**College Council Minutes**

Date: 10.7.16| Begin: 12:00pm End: 1:30pm | Location: CC127

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| **Topic/Item** | **Presenter** | **Minutes** |
| **Minutes (6/3/16)** | Sue Goff | Minutes from the meeting held on 6/3/16 were previously sent out for review. Any comments and/or corrections, please contact Beth. |
| **Orientation to College Council** | Sue Goff | We have College Council here at CCC because it is part of our shared governance system. The principles that we have adopted around shared governance are inclusion, responsibility, consensus, transparency, communication, and continuous improvement. Feedback and ideas to improve how we run College Council is very important, so please share your ideas by forwarding information to either Sue or Beth. You might see some minor tweaks this year, but we will start off traditional and may try something different in the future.  Sue reviewed the Decision Making-Shared Governance document that came from College Council Recharge team. The team’s work culminated a document that talks about the decision making process, the college-wide network of councils, committees, and taskforces. This network is organized to promote free information sharing and gather the widest possible input from across the college community. This document will be posted on the College Council website. This year we will continue the past practice of having our standing committees report annually. This is the first go around to review College Council. Work still needs to be finalized such as the idea to establish a Diversity Committee.  Remember our roles here at College Council: to hear information, give feedback and take back to your departments. This way everyone knows what’s going on at the college. |
| **ISP’s – 1st Reads** | Dru Urbassik & Christina Bruck | The ISP first reads are part of a bigger project that the Curriculum Office has been working to update and create new ISPs. These Curriculum Committee documents are for program and course amendments, creating new programs and new courses. An ISP subgroup worked on this project and it was vetted through the Curriculum Committee. In the future as we bring these ISP’s forward, we will be able to show the specific changes. Part of the complexity is that ISP Committee has been working the past two years to move to a more modern format.  ISP 161 Course Creation, Edits, Inactivation, and Deactivation – Dru: Previously this was the new course approval ISP. We have added new terminology for creating a new course, editing an existing course, inactivating a currently approved course, and deactivating a currently approved course. Links were added within these documents to make it easier to bring up the resources.  ISP 162 Program Creation and Approval – Dru: Former ISP that use to be Career Technical Program creation. We updated it to be used for all programs as well as the Career Technical Programs. Suggested request to add documented approval from department chair as well as division dean.  ISP 165 Program Suspension & Reinstatement – Dru: New ISP stating documentation for program suspension or reinstatement in the past. We are just trying to get a finalized process when we no longer offer a program. Now we will have a step by step process.  ISP 166 Program Amendment – Dru: New ISP to document changes that effect a current approved program. Any program change, even if it is minor, we need to have documentation to show we went through the process to have that change approved. Suggested request to add process information see the big picture.  ISP 180 Continuing Education Units (CEUs) – Dru: Previously, title was listed as Continuing Education Units and CEU was added after the title. Different terminology was added to Standard A. Originally, in Standard A, the ISP read it was achieved by attendance, but according our requirements from the NWCCU is has to be based on the achievement of learning outcomes, so that was been updated to be reflected.  ISP 370 Advanced College Credit (ACC) – Christina: A small change to add in sponsored duel credit. Correction to the agenda for October 7, 2016 - this ISP comes as a 2nd read. |
| **Curriculum Process** | Bill Waters | Most of the previous mentioned ISP’s and the curriculum process documents that you will see are a result from an analysis we have done over the last year to make sure that our process is in compliance with NWCCU policies and guidelines. These documents outline how we will manage curriculum in the future. They either define or are the actual approval forms for changing courses, programs, adding programs, suspending programs which will be available on the Curriculum website. The Curriculum Committee has a process document that details what has to occur in order for to approve and/or make a change. The new CTE Flowchart will show you the order that must be followed in order to get program approval as well as see the process that documents travel to the state. The Process Document for Program Creation and Approval Process outlines the steps, process, and time constraints along with the details in order to create and process a new program. The new AAS Degree Checklist shows the next steps that the Curriculum Office follows for a new program. The checklist includes links to connect to new interactive forms that need to be filled out electronically, and we will work to provide a way to add an electronic signature for the future. Dru keeps both a physical in a program file as well as an electronic copy. |
| **Spring ITS Survey** | Dion Baird | ITS prepared a faculty survey to focus on classroom technology towards the end of spring term 2016. For the most part everyone is happy with ITS staff. They are responsive and show up in a timely manner. In regard to the equipment in the classroom, there was a 50/50 response rate. Definitive area to concentrate was the signal from the projector to the podiums. We retrofitted 15 of the previous classrooms with the most audiovisual issues and outfitted 19 new classrooms with the new technology. Towards the end of fall term 2016, we are planning on another survey to address additional issues. ITS services the Oregon City, Harmony and Wilsonville campuses. In order to service issues, please submit help desk tickets. So far this year, Dion and Dave have been monitoring closely the classroom issues and there hasn’t been as many problems as we had last year. A request was made to also send the survey to the administrative assistants.  Dave Gates and Rick Carino are co-chairing the ITOC subcommittee, Educational Resource and Student Technology (ERST) which includes both classified and full-time faculty. A good agenda item for the subcommittee would be to bring future ideas about new and existing college technology. |
| **Network Password Standards** | Dave Gates | Back to College Council to talk about implementing changes. Was asked to postpone changes to the fall term with faculty gone over summer. CCC staff, faculty, and staff will all need to do three changes to our network passwords. Current password standards: no password re-use restrictions, minimum length of six characters, and no complexity controls. New password standards: cannot reuse your past five passwords, minimum length of eight characters, and must contain three of the four complexity controls such as upper case, lower case, number and special character such as !@#$%^&\*(). This work is being done because the change in password standards will protect CCC student information from malicious intrusions, create consistency in password expectations, and enforce tighter security measures to comply with standards. The longer a password is, the more secure it is. A six-character password can be cracked in a few seconds and an eight-character password can be cracked in less than a day. A long passphrase can take decades or longer to crack. ITS will implement this change on November 2. This will not require anyone to change their password sooner than normal. Mandatory password changes are still 180 days. |
| **Committee Reports**   1. **Presidents’ Council** |  | Denice Bailey lead us in a conversation about gearing up for the Classified Appreciation Event. An update from Lori Hall regarding safety. At some point she will bring back a presentation to College Council. David Plotkin gave an accreditation update and stated that all of the pieces that we need to work are underway and we are in good shape for moving forward. |
| **Association Reports**   1. **ASG** 2. **Classified** 3. **Part-time Faculty** 4. **Full-time Faculty** 5. **Administrative Confidential** |  | 1. ASG – Jairo Rodriquez: Activities are scheduled from 11 a.m. – 1 p.m. for National Coming Out Day on October 11. The Free Food Market every Thursday from 10 a.m. – 2 p.m. Last day to register to vote is October 18. Voter registration cards are available in CC152. 2. Classified – Beth Hodgkinson for Enrique Farrera: Classified Association members are involved with upcoming election efforts. The college and our association are still bargaining. 3. Part-time Faculty – Patricia DeTurk/Leslie Ormandy: Next part-time faculty bargaining is October 19. Human Resources has changed its position and will now pay part-time faculty for completing the optional SafeColleges training when they provide a screenshot showing completion. We were asked for two volunteers to help with the Classified Appreciation Event. 4. Full-time Faculty – Nora Brodnicki: Full-time faculty are asking administrators to assist in participating in a calling campaign for Measure 97. Kat Long participated in a Measure 97 television commercial. A call coming out to full-time faculty to participate on a couple of contract task force as we are finished bargaining and assuming that our contract will be ratified. October 17, 18 & 19 NEA will be bringing Emerging Organizers here to support our three associations. 5. Jarett Gilbert – Upcoming opportunities to serve as volunteers. Tara Sphere has volunteered to coordinate both full and part-time faculty volunteers for the All-Staff Breakfast. Please send any suggestions surrounding the breakfast to Jarett. |
| **Announcements** | All | In regard to proper political protocol, here are some helpful information to keep in mind as we near the November 8 election. As a public employee, you can't advocate for a ballot measure or candidate during work hours. During work hours, you can share factual information with anyone - a coworker or someone in the public. However, you can't campaign or urge people how to vote during work hours. Public employees may wear political buttons or clothing at work. |
| **Present** |  | Sue Goff (Chair), Donna Larson, Bill Waters, Robert Keeler, Jackie Flowers, Jane Littlefield, Derek Cloo Ali Ihrke, Nora Brodnicki, Leslie Ormandy, Lizz Norrander, Laura Lundborg, Devin Burgoyne, Sarah Hoover, RB Green, Ryan Davis, Stephanie Schaefer, John Ainsburg, Molly Burns, Andrea Vergun, BJ Nicoletti, Stephen Wilks, Jairo Rodriguez, Cheryl Tallman, Jarett Gilbert, Patricia Anderson Wieck, Christina Bruck, Greer Gaston, Christine Tappe, Denice Bailey, Dion Baird, Dave Gates, Lori Hall, Max Wedding, Ryan West, Dru Urbassik, Patricia DeTurk, Bill Calabrese, Beth Hodgkinson (recorder) |