

# College Council Agenda

Date: 12.2.16 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	Category
<b>Minutes (11/18/16)</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		NA	Minutes from the meeting on 11/18/16 were previously sent out for review. Any comments/corrections, please contact Beth.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Color Parking Lots &amp; Evacuation Routes</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Luke Norman & Pete Kandratieff	15 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Articulation Agreement and Transfer Guide Handbook</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Christina Bruck	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Committee Reports</b> <b>1. Presidents' Council</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Association Reports</b> <b>1. ASG</b> <b>2. Classified</b> <b>3. Part-time Faculty</b> <b>4. Full-time Faculty</b> <b>5. Administrative Confidential</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

	Assigned Action Items	Assigned to	Notes		Due
	Upcoming Meeting Dates	Start Time	End time	Location	
	January 20, 2017	12:00pm	1:30pm	CC127	
Attendance					
<p><b>College Council Members 16-17:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Stephanie Schaefer (AFaC), Ryan Davis (AFaC), Scot Pruyne (AFaC), Andrea Vergun (AFaC), Ryan West (AFaC), Sue Caldera (THOW), Ida Flippo (THOW) Chris Hughes (THOW), Jarett Gilbert (THOW), Sunny Olsen (THOW), Patricia Anderson Wieck (HR) Jennifer Nelson (CS), Mickey Yeager (CS), Bill Calabrese (CPR), Sarah Hoover (AS), Bob Keeler (AS), All Association Presidents, All Deans</p>					
Notes to Self			Deferred Items		
<ul style="list-style-type: none"> <li>College Council Minutes can be found at F:\1MINUTES\College Council\16-17</li> </ul>					

# College Council Minutes

Date: 11.18.16 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
<b>Minutes (11/4/16)</b>	Sue Goff	Minutes from the meeting held on 11/4/16 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>College Council Update</b>	Sue Goff	<p>Previously, Sue asked for feedback and ideas to improve how we run College Council. One suggestion was to include a convenient agenda packet with all meeting materials in one document which was successfully completed. Other suggestions focused on our current meeting room and its limitations. We will continue to discuss different configurations, the possibility of streaming this meeting to both the Willsonville and Harmony campuses, inquire about the possibility of additional monitors, as well as question if this is the best location for this meeting.</p> <p>We did have a short meeting with the various committee chairs to review the findings from the College Council Recharge. We discussed the recommendations such as committee chair duties, posting minutes and agendas, and reporting annually to College Council. Starting in February, each committee has scheduled to present their annual report. At the end of the year, we will evaluate if reporting annually is adequate or needs to be more frequent.</p>
<b>Assessment and Related Instruction Outcomes</b>	Cynthia Risan & Bill Waters	<p>Provided an overview of accreditation tasks along with due dates that the college will meet. Cynthia and Bill joined us today to present Related Instruction: Recommendation Two. The college was tasked to develop identifiable and assessable learning outcomes for the general education/related instruction components of applied degree and certificate programs. We pulled out all of the general education outcomes and put them in a survey out to the CTE faculty. The related instruction outcomes that faculty recommended were taken to the Curriculum Committee and approved. These are the outcomes that we will have for every CTE certificate and degree. Related Instruction: The PLOs Computation: Use appropriate mathematics to solve problems; Communication: Read actively, think critically, and write purposefully and capably for professional audiences; Human Relations: Engage in ethical human interactions that accomplish goals; Physical education: Use effective life skills to improve and maintain mental and physical wellbeing. These will be listed in the 2017-18 catalog in each of the program areas in addition to the existing content related outcomes. Program teams will now need to plan for assessment of one of the related instruction during the next cycle.</p>

<p><b>Diversity Committee Charter</b></p>	<p>Christina Bruck &amp; Stephanie Schaefer</p>	<p>Both Christina and Stephanie were members of the Diversity Task Force that convened last year to figure out where to go with college diversity issues. One of the results of the committee was to revive the old Diversity Committee which hadn't met for some time. They presented the charter today and included the top three goals that came out from the survey last year. Both definition and scope were left unanswered at this time. Once the committee meets they will continue to finalize and schedule to return back to College Council to share the final updated version. The idea of creating a Diversity Committee was supported and good discussion and ideas were shared. One comment came forward stating that the purpose of the committee isn't to start a committee or to develop a strategic plan. It's created to continually provide feedback about the plan, the lack of a plan, or any diversity-related plan. The committee informs and watches over the plan, provides feedback, creates plans when necessary, and/or monitors plans and makes recommendations. It is that kind of work on an ongoing basis. Stephanie and Christina want people to nominate themselves or be nominated, because they want people who are interested, passionate, and want to be involved with this committee. They hope to have the first meeting in winter term. The next step after bringing this topic to College Council is to go to President's Council.</p>
<p><b>Website Redesign Progress Check</b></p>	<p>Jack Hardy, Jessie Kirk &amp; Kirk Fryrear</p>	<p>Team members from the College Relations and Marketing joined us to share information about the website redesign project. The goal is to create a well-designed, easy-to-use website with simple navigation and that helps prospective students quickly find the information they need to apply and enroll at CCC on any type of device. The website needs to be consistent with new branding and easy to maintain by using a modern content management system. The team has organized many feedback forums, met with college staff and faculty, and are working to identify liaisons who can help gather content to move forward to the new site. The timeline moves fast with the goal to launch the website by June 30. Please forward feedback, questions, and comments to Jessie Kirk.</p>
<p><b>Committee Reports</b> <b>1. Presidents' Council</b></p>	<p>Sue Goff</p>	<p>The recent feedback and suggestions that were shared at College Council were reviewed. There was a robust conversation about the topic of safety and civility on campus. The various efforts and recent communications from Joanne, with the students, our associations, in regard to post-election concerns, were discussed. The college wants to ensure that we address this is a safe and welcoming place for our students. Melissa Mahar shared some of the safety issues that she is currently addressing.</p>
<p><b>Association Reports</b> <b>1. ASG</b> <b>2. Classified</b> <b>3. Part-time Faculty</b> <b>4. Full-time Faculty</b> <b>5. Administrative Confidential</b></p>		<p>1. ASG – Megan Baumhardt: Events: Election Night Party was a success with approximately 60 people in attendance. Cereal Day at the Harmony Campus is scheduled on November 28. The Giving Tree is now up and soon will have tags that list the gifts needs for our students. Drop off gifts to the Student Government office. The Craft Sale &amp; Gingerbread Contest is scheduled on November 29-30. ASG in collaboration with the Multi-Cultural Center will be working on distributing holiday giving baskets at the Holiday Party where we will be celebrating many ethnic and religious celebrations. Winter grants are still open for students until November 25. Next term our Lending Library and Book Exchange will be available to students. During Welcome Week next term, we will sell soup to raise funds to</p>

		<p>purchase can openers. This effort will help meet the needs of our student population that don't have a way to open the canned food that is available to them at the Cougar Cave.</p> <ol style="list-style-type: none"> <li>2. Classified – Enrique Farrera: Our contract ratified and the board approved.</li> <li>3. Part-time Faculty – Leslie Ormandy: Part-time faculty are continuing to bargain. The next open session is on November 30 from 6-8 p.m.</li> <li>4. Full-Time Faculty – Nora Brodnicki: The Cougar Cave is low on personal items such as toothbrushes and shampoo. Please drop off items to ASG. All staff can participate in the Holiday Giving Basket program. You can help by bringing cash, checks, purchase requested items, as well as donate your time to organize the baskets. The All Staff Recognition is scheduled for December 8. The SuccessMaker and Team Awards will be given out at this event. Last week's <i>Clackamas Print</i> was very difficult for some people. It was suggested if issues come up to write a letter to the editor or talk to someone from the <i>Print</i>.</li> <li>5. Administrative Confidential – Sue Goff: The group will be participating in the Holiday Giving Basket program.</li> </ol>
<b>Announcements</b>	All	<p><b>John Ginsburg</b> - We are planning the first annual Martin Luther King, Jr (MLK) Week of Service event starting on Friday, January 13. We are targeting students to participate, but also welcome the staff and faculty. Ideas include three projects – both off and on campus – one education based and another environmentally concerned. Individuals can sign up for the events that work for their schedule.</p> <p><b>Jenelle Vader</b> – The Winter Retiree Reception takes place on December 1 from 2-2:30 p.m. in the Gregory Forum. The All Staff Recognition is scheduled on December 8 at two different times: daytime staff from 12-1:30 p.m. in the Niemeryer – Osterman Theatre and evening staff from 8-9:30 p.m. in the Community Center – Cougar Café.</p> <p><b>Sue Goff</b> – This is the last weekend for the theatre production of <i>The Glass Menagerie</i>.</p>
<b>Present</b>		<p>Sue Goff (Chair), Robert Keeler, Bill Waters, Cynthia Risan, Nora Brodnicki, Christina Bruck, Laura Lundborg, Lizz Norrande, Ida Flippo, Stephanie Schaefer, Leslie Ormandy, Lori Hall, Denice Bailey, Justin Montgomery, David Plotkin, Christine Tappe, Donna Larson, Camilo Sanchez, Alissa Mahar, John Ginsburg, Megan Baumhardt, Patricia A. Wieck, Mark Devendorf, Dave Gates, Ryan Davis, Jack Hardy, Jessie Kirk, Kelila Henkin, Kirk Fryrear, Matthew Altman, Jenelle Vader, Beth Hodgkinson (recorder)</p>

# **Color Parking Lots & Evacuation Routes**

Luke Norman & Pete Kandratieff

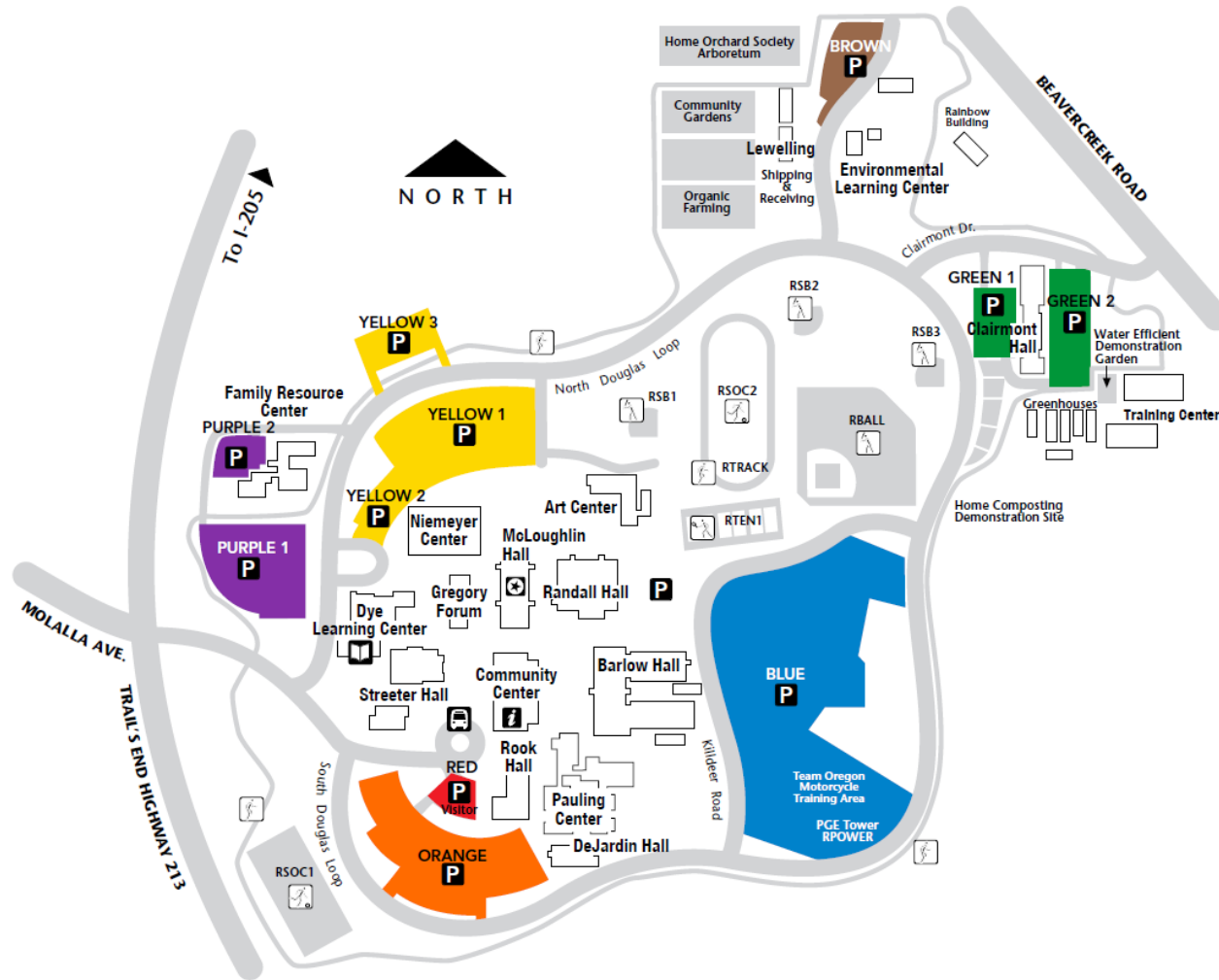
# COLOR PARKING LOTS

# Campus Signage

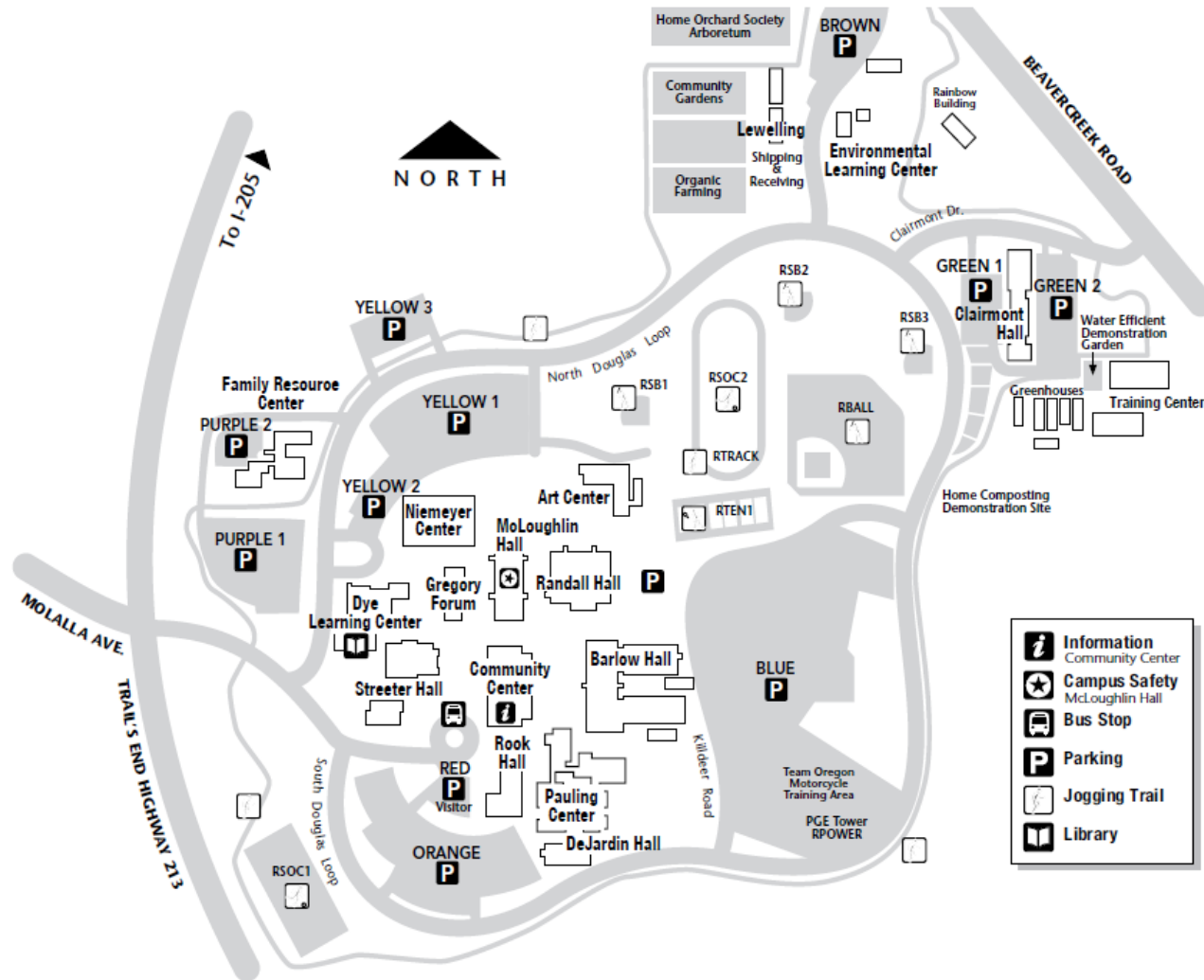




# Color Parking Map



# Black & White Map



# Available Online

[Home](#) / [College Information](#) / [The Campuses](#) / [Oregon City Campus](#)

## Oregon City Campus



Clackamas Community College's main campus is located in historic Oregon City, conveniently located off of Interstate-205, Highway 213 and Beaver Creek Road. The spacious CCC Oregon City campus covers 165 inviting, tree-filled acres and features 17 buildings including the award-winning [Niemeyer Center for Communication Arts](#), [Roger Rook Hall](#) and [Art Center](#), as well as the athletic fields and facilities that support CCC's championship-producing sports programs.

CCC's Oregon City campus is a vibrant learning community, meeting the needs of students from along the 205 corridor and beyond. From the [John Inskeep Environmental](#)

[Learning Center](#) – site of the [Haggart Observatory](#) – to the YMCA Family Resource Center, to the college's successful [Community Gardens](#), you'll find a variety of quality classes and programs, as well as opportunities to participate in and enjoy theatre, art and music, student leadership, athletic competition, and community events that will stimulate and inspire.



[Parking Map](#)



[Campus Map](#)



[Interactive Map](#)



[Driving Directions](#)

[www.clackamas.edu/oregoncity](http://www.clackamas.edu/oregoncity)

# EVACUATION ROUTES

# Evacuation Instructions

## EVACUATION PROCEDURE



Clackamas  
Community College

# ROGER ROOK HALL

OREGON CITY CAMPUS

- When evacuation order is given, proceed to the nearest staircase. **Do not use elevators during evacuation!**
- Safely exit building and proceed to nearest **Evacuation Assembly Zone**. The map to the right shows the assembly zone located southwest of the building within the **Red lot**.
- Once you have reached the Evacuation Assembly Zone, remain (if safe) until further instructions are provided.

### ASSEMBLY ZONE: RED LOT



# Evacuation Floor Plan

## FIRST FLOOR

### LEGEND



EVACUATION  
ROUTE



EVACU-TRAC  
STATION



FIRST AID  
KIT



AED  
STATION



FIRE  
EXTINGUISHER



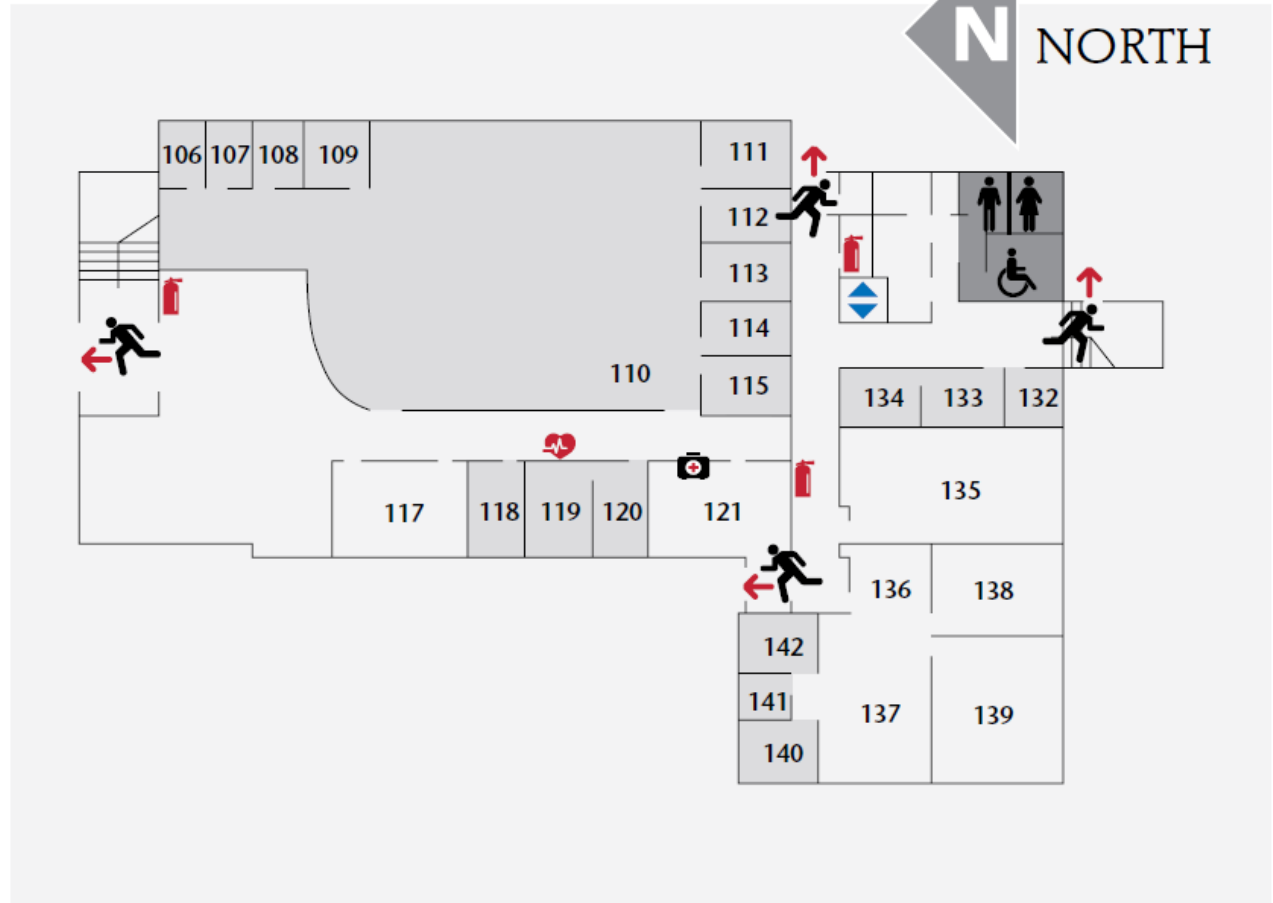
ELEVATOR  
ACCESS



ADA  
ACCESSIBLE



RESTROOMS



# Questions?

Thank you

## Articulation Agreement and Transfer Guide Handbook

This document is intended to support the development of articulation agreements and transfer guides for approved Clackamas Community College programs, it is in no way a substitute for the appropriate curriculum process.

### **Purpose:**

Clackamas Community College (CCC) is committed to developing and implementing articulation agreements and transfer guides with four-year colleges/universities to promote transfer of academic credit for our students.

Development of articulation agreements and transfer guides:

- Supports curricular alignment with educational partners.
- Identifies appropriate transfer courses for students.
- Creates program-specific articulation agreements.

This handbook establishes the key elements of the articulation and transfer guide process, providing guidance to Deans and Department Chairs to facilitate formal and informal partnerships with four-year colleges/universities.

### **Definitions:**

*Articulation* is a broad term that relates to various methods by which students can receive transfer credit for specific course work that they have mastered.

*Articulation Agreements* are formal agreements between educational institutions for the transfer of course credit taken at one institution to another institution. The agreements are contracts signed by representatives of both entities.

*Transfer Guides* are informal agreements between institutions that identify courses for students to take toward completion of specific degrees.

### **Principles:**

CCC intends to enter into articulation agreements and transfer guides that:

- Increase access to and attainment of students' education/career goals.
- Align with CCC's program offerings.
- Strengthen partnerships and initiatives that benefit students and CCC.

*Note: This document was modeled after the Lone Star College System and Portland State University's Articulation Agreement Guidelines Manuals.*



**Types of Agreement:**

Agreement:	How it is developed/implemented:
<b>Formal Articulation Agreement</b>	
<i>AAS Program-to-Program Articulation Agreement:</i> Specifies how courses in an Associate of Applied Science (AAS) at CCC will transfer to a specific major at a four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<i>AS Program-to-Program Articulation Agreement:</i> Specifies how courses in an Associates of Science (AS) at CCC will transfer to a specific major at a four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<i>Other Agreement Options:</i> Specifies how courses in a specific certificate or pre-requisite program at CCC will transfer to a specific major at another community college or four-year college/university. Generally accompanied by a Transfer Guide.	Generally initiated by academic departments, this is a formal agreement that must be vetted and signed by the Vice President of Instruction and Student Services, Dean of Curriculum and Planning, and specific Division Dean.
<b>Informal Agreement</b>	
<i>Transfer Guides:</i> Transfer guides are term-by-term advising maps designed to illustrate pathways for students completing a CCC program that plan to transfer to specific majors at a specific four-year college/university.	Generally initiated by either academic departments or student services, this is an informal agreement that is signed by the Dean of Curriculum, Planning, and Research.

**Process:**

1. Articulation agreements or transfer guides do not substitute the appropriate curriculum process. The process identified in this handbook is for approved CCC programs.
2. Initiation
  - a. A request for an articulation agreement or transfer guide may be generated from either a CCC department (academic or student services) or four-year college/university.
  - b. Regardless of the origin of the agreement, all requests to initiate development of articulation agreements or transfer guides must be communicated in writing to the Office of Education Partnerships (OEP).
  - c. OEP will coordinate with the CCC department or four-year college/university to complete a "Notice of Intent Form" (Appendix A).
    - i. The notice will follow a standard format, including:
      1. Date
      2. Name and contact information of CCC faculty submitting the form
      3. Name of CCC Program
      4. Name of four-year college/university with which the agreement or guide will be developed
      5. Type of agreement
      6. Brief rationale to support entering into the agreement

7. Four-year college/university contact person and contact information
8. Department Chair's signature
9. Division Dean's signature

### 3. Development

- a. To ensure quality and consistency of agreements, the following areas will be addressed in all agreements: purpose of agreement and description of degrees/programs covered in the agreement, and terms of conditions (timeframe, review, and termination).
- b. Justification if the proposed articulation agreement or transfer guide is going to be more than 90-credits.
- c. OEP will work with the CCC department to develop the agreement.
  - i. For transfer guides the CCC department will complete a "Transfer Guide Template" (Appendix B).
    1. Include a statement on transfer guides that indicate the guide represents an articulation agreement (if appropriate).
  - ii. Once transfer guides are complete, the OEP is notified to ensure that the transfer guides are posted on the website.
- d. The partnering institution may draft an institutional or program specific agreement. The draft agreement is reviewed by the OEP and appropriate academic and service departments.

### 4. Approval

- a. OEP in collaboration with the CCC department engaging in the agreement will develop, implement, and coordinate the communication and approval from the partnering four-year college/university.
- b. Once the agreement is ready for review and signatures, OEP will forward it to the appropriate signatory for approval.
  - i. Division Dean
  - ii. Dean of Curriculum, Planning, and Research
  - iii. Vice President of Instruction and Student Services
- c. Upon approval, articulation agreements are electronically stored on the "I" drive Contracts folder, hard copies are housed in the Executive Offices.
- d. Upon approval, transfer guides are electronically store on the "I" drive Student and Academic Support Services (SASS) folder, hard copies are housed in the Curriculum Office.

### 5. Signing Ceremonies

- a. Signing ceremonies may be held for articulation agreements if appropriate.
  - i. Two sets of original documents are brought to the signing ceremony.
  - ii. Agenda to include:
    1. Welcome and introduction of each institution's representatives
    2. Comments by those present
    3. Signing activity
    4. Closing remarks and photo coverage for press release
  - iii. CCC representatives invited to attend:
    1. Agreement development members from both institutions
    2. Student Services representative(s)

3. Department Chair
  4. Deans and Associate Deans
  5. Vice Presidents
  6. President
6. Promote the Agreement
    - a. Following approval, the agreement will be added to the CCC Articulation Agreement or Transfer Guide webpages.
    - b. Email notifications will be sent to:
      - i. Deans
      - ii. Department Chair
      - iii. Curriculum Office
      - iv. Director, Student and Academic Support Services
      - v. Directors of Harmony and Wilsonville Campuses
    - c. Copies of the agreement are disseminated as a PDF to the partnering college/university.
    - d. Director, Student and Academic Support Services informs Academic & Career Coaches of new agreements at department meetings.
    - e. Directors of the Harmony and Wilsonville Campuses will inform Academic & Career Coaches of new agreements at department meetings.
  7. Annual Review
    - a. All agreements will be reviewed annually to ensure alignment with current curriculum.
    - b. Agreement review will occur by CCC academic department representatives and the Curriculum Office.
    - c. Each reviewed agreement will be dated to reflect the date of the reviewed and to assist in maintaining the most current agreements.
  8. Renewal
    - a. Prior to the expiration of an agreement, the OEP will notify CCC academic departments that an agreement is about to expire. The current agreement will be attached to the notification.
    - b. At that time the CCC academic department works with the partner college/university to review and revise the agreement as appropriate.
    - c. Departments will need to update agreement forms as well as transfer guide and submit for review and approval following the standard process.
    - d. Once the agreement is ready for review and signatures, it will be forwarded to the appropriate signatory for approval.
    - e. Upon approval, articulation agreements are electronically stored on the "I" drive Contracts folder, hard copies are housed in the Executive Offices.
    - f. Upon approval, transfer guides are electronically store on the "I" drive Student and Academic Support Services (SASS) folder, hard copies are housed in the Curriculum Office.

## Appendix A: Notice of Intent Form

### Notice of Intent to Develop an Agreement

<b>Date:</b> <i>Click here to enter text.</i>
<b>Name of CCC Program:</b> <i>Click here to enter text.</i>
<b>Name of Partnering Institution:</b> <i>Click here to enter text.</i>
<b>Type of agreement:</b> <input type="checkbox"/> AAS Program to Program Articulation Agreement <input type="checkbox"/> AS Program to Program Articulation Agreement <input type="checkbox"/> Other Agreement Options <input type="checkbox"/> Transfer Guide
<b>Brief Rationale to Support Entering into the Agreement:</b> <i>Click here to enter text.</i>
<b>CCC Program Contact (Name, Title, Email, and Phone Number):</b> <i>Click here to enter text.</i>
<b>Partnering Institution Contact (Name, Title, Email, and Phone Number):</b> <i>Click here to enter text.</i>
<b>Department Chair's Signature</b>
<b>Division Dean's Signature</b>

*\*Justification if the proposed agreement or transfer guide will be more than 90-credits.*

## Appendix B: Transfer Guide Template

Clackamas Community College - *ENTER DEPT NAME*

Transfer Guide with *ENTER COLLEGE NAME*

Purpose: *Click here to enter text.*

Clackamas Community College <i>ENTER DEGREE PROGRAM</i>	<i>ENTER COLLEGE NAME</i> <i>ENTER DEGREE PROGRAM</i>
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Program/Major Requirements:

CCC Courses	Quarter Credits	<i>COLLEGE NAME</i> Course Equivalents	Quarter Credits
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>
<i>Click here to enter text.</i>	<i># of cr.</i>	<i>Click here to enter text.</i>	<i># of cr.</i>

Additional Requirements for Program/Major: <i>LIST REQUIREMENTS OR TEXT WITH DESCRIPTION</i>
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In addition to the departmental requirements listed above, students must also complete coursework for university admission, general education requirements and BA/BS requirements. Meet with a *COLLEGE NAME* Academic & Career Coach to develop an effective transfer plan that will meet your individual needs.

General Education Requirements: <i>Click here to enter text.</i>
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Terms of Condition: This Agreement shall cover the \_\_\_\_\_ catalog year. This Agreement will be reviewed each year for changes to either party's course and/or program offerings. Either party may terminate or suspend this Agreement for upon ninety (90) days written notice. Notwithstanding the termination of this Agreement, any students who are in a class shall be treated as if this Agreement continues to be in effect.

**Clackamas Community College** \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_