

College Council Agenda

Date: 4.21.17 | 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
Minutes (4/7/17)	<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 4/7/17 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
Graduation 2017	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Max Wedding	15 min	Student Profile Nomination Faculty/Staff Processional Registration	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Sponsored Dual Credit	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jaime Clarke	10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Administrative Regulation – 1st Read	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Chris Smith	10 min	Title IX & Gender or Sex-Based Misconduct Policy	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Committee Reports 1. Presidents' Council	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Patricia Anderson Wieck	5 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential	<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	
May 5, 2017		12:00pm	1:30pm	CC127	
Attendance					
College Council Members 16-17: 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 Pruyn (AFaC), Andrea Vergun (AFaC), Ryan West (AFaC), Sue Caldera (TAPS), Ida Flippo (TAPS) Chris Hughes (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Patricia Anderson Wieck (HR) Jennifer Nelson (CS), Mickey Yeager (CS), Bill Calabrese (CPR), Sarah Hoover (AS), Bob Keeler (AS), All Association Presidents, All Deans					
Notes to Self			Deferred Items		
<ul style="list-style-type: none"> College Council Minutes can be found at F:\1MINUTES\College Council\16-17 					

College Council Minutes

Date: April 7, 2017 | Begin: 12:00 p.m. | End: 1:30 p.m. | Location: CC127 | Recorder: Tami Strawn

Item/Presenter	Minutes
Minutes (3/17/17)	Minutes from the meeting on 3/17/17 were previously sent out for review. Any comments/corrections, please contact Beth Hodgkinson.
Equipment Funding / Chris Robuck	<p>At the last college council, Mickey Yeager talked the about process of getting equipment.</p> <p>Chris reviewed the Business Office Policy: Equipment Funding – draft update 4-5-17. This also includes a chart showing what type of equipment, the funding source as well as the decision process.</p> <p>If you have a request already in, it will be handled under the old system.</p> <p>Any questions, please contact Chris. The updated policy will be posted on the Business Office website Monday or Tuesday.</p>
ISP – 2nd Read / Tara Sprehe	<p>ISP-191 Administrative Withdrawal</p> <p>Prerequisite checking will become automated. If a student fails a class, then they no longer meet the prerequisites for next term. We need a way to Administratively Withdraw the student.</p> <p>Are we using the word “Enrolled or registered” – 2nd sentence in the summary. Will use “registered”.</p>
Campus Poster Policies / Jairo Rodriguez & Kevin Anspach	<p>ASG’s original goals poster guidelines were:</p> <ul style="list-style-type: none"> • Clean up campus by reducing clutter of posters/fliers and blue tape usage. • Partner with signage committee to review current posting guidelines. • Work with brand manager to encourage proper logo usage and approval policies. <p>They have come up with new poster guidelines. These should make it clearer when someone wants to post something. A few highlights of the new guidelines:</p> <ul style="list-style-type: none"> • Postings allowed on bulletin boards only at all 3 campuses. • Proof of brand review is required.

- Certain information must be included on the posters.

Key reminders:

- All posters that have the CCC logo or mascot must be reviewed for brand compliance prior to printing.
- Don't use tape or staples. Tacks available on boards and at ASG.
- Ask permission before posting on department maintained boards.

Do union posters need logo? No, logo needed. Clubs do not need the logo either.

Posting policies will be marked on all bulletin board. If the bulletin board is ASG maintained the posting policies will be in red. If the bulletin board is Department maintained, the posting policies will be in blue.

The 3 most common logo/mascot usage mistakes:

- Don't place logo too close to the edges.
- Don't place logo on left side or top. Place in bottom right or bottom centered.
- Don't place logo in a white box on solid or busy backgrounds. Use the solid white (reversed) logo instead (in brand toolbox).

Bulletin boards will be monitored to check that all posters/flyers are in compliance with the guidelines. Looking to identify areas where additional bulletin board may be needed. Before posting, you will have to sign in at ASG with proof that it has been reviewed for brand compliance.

If posters/flyers are still up 30 days after the event, please police yourself and take them down. This takes a community to make it happen.

Class cancellations still go on doors.

Brand toolbox will be updated to include additions for templates for posters. Poster guidelines will be available soon at ASG and in the brand toolbox.

Working towards being more strict about logo usage. Proof of brand review will be required if CCC logo or mascot is used on poster.

**Accreditation Update /
David Plotkin**

The 3 main things the Accreditation Steering Committee has worked on this year:

1. Draft – Spring 2017 Year One Mission and Core Themes Self-Evaluation Report (can be found at <http://www.clackamas.edu/search.aspx?searchtext=Accreditation>)
2. Input and communication regarding changes to core themes and indicators.
3. Core Theme Committee structure.

Upcoming timeline for Accreditation reporting:

- Spring 2018 – Recommendations 2 and 3 are addressed and resolved (CTE / Assessment)
- Fall 2018 – Report addressing Recommendations 4 and 5 (Core themes / Indicators)
- Spring 2020 – Mid-cycle (Year Three) Report and visit.

Core themes should have lagging indicators and strategic priorities should have leading indicators.

Summary of Recommended Changes to Core Themes:

- Academic Transfer: We prepare learners to transition to a four-year institution and attain their goals for further education.
- Career Technical Education: We prepare learners to attain their career goals through programs that reflect the labor market needs of business and industry.
- Essential Skills: We prepare learner to attain high school completion, to achieve English language proficiency, and to gain college and career readiness skills in mathematics, reading, and writing.
- Lifelong Learning: We create opportunities for the lifelong professional, cultural, and personal development of our community members.

Input and Communication was done by the following:

- Core them survey
- Open forums at all campuses with committee
- College Council, Presidents' Council
- Consultation with key stakeholders

Would like to better integrate work we are doing with all planning processes.

Looking at creating a new committee: Mission Fulfillment Committee. It would report to College Council regularly.

<p>Committee Reports</p> <ol style="list-style-type: none"> 1. Assessment Committee / David Plotkin 2. Presidents' Council / Tara Sprehe 	<ol style="list-style-type: none"> 1. Not reporting on Assessment committee today. Reported on Accreditation Committee instead (see previous agenda item). 2. Tara Sprehe does not attend Presidents' Council. According to others in attendance, Presidents' Council has not met since last College Council.
<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG / Megan Baumhardt 2. Classified 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty 5. Administrative Confidential / Jarett Gilbert 	<ol style="list-style-type: none"> 1. ASG: It's welcome week. Lending library is open. We moved the barbeque to Tuesday to get more students. ASG incorporating music during the barbeque. Wednesday was the National Day of Hope. It was hard to keep the candles lit since it was so windy. A total of 80 people participated by lighting candles and sharing their stories. Some people came back after dark to light the candles. Next Thursday is National Titanic Remembrance Day. There will be a screening of the movie <i>Titanic</i> in the CC Mall at 11 a.m. Free snacks will be provided. The Community Wellness Program created a bike rental program. Megan brought the application and information for College Council. The rate is \$40 per term to rent a bike, and a 10% discount at a local bike shop for repairs. To promote ASG awareness, they will be having an egg hunt. If you find an egg, bring it into ASG and you will receive candy and a message as to what ASG does. ASG will be having a raffle for both staff and students. Bring 2 cans of food to the Cougar Cave and get a raffle ticket to win the raffle basket filled with goodies. April is sexual assault month. ASG is handing out teal awareness ribbons. The college purchased emergency whistles with CCC logo. To pick up either one, they are located in the ASG office. ASG is hosting self-defense classes with CCC instructor, Robin Robinson. Classes are free for students and staff. They are April 10 at 1 p.m.; April 18 at 11 a.m.; and April 26 at 1 p.m. ASG will be doing a flag campaign in the quad to raise awareness of sexual assaults. 26th of April is National Denim Awareness Day. There will be an email to staff with all the events. Creative services is working on a flyer. John Ginsburg has been working with the students. Megan has been doing a great job. 2. Classified: No report/representative.

	<p>3. PTF: Talked about the community garden. There will be an Association picnic in June. Working with HR on processes in their contract. PTF work dwindles in summer, but PTF can now claim unemployment over the summer.</p> <p>4. FTF: Recently discussed opening of elections. Having a luncheon in May.</p> <p>5. Admin/Confidential: Having elections for next year. Would like to give kudos to Lori and team for the ITC groundbreaking ceremony. Great all staff breakfast and recognition – thanks to Tami and Tara. Thanks to ASG for bringing the popsicle cart by Harmony.</p>
<p>Announcements / All</p>	<ul style="list-style-type: none"> • Megan: ASG elections process started this week. • Patricia: Wellness Reminders - Get your BMI with the body fat machine partly bought by employees and college. If you are interested in getting your BMI, please email Tracy Nelson. We have a free gym here to use. Tracy and Michelle send out information. We have support from Jim Martineau.
<p>Present</p>	<p>Tara Sprehe, Robert Keeler, Stephanie Schaefer, David Plotkin, Kevin Anspach, Jairo Rodriguez, Megan Baumhardt, Alison Ihrke, Bill Waters, Lori Hall, Ryan West, Jack Hardy, Sarah Hoover, Stephen Wilks, Chris Hughes, Patricia Anderson Wieck, Jarett Gilbert, Chris Robuck, Andrea Vergun, Leslie Ormandy, Alissa Mahar, Tami Strawn (recorder for Beth Hodgkinson)</p>

**STUDENT PROFILE NOMINATION
2017**

Student's Name:

Datatel ID # (if known):

What night is the student graduating? THURS. 6/15 _____ FRI. 6/16 _____

Nominated by: _____ **Ext:** _____

Why would this student's experience at CCC make a good "student profile" story?

Criteria for consideration: (Nominee should meet at least one.)

- outstanding student
- an inspiration to others
- involved in extra-curricular or service activities while at CCC
- has had to overcome personal difficulties or challenges to reach educational and personal goals.
- unusual path to college or how community college helped to achieve personal goals
- provided pathway to career goals

Nominations will be accepted through **Friday, April 28.**

You may send your nomination to Denice Bailey, B-223 or email denice.bailey@clackamas.edu

**CLACKAMAS COMMUNITY COLLEGE
FACULTY/STAFF PROCESSIONAL REGISTRATION**

All faculty and staff at Clackamas Community College are welcome to lead the graduating class into the Randall Gym during the graduation ceremonies. Please fill out the form below to register.

NAME: Click here to enter text.

EXT: Click here to enter text.

EMAIL: Click here to enter text.

GED Ceremony, June 15: YES NO

Commencement Ceremony, June 16: YES NO

Please fill this portion out if you need regalia rented. Gown rentals will be ordered through Jostens.

Due by 5/5/17. The college also has a limited supply of gowns and hoods on hand.

Last Degree Earned: Click here to enter text.

Discipline of Degree Earned: Click here to enter text.

Name of Institution: Click here to enter text.

City & State of Institution: Click here to enter text.

HEIGHT: Click here to enter text. **WEIGHT: (approx.)** Click here to enter text.

Please return to:
gradceremony@clackamas.edu

Clackamas Community College
Attn: Max Wedding
19600 Molalla Ave.
Oregon City, OR 97045

503-594-3008

High School Instructor Qualifications to Participate in Advanced College Credit (ACC)

- 1) Dual Credit:
 - a) For lower division transfer courses, Masters degree in content area or Masters degree with 30 graduate credits in the content area.
 - b) Career and Technical Education may require an Associates degree or equivalent, plus industry recognized credentials, and years of industry experience.

- 2) Sponsored Dual Credit (SDC):
 - a) Each department will need to provide documentation of minimum qualifications to participate in SDC. Specific qualifications may be flexible by department.
 - b) Depending on department requirements, qualifications may include, but are not limited to:
 - i) Masters degree in Teaching/Education
 - ii) Content area specific graduate level credits (# of credits), emphasis area
 - iii) Work experience
 - iv) Industry recognized credential
 - v) Have served as a Teaching Assistant

Proposed levels of sponsorship/involvement for SDC

High school instructor sponsorship by CCC faculty (full-time or part-time) may have various levels of involvement. The proposed levels of involvement are listed below:

- 1) Level 1
 - a) High school instructor only needs quarterly interactions with sponsor.

- 2) Level 2
 - a) High school instructor needs several (no more than monthly) interactions with sponsor.

- 3) Level 3
 - a) High school instructor needs an individualized plan and more regular (bi-monthly) interactions with sponsor.

ISP 370P

Advanced College Credit (ACC) Procedure

PURPOSE

Allows high school students to receive college credit for approved, designated high school classes taught in the high schools during regular school hours by high school instructors.

SUMMARY

Clackamas Community College grants college credit for equivalent college classes offered at high schools, taught by approved high school instructors who meet college standards and procedures, as stipulated by the respective academic departments and based on the Oregon Dual Credit and Sponsored Dual Credit Program Standards.

PROCEDURE

1. Registration and data collection processes will be administered through the Office of Education Partnerships and coordinated with the appropriate college offices, policies, and departments.
2. The Office of Education Partnerships will be the initial point of contact for the high schools, compile the necessary materials, and coordinate with appropriate college staff, department chairs/directors, and faculty members for review.
3. The Office of Education Partnerships will track Dual Credit and Sponsored Dual Credit instructors in the high school to ensure compliance with the following standards:
 - a. Required interactions between high school instructors and college faculty have occurred and are documented;
 - i. Annual interactions (e.g., Teacher Meetings) for Dual Credit instructors, and
 - ii. Quarterly interactions (e.g., email, phone, video conference, or in-person) for Sponsored Dual Credit instructors.
 - b. Syllabi are submitted each term the class is offered.
 - c. Class level outcome assessment submitted at least once a year as defined by the CCC academic department.
 - d. Agreements are reviewed every three years by the appropriate academic department chair.
4. Documentation for all signed Advanced College Credit (ACC) agreements will reside in the Office of Education Partnerships.

The Office of Education Partnerships will:

1. Administer agreements entered into by the college and high schools.
2. Review and track compliance for: regular interactions, syllabi submittal, assessment submittal, and agreement review to ensure that requirements are being met and that compliance issues are addressed.
3. Complete the following if Advanced College Credit high school instructors are found to be out of compliance:
 - a. Send an informal warning to high school instructor stating compliance issue within 15-days of being found out of compliance.
 - b. Send a formal written warning to high school instructor, administrator, and college department chair stating required actions and timeline within 45-days of non-compliance.
 - c. Suspend the agreement and post a notification on the ACC website, blocking registration if corrective action has not been taken within 90-days from the initial notification.
 - d. May reauthorize suspended agreements once the high school instructor has addressed the compliance issue.

CCC Department Chairs/Lead Faculty will:

1. Review and approve/deny high school instructor and course(s) based on state, college, and departmental standards.
2. Determine if the ACC instructor qualifies for Dual Credit or SDC, if applicable the level of SDC.
3. Engage in regular interactions with ACC instructors under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions must consist of program updates and substantive interactions between the ACC high school instructor and college faculty.
 - a. CCC faculty must interact with Dual Credit instructors at least once annually (e.g., Teacher Meetings).
 - b. CCC faculty must interact with SDC instructors at least once quarterly.
4. Document regular interactions with ACC instructors.
5. Conduct a site visit as needed at the discretion of the college department chair or lead faculty member. Site visits provide an opportunity for the college to visit the high school instructor during class, to discuss course content, curriculum, and assessments one-on-one, and to provide feedback on course alignment. Visits will follow the site visit guide and college faculty will submit the completed form to the Office of Education Partnerships after the visit.

ACC Instructors will:

1. Engage in regular interactions with CCC faculty under both Dual Credit and SDC standards. Regular interactions may occur via email, phone, video, or in-person. These interactions must consist of program updates and substantive interactions between the ACC high school instructor and college faculty.
 - a. Dual Credit high school instructors must interact with CCC faculty at least once annually (e.g., Teacher Meetings).
 - b. SDC high school instructors must interact with CCC faculty at least once quarterly.
2. Receive a site visit at the discretion of the college department chair or lead faculty member. Site visits provide an opportunity for the college to visit the high school instructor during class, to discuss course content, curriculum, and assessments one-on-one, and to provide feedback on course alignment. Visits will follow the site visit guide.
3. Maintain compliance with required interactions, syllabus submission, and assessment requirements. ACC instructors will be found out of compliance for missed interactions, incomplete syllabus (a syllabus that does not include all elements, as listed on the ACC Syllabus Checklist), and incomplete assessment materials.
4. Take action to correct compliance issues in a timely manner.
 - a. Corrective action options for interaction requirements will be department specific and may include:
 - i. Meeting with the department chair/lead faculty; or
 - ii. Submit a written reflection on assessment results.
 - b. Corrective action options for missing or incomplete syllabus include:
 - i. Submitting the missing syllabus; or
 - ii. Modifying and submitting the incomplete syllabus so that it is deemed complete.

REVIEW HISTORY

ISP Committee	Adopted	April 22, 2016
College Council	Reviewed	February 15, 2013

TITLE IX & GENDER OR SEX-BASED MISCONDUCT

Overview and Intent of Policy

Clackamas Community College believes in a zero tolerance policy and is committed to the elimination of gender and sex-based misconduct in its programs, services and intercollegiate activities. Members of the College community, students, guests, volunteers and visitors have the right to be free from all forms of gender and sex-based discrimination as defined in this policy.

All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of misconduct is brought to a responsible employee's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are immediately stopped, never repeated, and their effects are remediated.

It is the intent of the Board that appropriate corrective action is taken by the College to stop the gender-based or sexual misconduct, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or gender-based/sexual misconduct awareness training, as deemed appropriate. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional gender-based or sexual misconduct awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined by a designated or assigned panel for this purpose.

Additionally, the College may report individuals in violation of this policy to law enforcement officials as required by law.

This policy is intended to define College and community expectations, and to establish a mechanism for determining when those expectations are not met.

Awareness and Training

The President or designee shall ensure annual awareness training and/or information is provided to all students and staff. Compliance oversight designees responsible for accepting and managing complaints, grievances or incidents will be updated as needed. Designee business phone numbers, addresses or other necessary contact information will be updated as needed. This policy as well as the complaint procedures are available to all students and staff.

Definitions

Gender or sex-based discrimination, as outlined by the College Nondiscrimination Policy, is defined as discrimination based on a person's gender, sexual orientation, perceived or expressed gender identity and/or conformity, or any difference, perceived or actual, concerning topics of gender or sexuality. It may include, but is not limited to, discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignment to classes; in student discipline; in location and use of facilities; in educational offerings and materials; and/or in accommodating the public at public meetings.

Gender-based or sexual misconduct may include, but is not limited to physical touching, graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually in the presence of another, unwanted or unwelcomed discussion or statements about topics of a sexual nature in front of others, or spreading rumors about or rating others (such as appearance, sexual activity, sexual orientation¹, or performance) when:

1. The conduct is unwelcomed, unwanted, unsolicited, and/or nonconsensual
2. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits (quid pro quo);
3. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting educational programs, activities, employment, and/or assignment of students and staff;
4. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered may include, but are not limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the alleged harassment; number of individuals involved; age of the alleged harasser; where the alleged harassment occurred; and other incidents of gender-based or sexual misconduct involving the same or other College students or staff.

Grievance Reporting Procedure

This procedure requires an immediate determination whether or not there is a reasonable cause to believe the policy has been violated, then provides for prompt and equitable resolution of complaints about behavior that may violate this policy. The following Complaint and Investigation Process must be followed to ensure due process and consistency throughout the College.

Any responsible employee who has knowledge of conduct in violation of this policy or feels he/she is a victim must immediately report his/her concerns to the Title IX Coordinator, Behavioral Intervention Team, department supervisor, or any College administrator. A student may also report concerns to an instructor or staff member who will promptly notify the appropriate College official. The student or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the College against any person who, in good faith, reports or files a complaint, or otherwise participates in an investigation or inquiry of gender or sexual based misconduct.

Confidentiality Statement: If one desires that details of the incident be kept confidential, they should speak with on-campus counselors or off-campus health service providers or crisis resources who can maintain confidentiality. Campus counselors are available to help you free of charge. Several options for reporting are available in our Resource Guide at the following link: (add link to guide here, once approved.) You may also access the Oregon Sexual Assault Task Force (SATF) at: <http://campus.oregonsatf.org/>

Title IX Complaint and Investigation Process and Procedure

1. Complaint is received.
 - a. Title IX email
 - b. BIT Referral
 - c. Meeting or contact with any responsible employee
 - i. Confidential reporting options are available. If these resources are used, the person receiving the complaint is under no obligation to report it for further investigation or inquiry. These resources include:
 1. Community/Crisis Advocates (on and off campus)
 2. CCC Counseling Department
 3. Off-Campus Health Service Providers
2. Determine if the complaint alleges violations applicable under Title IX. If gender is a component of the complaint, consider Title IX to be applicable.
 - a. Gender or Sex-Based Misconduct
 - b. Sexual Harassment
 - c. Discrimination on the basis of Sex
3. Notify the Title IX Coordinator. An investigator will be assigned to respond to the complaint.
4. Investigator will perform the Intake process, including:
 - a. Provide Title IX and SB759 resource document
 - b. Begin Title IX Documentation Worksheet
 - c. Any or all of the following are put into place, if necessary:
 - i. Interim measures

- ii. Safety plans
 - iii. Police report
 - iv. Medical exam
 - v. Advocate services
- d. Determine if the claimant wishes to proceed with an investigation and what outcomes are desired.
 - i. If the claimant does not wish to pursue an investigation, the College will take steps necessary to prevent or remediate any violations with any information it has
- e. Take the details of the claim, including details and any evidence and/or witnesses.
 - i. After notes have been compiled, send to the complainant for review, corrections, additions, and approval.
- 5. Notify the respondent of the complaint and investigation. Ensure that the notification outlines the allegations, potential policies violated, and non-retaliation verbiage. Request that the respondent schedule an appointment to take their response, including any evidence and/or witnesses.
- 6. Meet with the respondent to take their response.
 - i. After notes have been compiled, send to the respondent for review, corrections, additions, and approval.
- 7. Schedule and meet with witnesses, and/or gather applicable evidence.
- 8. Analyze evidence to determine findings using the “preponderance of the evidence” approach.
- 9. Write the official report of investigation, outlining relevant details, and findings, stating whether the event was “more likely than not” to have occurred.
 - a. Respondents are either “Found Responsible” or “Not Found Responsible”.
 - b. The report must be reviewed by the Title IX Coordinator prior to release.
- 10. Provide the written report to both the complainant and respondent, as well as any sanctioning or appeals panels or individuals.
 - a. For students, sanctions are determined by the Behavioral Intervention Team
 - b. For employees of the College, sanctions are determined by a panel to include the supervisor, dean, and a representative of the applicable association. This panel may be adjusted when appropriate based on the relationship of the complainant and respondent.
- 11. Sanctions are applied by the appropriate panel. Sanctions imposed must be appropriate to eliminate the occurrence of the violation, prevent its reoccurrence, and remediate its effects.
 - a. Sanctions are documented in a sanctions memo by the appropriate panel/individual, and provided to the claimant and respondent.
- 12. Appeal processes are available to either party that may disagree with the procedure of the investigation and/or the severity of the sanctions imposed. If an appeal is requested, the final outcome will be documented in a letter or memo from the person hearing the appeal.
 - a. Students may appeal to the Dean of AFaC.
 - i. If the Dean of AFaC is a party in the complaint, another administrator at the Dean Level or above will be assigned by the Title IX Coordinator.
 - b. Employees may appeal to the Vice President of their division.
 - i. If the Vice President is a party to the complaint, an appeal may be made to the President (or next level of authority).

- ii. If the President is a party of the complaint, an appeal may be made to the Board of Education.

References and Resources

Please refer to administrative regulation for:

Gender or Sexual-based Misconduct Complaint Procedure

http://policy.osba.org/clackcc/J/JBA_GBN%20R%20G1.PDF

Other Discrimination Complaint Procedure

<http://policy.osba.org/clackcc/AB/AC%20R%20G1.PDF>

All Title IX leadership personnel are familiar with the “Dear Colleague Letter”. The designees below are authorized to assist staff and students with questions or concerns related to gender or sexual-based misconduct, discrimination, or harassment.

*Title IX Coordinator, Patricia Anderson Wieck
Dean of Human Resources
503-594-3300*

*Deputy Title IX Coordinator, Christopher Smith
Human Resources Compliance Specialist
503-594-3302*

State legal definitions of domestic violence and/or dating violence can be found at the following site: [The Clery Center for Security on Campus](#)

Student Conduct Process can be viewed in the “Student Rights & Responsibilities” section of the current [Student Handbook](#).

END OF POLICY

Legal Reference(s):

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.

Cross Reference(s):

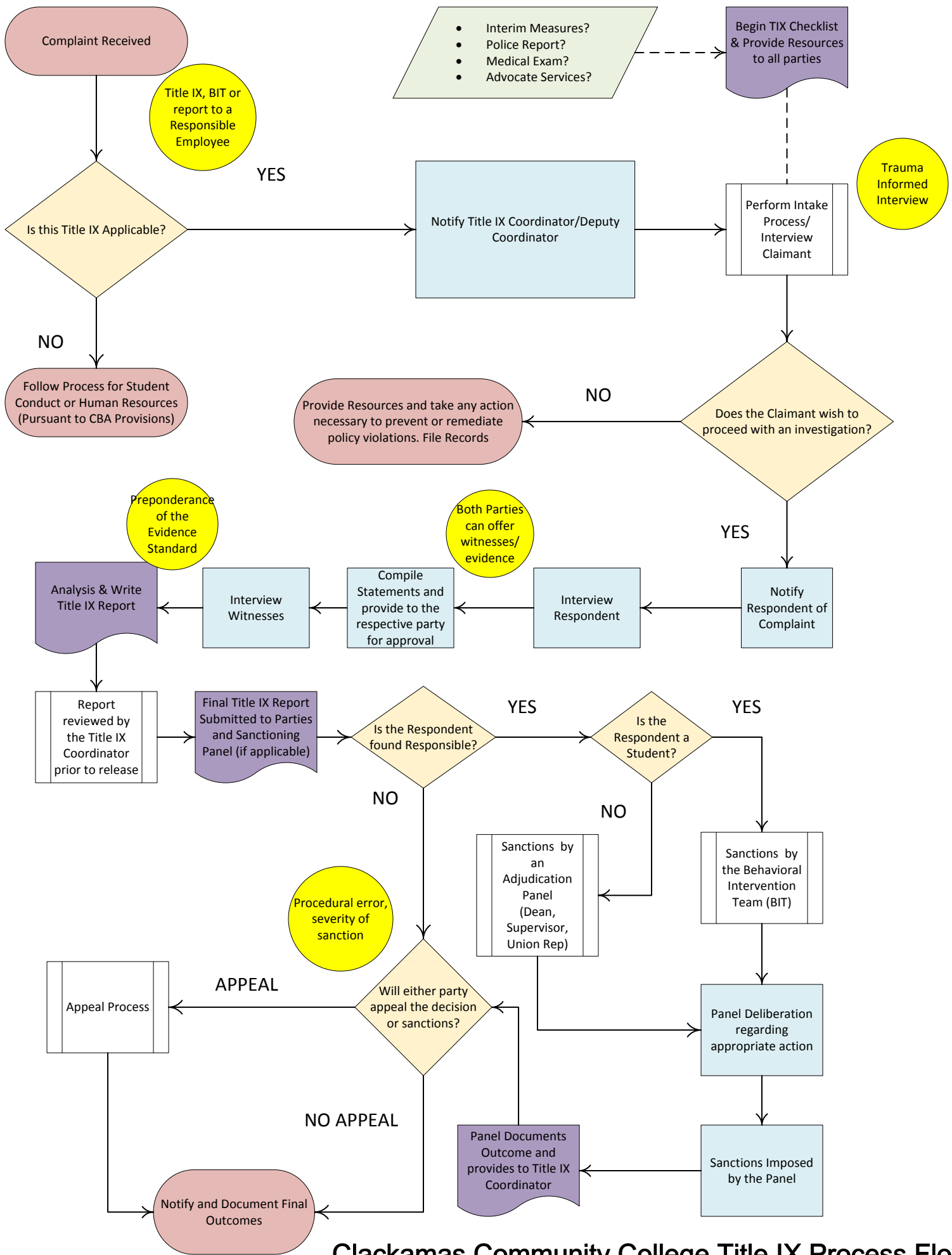
AC-Nondiscrimination

JB - Nondiscrimination: Equal Education Opportunities and Freedom of Access

¹Sexual orientation means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, 1 regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

Approved by President’s Council: TBA

(Date)



Clackamas Community College Title IX Process Flow

Sexual Harassment

The College is committed to the elimination of sexual harassment in its programs, services and intercollegiate activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in College business, such as employees of businesses or organizations participating in cooperative programs with the College and others not directly subject to College control at athletic competitions or other events. "College" includes College facilities, College premises and non-College property if the student or employee is at any College-sponsored, College-approved or College-related activity or function where students are under the control of the College or where the employee is engaged in College business.

Sexual harassment of students and staff shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for educational decisions affecting a student or employment or assignment of staff;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with an employee's ability to perform his/her job; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the College involving the same or other students or staff.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature, displaying or distributing of sexually explicit drawings, pictures and written materials, sexual gestures or obscene jokes, touching oneself sexually or unwelcomed discussion or statements about topics of a sexual nature in front of others or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any student or employee who has knowledge of conduct in violation of this policy or feels he/she is a victim of sexual harassment must immediately report his/her concerns to the compliance officer or department supervisor

who has overall responsibility for all investigations or any College administrator. A student may also report concerns to an instructor or counselor who will promptly notify the appropriate College official. The student or staff member who initiated the complaint shall be notified of the findings of the investigation and, if appropriate, that remedial action has been taken.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the educational assignments or study environment of a student complainant or any terms or conditions of employment or work environment of the staff complainant. There shall be no retaliation by the College against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the College to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the President or designee.

Additionally, the College may report individuals in violation of this policy to law enforcement officials.

The President shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff and students and that annually, the name and position of College officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available to all students and staff in student and staff handbooks.

The President will establish a process of reporting incidents of sexual harassment.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

[ORS 659A.029](#)

[OAR 589-010-0100](#)

[ORS 659.850](#)

[ORS 659A.030](#)

[ORS 659A.006](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d.

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e.

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683.

Cross Reference(s):

JBA/GBN - Sexual Harassment