

**College Council Meeting Minutes**  
**February 19, 2016**  
**12-1:30pm / CC127**

**Approval of Minutes (2/5/16)**

Minutes from the February 5, 2016 College Council meeting were not completed. Will send out via email and bring to next meeting for approval.

**Clackamas Food ONESop – Renee Harber, Rob Campbell & Shelly Parini**

Governor John Kitzhaber designated the ONESop as an Oregon Solutions project and appointed Martha Schrader, Clackamas County Commissioner, and Shelly Parini, Clackamas Community College Dean of College Advancement, as Co-Conveners for the project.

The Clackamas County Food System ONESop will be a virtual farmgate through which growers can access resources they need to be more successful. The ONESop is focused on food producers who market to the Portland region and beyond. Our long-term vision is that by growing the growers and linking them to resources, Clackamas County farmers can thrive. The ONESop Farmgate connections will be open to public, private, nonprofit, educational, and philanthropic resources. The ONESop will not duplicate existing services. It will be a place for real farmers to get real help; online 24-7; quick and easy to navigate; a place to access vendors and other farmers; a connection to markets, processors and distributors; a place to connect to solve problems; closely aligned with the Ecotrust Foodhub virtual marketplace.

The Small Business Development Center's contribution can help figure out how to create options for small businesses with succession planning.

What makes Oregon City's campus and our horticulture program positioned to be a partner in this movement because this campus sits on the urban rural divide. Right behind us sits the largest concentration of farms of all of Oregon, but not the largest size which is why the Small Business Development Center and the Horticultural program are perfectly positioned to help us address their issues and also grow this wonderful economic development partnership.

**ONESop Goals:**

1. Support local producers to become more efficient and effective.
2. Increase employment and incomes in agriculture.
3. To improve access to local healthy food.
4. To strengthen the ties between all of the partners.
5. To share the success with other people.

**Board Policies – Second Readings - Denise Bailey**

Ongoing process to do a comprehensive review of our board policies. The policies for today were sent out with the College Council agenda and are available on College Council website. The section we have is here for the second read. The version at the last meeting had all the changes and these

that you have before you are all clean copies. No feedback was received. This group of policies will move forward to the Board for approval on March 9, 2016.

**What's Happening in the Library? – Terry Mackey, Allison Ihrke, Sarah Nolan & Jane Littlefield**

Clackamas Community College library department's recent admission to the Orbis-Cascade Alliance. This process to acquire admission involved application, visits from the Alliance Board, many phone calls and email exchanges, and interviewing neighboring alliance libraries and members. The Orbis-Cascade Alliance is a nonprofit consortium of 37 academic libraries in Oregon, Washington and Idaho. This gives our students the opportunity to sharing resources with the other libraries with ease. Our student will have access to additional resources along with access to a private courier available between the colleges. The college expects to fully migrate by next summer.

The library is actively changing our models for delivering instruction to students. Library instruction is teaching students how to plan ahead; understand instructor expectations; choose narrow topics; develop research questions; know where to look and how to search; recognize when strategies aren't effective; evaluate sources for quality and credibility; acknowledge the use of resources; and repeat, as necessary. The change that we will start implementing by creating an embedded, online library instruction delivered through self-directed, interactive tutorials supplemented with videos, worksheets, and handouts.

**2016 Transportation Updates – Luke Norman**

Helping to identify transportation barriers that prevent students from reaching their academic goals, increase awareness of the transportation options, and work to expand our current options.

Working on our express shuttle that provides service from our Oregon City campus to Harmony and the Clackamas Town Center. The new schedule design has resulted in increased shuttle ridership to its highest level yet during fall term. The increase led to students being turned away. We identified the peak times when students where most likely to be turned away and found college resources to increase shuttle times. On track to be the busiest winter term yet. Starting fall term, students can find the shuttle schedule on Google Maps. Increased awareness about the shuttle service. Making information available to our students on the many ways they can get to our campuses.

Worked with TriMet to launch a discounted term pass which saves students up to 10%. Worked with HR to offer TriMet passes to staff using their pre-tax salary dollars resulting in a 20-30% savings. TriMet has agreed to give us bike lockers which will provide space for four bikes. These will be available for our students to rent though Associated Student Government (ASG).

Highlighted safety concerns at the 82<sup>nd</sup> and Harmony Sunnyside intersection to the Oregon Department of Transportation (ODOT). ODOT responded by fixing the problem.

We will be launching a new student survey in coordination with Institutional Research to help identify the barriers that are keeping our students from completing classes due to a transportation barrier. Fall term we will be revising the shuttle schedule. Working closely with Institutional Research to make sure the arrival times match up with our busiest class times.

Working with Campus Services to help develop a system to give students the information they need in order to find available parking spots on campus.

Pursuing funding opportunities to improve access to the college. Working with Clackamas County to see if we can get a crosswalk along Harmony Road so students walking from Clackamas Middle College have a safe option to get to our Harmony Campus. Working with ODOT on grants for the Oregon City Campus to expand and improve our bus stop.

#### **ISP Standards – Nora Brodnicki, Sue Goff & Bill Waters**

1. *Credit Hour Policy – Second read*  
Reviewed with most recent addition of addressing online courses. No suggestions or changes for second read. Nora Brodnicki moved to approve. Approved.
  
2. *Textbook & Instructional Materials Adoption – First read*  
The updated Textbook & Instruction Materials Adoption merges the two previous ISPs: Textbook Adoption and the Self Published Textbook Adoption and eliminates the Self Published as a standalone. The ISPs were not marked up but merged together. The combined version merges the general textbook and instructional materials language together with #5 that covers the self-publishing portion. The addition of 1d covers the Open Educational Resources (OERs). Concerns were brought up about electronic textbooks which will be addressed before it comes back for the second read.

#### **Graduation Change – Ticketing - Max Wedding**

Two important changes that will occur regarding this year's graduation ceremonies on June 9 and 10.

- On June 9, the GED/Adult High School Diploma graduation ceremony will be held in the Gregory Forum. Previously, this event has been held in the Randall Gymnasium, but due to declining attendance numbers, the Graduation Planning Team agreed to move the event.
  
- On June 10, guests who attend the commencement ceremony in the Randall Gymnasium will be required to show tickets, which will be provided to registered participating graduates ahead of the ceremony. Overflow seating in McLoughlin Theater, Gregory Forum and Osterman Theater will still be available.

A message will be distributed to all 2015-16 students, graduates and petitioners next week. We will also continue messaging to students throughout the spring.

#### **ISP/ARC Collaboration – Sue Goff & Darlene Geiger**

ISPs look different this year: new format, new numbering, and if there is a procedure, it is a separate document from the standard.

Instructional Standards and Procedures Committee (ISP) and the Access, Retention & Completion Committee (ARC) has three overarching goals. 1. To make our ISPs more accessible to faculty, staff and students on our public webpage. 2. To keep things current, review and make sure that nothing is

older than five years. If new ideas transpire, we react quickly and get the policies and procedures in place. 3. To make sure the right people are weighting in at the appropriate times. Honoring our shared governance practices by getting the expertise of those who need to weigh in.

Both ISP and ARC are policy making groups. ARC is more focused on the student services side and ISP is more focused on the instructional side, but there is overlap for both sides. Working on a system of collaboration which will develop over time. So far we have come up with a new organizational structure with six categories to list both the ISPs and the ARCs: Instruction & Courses; Evaluation, Placement & Testing; Earning Credit; Enrollment to Graduation; Assessment & Guarantees; Communication, Outreach & Media. We have created and agreed upon a specific numbering scheme to identify the policy type: ISP, ARC, or shared. Imagine a webpage with these categories listed so people could quickly find what they are looking for. With further organization we have separated the ISP documents to list the standard or policy separate from the procedure. This new webpage will list by category the standard, procedure, appendix and any linked resources, so you can easily find what you are looking for rather than scanning all the ISPs.

How we overlap and communicate with one another is still a work in progress. Do we have the right representation on all of the task groups? Still working on roles, responsibilities, the cross membership to make sure communication occurs prior to bringing items to College Council, so that we are ready for the conversations.

Should they be called standards, regulations or policies? Please send feedback to Sue or Darlene for the best language to identify our standards.

#### **Diversity Task Force – Diversity Mission Statement - Stephanie Schaefer**

It is not really a mission statement but more of a statement to discover and define the task force. We are tasked in defining the aspects of diversity that we want to talk about as a college. The task force has a charge of creating a definition, gathering feedback, creating some goals and a proposal with action steps for the college which needs to be completed by June. This is our first attempt at this as we are working on gathering feedback from several different groups. Stephanie took suggestions from College Council. If you have other further thoughts or ideas, email her so she can compile and get this feedback to the Diversity Task Force.

#### **Pass – Darlene Geiger**

We have been working for the past two years on Placement Advising for Student Success (PASS). We were invited to be a part of the Developmental Ed Redesign workgroup which was a statewide effort in Oregon. It resulted with us on the forefront of placing student using multiple measures. Students have been placed into their writing and math classes based on how well they do on a placement test. It turns out that those placements are almost always too low. What we have been doing is having conversations with students and talking to them about academic coursework, their academic and career goals, the time and motivation that they have toward math and English courses, as well as their high school GPA and using that information to place them. We have created tools for the college so that many people are now able to do these kinds of placements. By using multiple measures, the whole goal is to place the student in the highest possible course in which they can be successful with the right supports. Severe under placements have been a part of the past. Combining

that with the idea of putting a student in developmental education for a year and their chances of making it into a college program for completion very low. Students who get placed too low will drop out as they get bored and discouraged then tend to dropout. We have found that if they are properly placed, students do much better and stay in college because they succeed and make progress. Research has shown that just by using the high school student's GPA and not test scores we could improve our placement rates by 10-15%. The standardized tests accuracy rates are not that high. By using the multiple measures, we are placing students two and a half levels higher than if they were taking the Compass Test or being placed in some other way. In most cases, students are doing just as well or better and are possibly related to having contact with an advisors or supplemental resources.

### **Committee Reports**

Presidents' Council – No one present to report.

### **Association Reports**

#### **ASG – Stacy Yanez**

- Rummage sale is scheduled March 3. We need household items donated. Profits will go to purchase student food baskets.
- Grants have been awarded. Spring term grants are opening on March 14.
- The blood drive was a success. A total of 57 people donated which collected 44 pints of blood which is enough to save 132 lives. Another blood drive will be scheduled next term.

#### **Ali Ihrke – Classified Association**

- Our bargaining team is still working on training.
- We invited Bob Cochran, Shelly Parini and Lori Hall to continue the discussion on safety and the efforts to improve that here on campus at our last executive team meeting.
- Enrique will be attending the OEA Board of Directors meeting where he will advocate for funding for association members to attend conferences and continue focus on safety.

**PT Faculty** – No one present to report.

#### **FT Faculty – Bruce Nelson**

- More discussions on the evaluation process to make sure that faculty are aware of the specifics in our contract. New faculty may not be fully aware. Ongoing safety discussions.

#### **Administrative/Confidential – BJ Nicoletti**

- Working the all staff breakfast celebration this year. We won't be able to have it in the Cougar Café this year. Doing our part to support the Cougar Cave.

### **Announcements**

No announcements at this time.

**Present:** Chris Robuck (for Phillip King, Chair), Beth Hodgkinson (for Tami Strawn, Recorder), Sue Goff, Nora Brodnicki, Cynthia Risan, Stephanie Schaefer, Bill Calabrese, BJ Nicoletti, Jaime Clarke, Lori Hall, Lizz Norrander, Joyce Gabriel, Scot Pruyn, Molly Burns, Stacy Yanez, Ray Torres, Polly Schultz,

Sarah Hoover, Jennifer Bown, Jane Littlefield, Terry Mackey, Sarah Nolan, Ali Ihrke, Luke Norman, Bruce Nelson, Carrie Loewen, Robert Keeler, Jarett Gilbert, Jim Huckestein, Loni Sanders, Greer Gaston, Denice Bailey, Max Wedding, Darlene Geiger, Shelly Parini, Renee Harber, Rob Campbell