credits are eligible. It will affect them if they have more than 90 college credit hours.

There are still parts of this that are not completely clear and that we can't answer. We are trying to be ahead of it. We don't want to confuse students. We want to get them the best information possible to clarify what the state is doing and translate it back to students. Financial stress is one of the biggest hardships for a student. This hopefully will assist them.

If you have any questions, please contact Tara or Jaime. They will forward the questions on to the state so they understand we are stuck and need their help.

Wireless Update – Dave Gates

Dave wanted to update the campus on Wifi issues.

The known issues we have:

- ▶ Slow connections in some places
 - ▶ Heavy usage, old equipment, 3 different types of Access Points (AP)
- ▶ Limited coverage across campus
 - ▶ Currently only 125 APs on Oregon City campus
 - ▶ 250-300 APs are needed to better cover the campus
- ▶ "IP address conflict" error message
 - ▶ ITS believes this is largely resolved. Please let ITS know if you have seen this since 1 Nov.
- ▶ Connection Problems in Dye week of 26 Oct
 - ▶ Old problem that recurred. Corrected.
- ▶ Intermittent podium projector connection problems
 - ▶ Not a WiFi issue. Stems from a bad batch of projector transceivers.
 - ▶ Parts ordered to correct.

Improvement Plans:

- ▶ WiFi Modernization Project
 - ▶ Phase 1
 - ▶ Install new centralized controllers
 - ▶ Fall/Winter 2015
 - ▶ Phase 2
 - ▶ Replace old Access Points (AP) with modern equipment. This will help to increase WiFi availability across campus.
 - ▶ Dramatically expand coverage. Double number of APs.

▶ Summer 2016

- ▶ Podium hardware retrofit
 - ▶ Parts ordered, some already received.
 - ▶ TC102, TC104, TC118, TC120, S134, S136, R221, R222, D133, D135
 - ▶ Early November 2015

ITS' first priority is the classroom. If you have a problem in the classroom, make a call to the help desk and they will send someone over.

One of the challenges ITS has is that they don't know the full extent of problems. People just kind of struggle along and live with it. One person may report an issue but 25 others could be having the same thing. Send issues in an email to the ITS help desk to report issues.

Committee Reports

Presidents' Council – Phillip King

At the last Presidents' Council meeting:

- Luke Norman, the Hatfield Fellow working on transportation, is continuing forward with the effort of transportation management at CCC.
- Patricia in HR is working on a procedure regarding what happens in the event of a death of an employee. If you have any comments, please contact Patricia.
- Update on Campus Safety. Where we are at currently.
- Setting strategic priorities and board goals.

Association Reports

ASG – Stacy Yanez

- Blood drive just happened. The goal was 88 pints and Red Cross walked out with 101 pints.
- There is a student forum on November 18 from 11-2. Students have the opportunity to meet staff and faculty, ask questions and learn about resources.
- The Giving Tree project has already started. The tree goes up on November 14.
- The craft sale and gingerbread house making event will be on December 1 & 2 from 10-2.

Classified – Lizz Norrander

- Just held our third board meeting.

Part-Time Faculty – Patty DeTurk

- Nothing to report.

Full-Time Faculty – Bruce Nelson

- Expressed concern regarding shared governance. There seem to be more examples of administration groups with less involvement from others. As they are forming task forces, please remember that there are more people at this college than just their groups.

Administrative/Confidential – Tara Sprehe

- Classified Appreciation event is next Thursday from 2-3:30pm in the Gregory Forum. Please encourage staff to attend.

Announcements

- Ida Flippo announced the full time faculty opening for a wildland fire instructor. They had to wait until fire season was over to post the position. They hope to have someone hired by winter term.
- Stephanie Schaeffer announced that the students in the FYE sections on the OC Campus are doing a drive for the Cougar Cave. We have a lot of students needing help.

Present

Phillip King, Bill Waters, Bob Cochran, Robert Keeler, Jennifer Nelson, Stephanie Schaefer, Ida Flippo, Lizz Norrande, Denice Bailey, Greer Gaston, Stacy Yanez, Tamara Barry-Peebles, Lori Hall, Enrique Farrera, Bruce Nelson, Sarah Hoover, Andrea Vergun, Kellie O'Grady, Sue Goff, Ryan Davis, Tara Sprehe, Molly Burns, Chris Robuck, Carrie Loewen, David Plotkin, Jim Huckestein, Ali Ihrke, Sarah Nolan, Patty DeTurk, Tami Strawn (recorder)