

College Council Minutes

Date: 2.17.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
Minutes (2/3/17)	Sue Goff	Minutes from the meeting held on 2/3/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Accreditation	Joanne Truesdell	Joanne came to with us the big picture on this accreditation recommendation, core theme indicators. The college has been in an effort to go from core theme teams over the last few years to actually defining our core themes. How do we know we are achieving the objectives that we said we wanted to attain around those core themes? It is about data, benchmarking, and identifying those areas we want to improve. We have a way to measure in order to make a difference as we fulfill our mission. The importance about this is moving forward. Our work over the last few years has been trying to keep our attention focused. We need to keep assuring ourselves that our efforts are making a difference. When those indicators roll up into the core themes that roll up into our mission, we actually know we are getting the job done for the people that we serve.
Core Theme Indicators	Donna Larson Dawn Hendricks	The accreditation steering committee is here today to share some new language for the objectives and indicators for our core themes and seek feedback. Core Theme: Academic Transfer - We prepare learners to transition to a four year institution and attain their goals for further education. We reviewed the objectives and the indicators. Language that was questioned included “timely way” and “quality educational experience”. The objectives have to reflect the core theme and it has to go down the line of logic. So right now the line of logic on objective #1 is the quality of the learning outcomes. Core Theme: CTE - We prepare learners to attain their career goals through programs that reflect the labor market needs of business and industry. No feedback or suggestions came forward. Core Theme Essential Skills - We prepare learners to attain high school completion, to achieve English language proficiency, and to gain college and career readiness skills in mathematics, reading, and writing. One change is GED completion is now omitted. Core Theme Lifelong Learning - We create opportunities for the lifelong professional, cultural, and personal development of our community

		members. Feedback provided asking what percentage of our students audited classes. Additional input was gathered at open houses this week. The survey link is still available until later this afternoon provide feedback.
2017-18 Tuition & Fees – 1st Read	Alissa Mahar Chris Robuck	A resolution for 2017-18 tuition and fees was presented to the board at their February meeting, and we will ask them to approve it in March. Chris reviewed the two primary considerations, tuition and fees. The first is ensuring that our budget supports the college operations and our improvements, and the second, is the impact on the students, affordability. 2017-18 Recommendations: Tuition: Increase \$3 per credit hour - from \$90 to \$93. General Student Fee: Increase \$0.50 per hour - currently \$2 to \$2.50 per credit hour. Student Technology Fee: Increase \$1.00 per credit hour - currently \$4.50 to \$5.50 per credit hour. College Service Fee: No change. How does this impact the students and are ways that we can mitigate that? Our tuition and fees are next to the lowest in terms of costs compared to Oregon’s seventeen community colleges. We anticipate that even with these fee increases, we will still remain in a relative position because all of the schools are considering similar increases. Clackamas is constantly trying to do things to ensure that we stay affordable. Those initiatives that will help a student to define why they are here as well as define their objectives and choose classes that they need to make that transfer to a university. Finally, the Board resolution calls out some initiatives that the bookstore has made to offer low or no cost textbooks as well as a number of faculty who are working on open education resources which would result in a no cost textbook or very close to it. Comments or concerns, just send an email to Alissa or Chris.
Establishing the CCC Ready Advisory Group	Donna Larson Pete Kandratieff	Donna presented for Wendi Babst, our interim director of Campus Safety. Since Alyssa has come on board, we have been working to get CCC disaster resilient. The CCC Ready Advisory Group has forwarded a charter for College Council to review for the purpose of guiding CCC in the development and implementation of mitigation, preparedness, response, and recovery plans to protect and preserve the safety and well-being of its students, staff, faculty and visitors. We plan to build strong teams and build partnerships along with the proper training and equipment to help us effectively respond to threats and emergencies. Stephanie Schaefer commented that the Emotional Trauma Response Team (ETRT) was not included. Nora Brodnicki was concerned how we will be able to supply adequate equipment and supplies, and Donna included that the group is working to secure probable funding from the state.

<p>2nd Read – ISP 290 Educational Progress</p>	<p>Nora Brodnicki</p>	<p>Today it is back to College Council for the second read. This policy replaces “Ability to Benefit”. It was here previously for the first read without comments. Required to do a second read. No suggestions or changes came forward. Further feedback contact Nora Brodnicki.</p>
<p>Construction Schedule and Impacts for Summer 2017</p>	<p>Bob Cochran Mickey Yeager</p>	<p>Bond projects are proceeding as planned. Bob shared for the first time yesterday he was on the second and third floor of Harmony West. He introduced Mark Butler, the senior project manager Lease Crutcher Lewis, who is working on the Instructional Technical Center (ITC). Mark shared what our summer and next year will look like relative to this project. Soon the building is going to break ground. Currently, we are waiting on the permits and will begin a major part of the project, the parking improvements. We will set up our site fencing and make sure that signage and security to ensure that everyone is safe. They will work to close off access, block parking lots and paths for summer as construction begins. On the north side of the project, we need to allocate a new fire access lane that will serve the fire department connection on the end of Randall Hall. The parking lot will be repaved and ready for the beginning of fall term. A question was raised about the motorcycle training area that is located under the power lines. They are working with Cycle Oregon who will be using the training location through the spring and will need to move to a different location during the summer. The permanent plan will relocate the course to that same location as well as provide some compact parking due to the height and vehicle size restriction under the power lines. Elevator replacements are scheduled for summer term starting with Randall, then Barlow and finally McLoughlin. In August, the ramp in Barlow will get torn out and rebuilt since it is not compliant with ADA standards. Mickey is working on a project with Human Resources and the Disability Resource Center (DRC) to identify spaces that not only are impacted because of this but spaces that we can use to accommodate those with needs of elevators. Classes will be relocated based on the needs of our students. We will provide signage to notify that the elevator will be unavailable and to contact DRC, so we can make accommodates. Plan ahead and make arrangements to relocate furniture during this time.</p>
<p>1st Read – ARC 600 Email Use Policy & Seeking Feedback for ARC 600P Email Use Procedure – Student</p>	<p>John Ginsberg</p>	<p>The chair of the Access, Retention and Completion (ARC) Committee, brought a first read for ARC 600 Email Use Policy. The policy is very straight forward stating that the Clackamas email is the official method of communication. It was reviewed without further comment. In regard to ARC 600P Email Use Procedure – Student, is here today seeking feedback to return to ARC to continue to work on the language. John reviewed</p>

		<p>the email use procedure for students which states recommendations and expectations, but it also includes privacy of information for their Clackamas email, etc. Feedback included: add a guideline to outline what is appropriate to email a staff or faculty member as well as the number of times to contact. Maybe refer students back to a said policy or hyperlink on student conduct. We could add some generic language suggesting a “reasonable standard.” John continued that the procedural language was about emailing to students and that the language would be mirrored for the faculty/staff to ensure that we are communicating with students with their myClackamas email account. We haven’t included, since our policies are student focused, restrictions or reasonable standards outlined for our faculty/staff. It was suggested that maybe faculty/staff need to reply back within a number of hours or business day, guidelines that could speak to the number of emails as well as the appropriate content. Currently, we don’t have any institutional standards around that issue and this would require further discussion. A suggestion was to change the language to “students should” rather than “you should”. John asked for further recommendations on what to include for the email use procedures for students. Please send additional feedback to John Ginsburg.</p>
<p>Committee Reports 1. Instructional Standards and Procedures (ISP) 2. Presidents’ Council</p>	<p>Sue Goff</p>	<p>ISP Committee Report – The focus of this committee is on policy and procedures. Each one is brought to College Council for two reads. Representatives that serve are from across the divisions. The majority of our members are faculty as per the full-time faculty contract. They are on a three-year rotation and we stagger membership, so we always have some expertise left as new members come in. We also have some semi-permanent representation like the Registrar whom is always present. When reviewing a standard, subcommittees are formed depending on the topic, others are brought in with expertise as needed. For example, if there is a strong connection to Financial Aid, we contact the director and form a subcommittee. Meetings are held on the second and fourth Fridays from 8 - 9:30 a.m. in CC127. Future and past agenda, minutes, and associated documents can be found on the portal site. Our primary goal is to review and keep all of the standards and procedures current. We have been working with the Access, Retention and Completion (ARC) Committee as sometimes there is crossover that is student focused in regard to institutional priorities and enrollment management practices and policies. It is critical that our two committees work together to have discussed topics even before it comes up to College Council. We are working to create a better repository for where you can find all of our policy and procedures in one place –</p>

		<p>not buried within the committee website. For the past two years, the committee has been working with Jack Hardy along with the Marketing Team to make a public presence for these documents. We have a new numbering system along with a more modernized look with updated font and formatting. Another project is that we are working to Identifying which ones are missing. The committee recognized that we need better communication strategies when changes are made particularly in lieu of not having a repository.</p> <p>Presidents' Council – We reviewed the 2017-18 Tuition & Fees proposal and discussed both the final version of the Administrative Regulation: Retaliation and Whistleblower Protection and the final version of the Board Policy Academic Freedom and Responsibility. In regard to the proposed Diversity Committee membership, it is likely that they will report directly to Presidents' Council or directly to the President.</p>
<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential 		<ol style="list-style-type: none"> 1. ASG – Ariel Mead: Upcoming events: Black History Month movie, “42: The Jackie Robinson Story,” 11 a.m.-2 p.m., Fireside Lounge Monday, February 27. Health Fair and National Breakfast Day scheduled on Monday, March 6, 10 a.m. – 1 p.m. in the Community Center. Free Food Market every Thursday starting at 11 a.m. until food runs out. Recently painted the Painted Cougar Cave and reorganized. 2. Classified – No report. 3. Part-time Faculty – Leslie Ormandy: Continued issues with the email group. 4. Full-Time Faculty – Nora Brodnicki: Brenda Marks is scheduled for surgery. Rochelle Dawn is creating care packages/baskets for her. If you would like to contribute, gifts of whatever you like... books, candy, cards, written jokes, trinkets of love). Rochelle is also collecting frozen dinners from people to deliver after her surgery. Bring items to Rochelle in Roger Rook by Thursday, February 23. 5. Administrative Confidential – Jarett Gilbert: Reminder that the All-Staff Breakfast and Recognition on March 23. Breakfast will be served from 7-9 a.m. and the recognition celebration is scheduled for 9-10 a.m. The college will announce an evening recognition event at a later date.

<p>Announcements</p>	<p>All</p>	<p>John Ginsberg – Reminder that Thursday, February 23, is the Clackamas Regional Skills Competition.</p> <p>Eden Francis & Justin Montgomery – Former naval aviator, test pilot, member of the Chickasaw Nation and the first registered indigenous person in space, retired Cmdr. John B. Herrington will present his research around Native American youth’s engagement with STEM, 5 p.m. March 2 in the Gregory Forum. This event is sponsored by BUILD EXITO and STEM-CATS at Clackamas Community College, Portland State University, the Northwest Portland Area Indian Health Board and Clackamas Community College's Cultural Arts Committee and Associated Student Government. A small book signing from 3-3:30 p.m. The committee agree to support \$500 to help sponsor this event for organizer Max Wedding.</p> <p>Alison Ihrke – The library has a new book collection of Instructional Support & Professional Development (ISPD) materials that both Alison with Jil Freeman developed that are available to faculty and staff. We also have a numerous books focusing on Science, Technology, Engineering & Math (STEM) in higher education.</p>
<p>Present</p>		<p>Sue Goff (Chair), Robert Keeler, Donna Larson, Chris Robuck, Alison Ihrke, Ryan Davis, Dawn Hendricks, Stephanie Schaefer, Joyce Gabriel, Lori Hall, Scot Pruyn, Mark Butler, Bob Cochran, Nora Brodnicki, Jennifer Bown, Eden Francis, Molly Burns, Luke Norman, Leslie Ormandy, Justin Montgomery, Ariel Mead, Kim Quiroz, Pete Kandratieff, Andrea Vergun, Dave Gates, Sarah Hoover, Denice Bailey, BJ Nicolette, John Ginsburg, Joanne Truesdell, Laura Lundborg, Beth Hodgkinson (recorder)</p>