

## College Council Meeting Minutes

March 4, 2016

12-1:30pm / CC127

### Approval of Minutes (2/5/16 & 2/19/16) – Bill Waters

Minutes from both the February 5, 2016 and the February 19, 2016 College Council Meetings were posted. If there are any corrections, please send to Tami.

### Board Policies – Denice Bailey

First read on policies recommended by the Board Policy Committee. These policies have been presented to Presidents' Council. They will go to the Board for first read on March 9. Then back here for the second read. This group of policies are regarding how the board operates. You can give any comments now or email Denice with them. There is a month for comments before final action.

- Policy BDD: Board Meeting Procedure
- Policy BDDC: Board Meeting Agenda
- Policy BDDG: Minutes of the Meetings
- Policy BDDH: Public Comment in Board Meeting
- Policy BF: Policy Development and Review
- Policy BFCA: Administrative Regulations
- Policy BG: Board-Staff Communications
- Policy BHB: Board Member Development
- Policy BHD: Expenses of Board Members
- Policy BHE: Board Member Liability Insurance

### Change in Waitlist – Chris Sweet

There are plenty of petitions for refund where the students don't even remember signing up. The waitlist process now is once a spot opens up, the person on the top of the list gets moved into the class. If a student forgets they were on the waitlist or doesn't come to class, the system still moves them over. The result of the current system is that the students then get notices of owing money. Then we receive petitions from angry student. This is a lot of manual time for staff - about an hour each morning to run the waitlist process.

The proposal: When a spot opens up in a class, the student at the top of the list will get an email telling them that a spot opened up and would they like to register. The system would give them 48 hours to respond. They can choose to accept that class or not. This puts it in the student's power and would take out staff time entirely.

Concerns: Students not checking emails. If they didn't respond within the 48 hours, they wouldn't be kicked off the waitlist, just moved down on the list.

This should increase the culture of students checking emails. We want them to check their myClackamas email.

At the LEAN Academy Chris attended he looked at this process as his final project. The new process is much shorter.

If the student chooses not to accept the class, the system would email the next person on the list. There would be no additional IT resources/needs as Colleague already has this capability.

The hope is to get approval to turn on for summer term. The new policy would go into the schedule and communication would be sent out as this is a big change. Put in reminders to check email and to link other email addresses. Try to help get people more informed.

The Access, Retention and Completion Committee is working on a student email policy.

This proposed process would have benefits to not only students but also staff. It reduces accounts receivable. For students who say they never registered for that class – 75% of the time they moved in automatically off of the waitlist.

This proposal will be brought back here to College Council for a second reading. When it comes back, can the communication to the students be included?

#### **New FERPA Policy – Chris Sweet**

This has been taken to Presidents' Council already. Some changes impact Board Policy. We currently do not have a comprehensive FERPA policy. This policy is in the format that will be used between ISP/ARC.

FERPA applies to any person who has ever enrolled. FERPA stays until a student dies. Who is enrolled? The definition implies right now. The student record is the key part and what is or what is not part of the record. Law enforcement, treatment and alumni records are not FERPA records.

Just because you are an employee doesn't mean you have access to whatever you want. You must have an educational interest. So if you wanted to know David Plotkin's birthday that is not an educational interest so you shouldn't look it up. (But David did say his birthday is August 25).

Directory Information is a board policy around FERPA. Full name is not currently part of the policy. Directory info can be released without student consent. This doesn't mean we have to but we can. Recommendation is wanting to add the full name as part of the directory information policy.

Students would be notified annually via email and the catalog. If a student wants to inspect their records, they can contact Chris. According to FERPA there is a 45 day timeline to let them see their records. Records are to be reviewed in person unless the student is too far away (location outside of 1 hour). Records can only be viewed, no copies. There are a few reasons why the college could refuse access and are listed in the policy.

Students can sign a FERPA block to not give out any information. Our system can't pick and choose what to block so it's block all or block nothing.

Chris is proposing this policy. It has been taken to Presidents' Council, then it will come back here, and then to the Board.

Suggestion to change the definition of student to include "is or ever has been".

If a student requests a block, it must be reported that we have no information on that person. That is an important training for staff.

For Title 9, shouldn't something come up to the person searching to not confirm or deny their presence on campus? Safety of student is comprised. If this new FERPA policy gets approved, it would be a better opportunity for training. FERPA does not apply to employee records – send those requests to HR.

What if the restriction does come up but the person is right there in front of you? You must have photo ID verification.

Chris will make a change as discussed to the definition of student and will be back in a few weeks.

#### **Self-Published Textbook Adoption ISP – Sue Goff**

This ISP combines the Self-published Textbook ISP and the Instructional Materials ISPs. States the guidelines to publish materials with bookstore. Section D was added and talks about OER's. Added #6 - the self-published piece from the other ISP. Presented in the new ISP format.

They had a thorough discussion about self-published items and feel that they have it covered. It's a process to work through the Dean and Department Chair. We are sensitive to the fact that we are getting in to a whole new world with self-published documents and may have to review as these things emerge.

#4 was carried over from the other ISP that talks about a class, which has multiple sections should use the same textbook. It is a department decision and has some flexibility.

#### **Variable Credit ISP – Sue Goff**

The wrong ISP was put on the agenda. Should have been the one about classes being repeatable. There is no current draft so will wait until next time. Any questions, contact Sue.

#### **Presidents' Council – Phillip King**

Phillip not present. No report.

#### **Association Reports**

##### **ASG – John Ginsburg**

- Thank you to everyone who helped with the rummage sale to support the Cougar Cave.
- They will be providing food spring packets. \$145 short of goal. Can donate at ASG office.

**Classified – Tami Strawn (for Enrique Farrera, Classified President)**

- The first official bargaining meeting was yesterday to review ground rules, locations of meetings, goals, time frame of agreement and introductions. Enrique will be sending out an email with updates to the classified staff later today.
- Classified members will be added to the Safety Task Force as we move forward with the safety ramifications.

**PT Faculty – Patty DeTurk**

- Nothing going on right now to report.

**FT Faculty**

- No report.

**Administrative Confidential**

- All-staff breakfast on the 17<sup>th</sup> from 7-10am in the Niemeyer Lobby

**Announcements**

**Patricia Anderson-Wieck:**

- Had the Blue Fork Event to have employees update their information. If you didn't update your information yet, please feel free to drop by HR to complete the change form. They need an accurate way to contact you or your emergency contact.
- A climate survey went out under Title IX to check to see how students feel about safety/security regarding sexual assault. Looking for safety and security on campus feedback. Kudos to Bill and BJ who have done a lot of work. Thank you for allowing students to do the survey.

**Present:** Bill Waters (for Phillip King, Chair), Stephanie Schaefer, Joyce Gabriel, Ryan Davis, Scot Pruyn, Lori Hall, RB Green, Carrie Loewen, Sunny Olsen, Chris Sweet, John Ginsburg, Sarah Nolan, Andrea Vergun, David Plotkin, Greer Gaston, Denice Bailey, Jim Huckestein, Patricia DeTurk, Jim Huckestein, Sue Goff, Beth Hodgkinson, Patricia Anderson-Wieck, Tami Strawn (recorder)

Adjourned 12:41