

College Council Agenda

Date: 5.5.17 | 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 (4/21/17)	<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 4/21/17 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
President Search Forums, May 8-12	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Amanda Coffey	10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Safety Update	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	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
ARC – 1st Reads	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Christina Bruck	20 min	ARC 640 Academic Accommodations Policy ARC 641 Service Animal Policy ARC–ISP 642 Personal Audio and Video Recording Policy	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Self Service Faculty Tab	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Dustin Bare Chris Sweet	20 min	New Terminology: Faculty – Faculty Consent Faculty – Requisite Waiver Faculty – Student Petition	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

Committee Reports 1. Access, Retention, and Completion (ARC) 2. Curriculum 3. Presidents' Council	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	John Ginsburg	10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
		Terry Mackey	10 min		
		Sue Goff	5 min		
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 19, 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: 4.21.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
Minutes (4/7/17)	Sue Goff	Minutes from the meeting held on 4/7/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Graduation 2017	Max Wedding	All interested faculty and staff are welcome to lead the graduating class during the ceremony. Make sure to register by May 5 to participate. The Graduation Planning Team is asking for nominations of exemplary graduating students to highlight during the ceremony. Forward all nominations to the team by April 28.
Sponsored Dual Credit	Jaime Clark	We reviewed the draft document on sponsored dual credit qualifications and levels. The document identified the qualifications to participate in Advanced College Credit (ACC) for both dual credit and sponsored dual credit (SDC) for high school instructors. There are various proposed levels of sponsorship and/or involvement for sponsored dual credit between high school instructors and CCC faculty. Forward any feedback to Jaime.
Administrative Regulation – 1st Read	Chris Smith	Human Resources came to College Council to present two items: updated language for our existing Sexual Harassment administrative regulation along with a new administrative regulation entitled Title IX & Gender or Sex-Based Misconduct. Currently, at Clackamas, the specific processes of Title IX are not documented on a global level. Human Resources is proposing a Title IX & Gender or Sex-Based Misconduct Policy to be included as an administrative regulation CCC’s board policy on discrimination. This will reaffirm our commitment to the institution and to Title IX. The intent is that appropriate corrective action is taken by the College to stop the gender-based or sexual misconduct, prevent its recurrence and address negative consequences. The addition of this new administrative regulation will ensure that we have a consistent process that is reliable for our students, staff and faculty. Forward any feedback to Chris.
Committee Reports 1. Presidents’ Council	Patricia Anderson Wieck	We continued to discuss the Diversity Committee’s membership list. There was a recruitment update on the Dean of Business Services, the Dean of AFAC, and the Director of College Safety. The Talent Acquisition Process for full-time faculty presented a second read.

<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 – Megan Baumhardt: Finals week events: Dead Week Day of Massage and the ASG Powercart. The bicycle rental program is available for students at the cost of \$40 a term. Welcome week events: \$1 BBQ, book exchange, and lending library. ASG will light candles to honor the National Day of Hope. New shelving was installed in the Cougar Cave. On April 13 the ASG will celebrate the National Titanic Remembrance Day. April is Sexual Assault Awareness month (SAAM). 2. Classified – Chris Smith reporting: The executive board was asked for feedback and ideas for the upcoming Summer Skills Camp. This year the camp will spread over two weeks with a variety of both morning and afternoon sessions. 3. Part-time Faculty – Leslie Ormandy: We are in the process of asking for nominations for officers next year. We will be reinstating the part-time faculty picnic. We are working with Human Resources to ensure that the contract is appropriately executed. 4. Full-Time Faculty – Nora Brodnicki: The full-time faculty is seeking nominations for the election for next year. All nomination due by April 29. We recently signed a memo of understanding (MOU) on Article 6 of the full-time contract related to InService. 5. Administrative Confidential – Jarett Gilbert: We are also looking for a rep for next year. The next administrative confidential meeting is scheduled on May 4.
<p>Announcements</p>	<p>All</p>	<p>Jarett Gilbert – Shout out to both Ariane, Brittany along with the whole team who organized the High School Partner luncheon. The dental assistant program had 100% pass rate for the x-ray exam.</p> <p>Patricia Anderson Wieck – Upcoming events: This weekend continue to celebrate Earth Day at the Environmental Learning Center (ELC); May 6 – SOLVE Cleanup at the ELC; May 18 – ELC Restoration Kickoff</p>
<p>Present</p>		<p>Patricia Anderson Wieck (Acting Chair), Robert Keeler, Alissa Mahar, David Plotkin, Rachel Morgan, Megan Baumhardt, Lori Hall Max Wedding, Sarah Hoover, Jack Hardy, Jaime Clarke, Greer Gaston, Chris Smith, Stephanie Schaefer, Jarett Gilbert, Laura Lundborg, Beth Hodgkinson (recorder)</p>



We want to know what staff and faculty want in our next leader. What challenges will the next president face? What opportunities will there be? What are your expectations of the CCC president? Your input matters.

Nine forums are scheduled for the week of May 8-12 on all three campuses. Three of the forums are designed just for students, faculty and staff to ensure your unique needs are understood and addressed. However, you can attend any one of the nine forums that is most convenient for you. Refreshments will be served.

Campus forums – open to all students and college staff and faculty:

Date	Time	Location
May 8	3:30-5 p.m.	Gregory Forum 108
May 10	noon-1:30 p.m.	Community Center 127
May 11	8:30-10 a.m.	Gregory Forum 108

Community Forums – open to all CCC district residents, college staff, faculty, and students:

Date	Time	Location
May 8	5:30-7 p.m.	Gregory Forum 108
May 9	3:30-5 p.m.	Wilsonville commons
May 9	5:30-7 p.m.	Wilsonville commons
May 11	3:30-5 p.m.	Harmony lobby
May 11	5:30-7 p.m.	Harmony 310
May 12	noon-1:30 p.m.	Community Center 127

The Board of Education plans to conduct the president search this fall and announce the next Clackamas Community College president by spring 2018.

For more information, visit <http://www.clackamas.edu/PresidentSearch>.

ARC 640

Academic Accommodations Policy

PURPOSE

Establishes college standards for reasonable academic accommodations.

SUMMARY

Clackamas Community College ensures that all students have equal access to post-secondary education that is free of barriers by providing reasonable accommodations to those students who qualify in accordance with the Americans with Disabilities Act of 1990 (ADA).

A reasonable academic accommodation is an adjustment to a course or program that provides equal access or opportunity to qualified students who have documented disabilities, but does not impact the learning outcomes. The accommodations are for these students to have equal opportunity or to enjoy the same benefits and privileges as are available to students without disabilities.

The Disability Resource Center (DRC) is responsible for the determination of reasonable accommodations for students in accordance with the 2008 amendments to the Americans with Disabilities Act. Recent amendments to this act state that the documentation process may not be burdensome nor create barriers to students' equal access to educational opportunity.

In following federal guidance, the college will take into consideration two of three sources or an observable disability, in no particular order, when evaluating whether a student qualifies for reasonable accommodations at Clackamas Community College:

1. any documentation that is provided,
2. staff interactions or observations, and/or
3. student's self-report.

In using defined guidelines the DRC will determine reasonable accommodations for each student. DRC staff will then work with faculty to coordinate the accommodations.

END OF POLICY

APPROVALS

ISP Committee – if appropriate	Date: 04/28/2017
General Council	Date:
College Council – first reading	Date:

College Council – second reading	Date
President's Council – if appropriate	Date:

ARC 641

Service Animal Policy

PURPOSE

To establish guidelines for services animals in class or other campus areas.

SUMMARY

Clackamas Community College is committed to reasonably accommodating people with disabilities in compliance with applicable state and federal laws. Requests for a service animal will be determined on a case by case basis in accordance with applicable laws and regulations.

A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. The work or task a dog has been trained to provide must be directly related to the person's disability.

STANDARD

As a general rule, Clackamas Community College will modify policies, practices, and procedures to permit the use of a service animal by an individual with a disability.

1. The ADA defines “service animal” as the following:

- a. A dog (or miniature horse) that has been individually trained to do work or perform tasks for the benefit of an individual with a disability.
- b. Other animals, whether wild or domestic, do not qualify as service animals.
- c. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support e.g. comfort, therapeutic benefit, companionship, etc. are not service animals.
- d. Individuals with mental disabilities may use service animals that are individually trained to perform a specific task.

2. The Oregon Revised Statutes (ORS) define “service animal” as the following:

- a. A dog that is wearing a dog guide harness and is trained to lead or guide a person who is blind (ORS 346.610).

- b. A “hearing ear dog” means a dog that is on an orange leash and that is trained to assist a person who is deaf (ORS 346.640).
- c. An “assistance animal” means any animal trained to assist a person with a physical impairment in one or more daily life activities, including but not limited to dog guides trained to pull a wheelchair, fetch dropped items, or perform balance work (ORS 346.680).
- d. An “assistance animal trainee” means any animal undergoing training to assist a person with a physical impairment and has the same rights as a fully trained dog when accompanied by a trainer.

3. Conflicting Disabilities

If an individual with a disability and a service animal is registered in a course or present in a college area and another person arrives with serious allergies to animals, the first person cannot be removed to accommodate the second person. Individuals with serious allergies or respiratory medical issues are encouraged to meet with the Disability Resource Center Coordinator to discuss possible solutions to the situation.

4. Threat to Safety

If a service animal is determined to be out of control or threatening others as reported by students, staff, or administration, the infraction will be referred to Public Safety and B.I.T. Consequences may include but not be limited to muzzling a barking dog, refresher training for both the animal and individual with a disability, or exclusion of the service animal from college facilities.

5. Access to College Premises

An individual with a disability shall be permitted to be accompanied by a service animal in all areas of the college where members of the public, participants in services, programs, or activities, are allowed to go. The Disability Resource Center Coordinator can be contacted and will review any situations on a case by case basis where there is anticipation of potential risk for the individual with the disability, service animal, other students, etc.

END OF POLICY

APPROVALS

ARC Committee - if appropriate	Date
General Council	Date
College Council - first reading	Date
College Council - second reading	Date
President’s Council - if appropriate	Date

ARC-ISP 642

Personal Audio and Video Recording Policy

PURPOSE

To establish guidelines for personal audio and video recordings in class or other campus interactions between students, faculty and staff of the college.

SUMMARY

Clackamas Community College acknowledges that there are many reasons why students would want to record lectures, other class content, or campus interactions to enhance their educational learning experience. The college also acknowledges that video and audio recordings can in some cases conflict with copyrighted material, confidentiality, or other privacy concerns of other campus community members.

The policy sets forth guidelines in compliance with Oregon law and Section 504 of the Rehabilitation Act of 1973 for the use audio recordings in a classroom to support personal educational learning while respecting federal copyright laws.

STANDARD

Any recording with a concealed recording device for personal, non-educational purpose, and without the knowledge and consent of others, whether in class or not, is prohibited (ORS 165.540). Recording for this policy is defined as any audio and/or video recording on any type of concealed device in class or in other campus interactions between students, faculty and staff of the college.

1. Classroom Standard

Clackamas Community College course materials are generally protected by federal copyright laws and should not be recorded unless one of the following conditions are met:

- a. With prior permission of the instructor; or
- b. As a reasonable academic accommodation established by the Disability Resource Center.

Instructors may request that during personal small group interactions, or other class activities involving peer discussion which are not instructor led, that recorders be turned off unless the group consents to be recorded.

2. Campus Standard

Recording on the Clackamas Community College for classes or other campus interactions shall be done for personal educational benefit only as permitted by Oregon law (ORS 165.540(6) (b)) with a recording device in open and plain view. The following guidelines must be followed:

- a. Any recordings will not be released to others or shared in postings on the internet, website, or any other social media.
- b. Course recordings or materials will not be disseminated in any part, to others, or in any way that would prevent a Clackamas Community College instructor's ability to copyright lecture.

- c. Recordings and materials will only be used under personal fair use guidelines and not infringe upon copyrights of instructors or others.
- d. Personal discussions or confidential information will not be recorded in private without the knowledge and consent of the other parties.
- e. Students who have received an academic accommodation to record lectures from the Disability Resource Center (DRC) must complete a recording agreement with the DRC.

Violation of any section of this policy could lead to conduct and disciplinary action.

END OF POLICY

APPROVALS

ISP Committee – if appropriate	Date 04/28/2017
General Council	Date 03/16/2017
College Council – first reading	Date
College Council – second reading	Date
President’s Council – if appropriate	Date



Student Planning in Self-Service

New Terminology

Three new terms are replacing the process formerly known as “Instructor Consent.” These terms are below.

Faculty Consent

Faculty Consent is required for a student that would like to enroll in a course after it has started.

Requisite Waiver

A **Requisite Waiver** is required for a student that would like to enroll in a course without officially meeting a course prerequisite.

Student Petition

A **Student Petition** is required for a student that would like to enroll in a course with a special requirement. For instance, “A camera is required for this class.”

Questions? Contact StudentPlanning@clackamas.edu

Faculty- Faculty Consent

Faculty consent is required for a student that would like to enroll in a course after it has started. The steps below are for the course instructor to grant faculty consent in Self -Service. **Please note that you must have the student ID to proceed.**

**Log in to Self-Service. The web address for Self-Service is:
<https://selfservice.clackamas.edu/student>**




Sign in

Enter your user name and password to sign in.

<input type="text" value="UserName"/>	<input type="password" value="Password"/>	<input type="button" value="Sign in"/>
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Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

Select Faculty



Faculty

Here you can view your active classes and submit grades and waivers for students.

Select the Course

The screenshot shows the Clackamas Community College faculty interface. At the top, there is a navigation bar with the college logo, user name 'Katie', and links for 'Sign out', 'Help', and 'Notifications'. Below this is a breadcrumb trail: 'Daily Work > Faculty > Faculty Overview'. A dark blue banner reads 'Manage your courses by selecting a section below'. The main content area is titled 'Winter Term 2017' and contains a table with three columns: 'Section', 'Times', and 'Locations'. The table lists several courses, including 'ANT-232-01: Indians of North America', 'ART-117-01: Basic Design: Three Dimen Comp', 'ART-132-01: Drawing', 'BI-212-01: Biol/Sci Mjrs-Animal Biology', 'MTH-010-01: Fundamentals of Arithmetic I', 'SPN-101-01: First-Year Spanish I', 'SPN-102-01: First-Year Spanish II', and 'WRD-098-01: Intro Read-Wrte 2 Collge Prep'. The 'SPN-101-01: First-Year Spanish I' course is highlighted in the table.

Section	Times	Locations
ANT-232-01: Indians of North America	T/Th 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
ART-117-01: Basic Design: Three Dimen Comp	M/W 1:00 PM - 3:50 PM 1/9/2017 - 3/25/2017	Art Center, AC122 Lecture/Laboratory
ART-132-01: Drawing	M/W 9:00 AM - 11:50 AM 1/9/2017 - 3/25/2017	Art Center, AC102 Lecture/Laboratory
BI-212-01: Biol/Sci Mjrs-Animal Biology	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	Dejardin Hall, DJ191 Lecture
MTH-010-01: Fundamentals of Arithmetic I	M/W 12:00 PM - 1:50 PM 1/9/2017 - 3/25/2017	TBD Lecture
SPN-101-01: First-Year Spanish I	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
SPN-102-01: First-Year Spanish II	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
WRD-098-01: Intro Read-Wrte 2 Collge Prep	T/Th 10:00 AM - 11:50 AM 2/12/2017 - 3/25/2017	TBD Lecture

Click the Permissions Tab


The screenshot shows the course management interface for 'SPN-101-01: First-Year Spanish I' during the 'Winter Term 2017' at the 'Oregon City Campus'. The course details are: 'M/W 8:00 AM - 9:50 AM', '1/9/2017 - 3/25/2017', and 'TBD'. Below the details is a navigation bar with three tabs: 'Roster', 'Grading', and 'Permissions'. The 'Permissions' tab is highlighted with a red rectangular box. Below the tabs, the text 'No registered students' is displayed.


Select Student Petition/Faculty Consent

SPN-101-01: First-Year Spanish I
Winter Term 2017
Oregon City Campus
M/W 8:00 AM - 9:50 AM
1/9/2017 - 3/25/2017
TBD

Roster Grading Permissions

Faculty Permissions
Please select a waiver or petition below to continue

 **Requisite Waiver**
Waive prerequisites so that a student can register for the course

 **Student Petition/Faculty Consent**
Override restrictions and add an individual student to the action

Click the "+Add New" button on the Faculty Consent Status line

Roster Grading Permissions

< Back To Faculty Permissions

Student Petition/Faculty Consent

Student Petition Status [+ Add New](#)

No existing students petitions

Faculty Consent Status [+ Add New](#)

No existing faculty consents

Enter the student ID, click Search

Add Faculty Consent

SPN-101-01: First-Year Spanish I Winter Term 2017

To approve or deny a faculty consent for a student, first select student.

Student ID

Status

Reason

Select the Status from the drop down

Add Faculty Consent

SPN-101-01: First-Year Spanish I Winter Term 2017

To approve or deny a faculty consent for a student, first select student.

Student

Status

Reason

Additional

Approved allows registration.

Conditional allows registration. Note: For Faculty Consent, "Conditional" is not recommended.

Denied does not allow registration.

Select a Reason from the drop down

The screenshot shows a web form titled "Add Faculty Consent". It has several fields: "Student" (blurred), "Status" (set to "Approved"), "Reason" (with a dropdown menu open), and "Additional Comments". The dropdown menu for "Reason" is highlighted with a red border and contains the following options: "Select a reason...", "Select a reason..." (highlighted in blue), "A. Meets Requirement", "A. Switching Sections", "A. Placement Correction", "A. Other Course Cancelled", "A. Needs to add Credits", "A. Started Term Late", "C. Will Meet Requirement", "D. Section at Capacity", "D. Missed too Much Class", and "D. Doesn't Meet Req.". A "Save" button is visible at the bottom right of the form.

The Reason Codes that lead with A are intended to be used with an approved status, the codes are:

- A.Meets Requirement
- A.Switching Sections
- A.Placement Correction
- A.Other Course Canceled
- A.Needs to add Credits
- A.Started Term Late

The Reason Codes that lead with C are intended to be used with an conditional status, the codes are:

- C.Will Meet Requirement

The Reason Codes that lead with D are intended to be used with an Denied status, the codes are:

- D.Section at Capacity
- D.Missed too Much Class
- D.Does not Meet Requisite

Add Additional comments as needed

Add Faculty Consent

Student [Blurred Name]

Status Approved ▼

Reason A. Meets Requirement ▼

Additional Comments Additional Comments

Cancel Save

Please remember the student, staff, and other faculty members assigned to the course can see the notes added in this section.

Click Save

Add Faculty Consent

Student [Blurred text]

Status Approved ▼

Reason A. Meets Requirement ▼

Additional Comments Additional Comments

Cancel Save

Once saved the student will be able to see the Faculty consent status on their side IF approved. A denial of a Student Petition will not appear in the student's screen of Self-Service.

Note: The student will not receive a notification when you take action on Faculty Consent. Please email the student when this step is complete.

Faculty- Requisite Waiver

A Requisite Waiver is required for a student that would like to enroll in a course without officially meeting a course prerequisite. The steps below are for the course instructor to approve or deny a requisite waiver in Self-Service. **Please note that you must have the student ID to proceed.**

**Log in to Self-Service. The web address for Self-Service is:
<https://selfservice.clackamas.edu/student>**




Sign in

Enter your user name and password to sign in.

<input type="text" value="UserName"/>	<input type="password" value="Password"/>	<input type="button" value="Sign in"/>
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Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

Select Faculty



Faculty

Here you can view your active classes and submit grades and waivers for students.

Select the Course

Manage your courses by selecting a section below

Spring Term 2017		
Section	Times	Locations
WRD-098-01: Intro Read-Wrte 2 Collge Prep	M/W 10:00 AM - 11:50 AM 4/3/2017 - 6/17/2017	TBD Lecture

Click the Permissions Tab

WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017
Oregon City Campus
M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
TBD

Roster Grading **Permissions**

No registered students

Select Student Requisite Waiver


WRD-098-01: Intro Read-Wrte 2 Collge Prep


Spring Term 2017
Oregon City Campus
M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
TBD

Roster Grading Permissions

Faculty Permissions

Please select a waiver or petition below to continue

 **Requisite Waiver**
Waive prerequisites so that a student can register for the course

 **Student Petition/Faculty Consent**
Override restrictions and add an individual student to the action

Click the "+Add New" button on the Student Waiver Information line

Roster Grading Permissions

< [Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information + Add New

Student Waivers

Enter the student ID, click Search

Add Student Waiver

WRD-098-01: Intro Read-Wrte 2 Collge Prep Winter Term 2017

To waive or deny waiving all required prerequisites for a student, first select student.

Student ID

Comments

Approve allows registration. Deny does not allow registration.

Please remember the student, staff, and other faculty members assigned to the course can see the notes added in this section.

Click Save

Add Student Waiver

WRD-098-01: Intro Read-Wrte 2 Collge Prep Winter Term 2017

To waive or deny waiving all required prerequisites for a student, first select student.

Student [blurred]

Comments

If the requisite waiver is approved the student will see the status. However, no status appears in the student's view if the requisite waiver is denied.

Faculty- Student Petition

A Student Petition is required for a student that would like to enroll in a course with a special requirement flag in Colleague. For instance, "A camera is required for this class." The steps below are for the course instructor to approve or deny a student petition in Self-Service. **Please note that you must have the student ID to proceed.**

**Log in to Self-Service. The web address for Self-Service is:
<https://selfservice.clackamas.edu/student>**




Sign in

Enter your user name and password to sign in.

Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

Select Faculty



Faculty

Here you can view your active classes and submit grades and waivers for students.

Select the Course

Manage your courses by selecting a section below

Spring Term 2017

Section	Times	Locations
WRD-098-01: Intro Read-Wrte 2 Collge Prep	M/W 10:00 AM - 11:50 AM 4/3/2017 - 6/17/2017	TBD Lecture

Click the Permissions Tab

WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017

Oregon City Campus

M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
TBD

Roster

Grading

Permissions

No registered students

Select Student Petition/Faculty Consent

WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017

Oregon City Campus

M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
TBD

Roster

Grading

Permissions

Faculty Permissions

Please select a waiver or petition below to continue



Requisite Waiver

Waive prerequisites so that a student can register for the course



Student Petition/Faculty Consent

Override restrictions and add an individual student to the action

Click the "+Add New" button on the Student Petition Status line

Roster Grading Permissions

< Back To Faculty Permissions

Student Petition/Faculty Consent

Student Petition Status + Add New

No existing students petitions

Faculty Consent Status + Add New

No existing faculty consents

Enter the student ID, click Search

Add Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

To approve or deny a petition for a student, first select student.

Student ID !

Status

Reason

Additional Comments

Select the Status from the drop down

The screenshot shows a web form titled "Add Student Petition" for the course "WRD-098-01: Intro Read-Wrte 2 Collge Prep" in "Spring Term 2017". The form includes a "Student" field, a "Status" dropdown menu, a "Reason" field, and an "Additional Comments" text area. The "Status" dropdown is open, showing options: "Select a status...", "Select a status..." (highlighted in blue), "Approved", "Conditional", and "Denied". The "Reason" field is also open, showing a dropdown menu. The "Additional Comments" field is empty. At the bottom right, there are "Cancel" and "Save" buttons.

- Approved allows registration.
- Conditional allows registration.
- Denied does not allow registration.

Select a Reason from the drop down

The screenshot shows a web form titled "Add Student Petition" for course "WRD-098-01: Intro Read-Wrte 2 Collge Prep" in "Spring Term 2017". The form includes fields for "Student" (blurred), "Status" (set to "Approved"), and "Reason". A dropdown menu for "Reason" is open, showing options: "Select a reason...", "A. Meets Requirement", "A. Switching Sections", "A. Placement Correction", "A. Other Course Cancelled", "A. Needs to add Credits", "A. Started Term Late", "C. Will Meet Requirement", "D. Section at Capacity", "D. Missed too Much Class", and "D. Doesn't Meet Req.". A "Save" button is visible at the bottom right.

The Reason Codes that lead with A are intended to be used with an approved status, the codes are:

- A.Meets Requirement
- A.Switching Sections
- A.Placement Correction
- A.Other Course Canceled
- A.Needs to add Credits
- A.Started Term Late

The Reason Codes that lead with C are intended to be used with an conditional status, the codes are:

- C.Will Meet Requirement

The Reason Codes that lead with D are intended to be used with an Denied status, the codes are:
D.Section at Capacity
D.Missed too Much Class
D.Does not Meet Requisite

Add Additional comments as needed

Add Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

Student [blurred]

Status Approved

Reason A. Switching Sections

Additional Comments Additional Comments

Cancel Save

Please remember the student, staff, and other faculty members assigned to the course can see the notes added in this section. See "How to write comments" document.

Click Save

Add Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

Student [Blurred]

Status Approved ▼

Reason A. Switching Sections ▼

Additional Comments Additional Comments

Cancel Save

Once saved the student will be able to see the Student Petition status on their side IF approved. A denial of a Student Petition will not appear in the student's screen of Self-Service. Note: The student will not receive a notification when you take action on Student Petition. Please email the student when this step is complete.

STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL

Clackamas Community College

DUE DATE:

Submission Date:

Year: 2016-17		Committee Name: ARC	
Committee Chair: John Ginsburg		Committee Members: Josh Aman, Dustin Bare, Christina Bruck, Jaime Clarke, Kara Leonard, Ariel Mead – ASG, Fernanda Mercado – ASG, David Miller, Suzanne Munro, John Phelps, Tara Sprehe, Max Wedding, Ryan West, Laura Lundborg, Chris Sweet, Bill Calabrese, Donna Larson, Ryan Stewart, Jim Martineau	
College Council Liaison: John Ginsburg			
Location of Minutes: Committee Website on MyClackamas (work order pending)			
Committee Meeting Schedule: 2 nd and 4 th Mondays 1:30p-3p			
Committee Rotation Schedule:			
Charge of Committee: Through research, best practice implementation, and student engagement practices, ARC participants, in consultation with the Instructional Standards and Procedures Committee as appropriate, will inform and guide the college regarding institutional priorities and enrollment management practices and policies.			
Mission Statement of Committee: The Access, Retention and Completion (ARC) Committee is a collaborative effort where representatives from constituent groups across the College prioritize, coordinate and shepherd the multiple projects and tasks derived from Strategic Priorities, Targeted Tasks and Institutional Activities related to Access, Retention and Completion.			
Goals/Objectives for Year: <ol style="list-style-type: none"> 1) Streamline and structure meetings 2) Move 'in-progress' policies to College Council 3) Begin to identify "big picture" items to tackle related to Access, Retention, and Completion 			
Other Issues Dealt With, if applicable: n/a			
Outcomes of Year's Goals and Objectives: <ol style="list-style-type: none"> 1) Meeting time reduced from 2 hours to 90 minutes (experimented with 60 minutes, but too short). Meeting structure currently divided in 3 parts: a) Just-in-time issues for the 			

team to communicate about; b) Policy proposal, discussion, and approval; c) Big Picture items related to Access, Retention, and Completion that take the input of the particular students, faculty, and staff represented – a place for brainstorming discussion, which then might be picked up by a particular department.

- 2) Tackling policies in sub-groups outside of ARC meetings, and discussion of policies inside meetings, seems to take longer than anticipated or desired. However, by year's end, policies regarding the following should be complete: Active deployment, Student e-mail use, Expressive Conduct (free speech), Identity Fraud and Theft, Sex Offender, Service Animals, Academic Accommodations, Recording Lectures, Military Deployment, and ID verification.
- 3) Due to the length of time spend discussing policies, not as much time has been spent in this regard. However, hopefully before the end of the academic year, conversation will be in progress related to: Academic Standing, Dropping All Courses, and other items identified shortly.

Current and Future Issues:

- Assessing 16-17 progress and structure; identifying big-picture items to delegate.

STANDING COMMITTEE
ANNUAL REPORT TO COLLEGE COUNCIL

Clackamas Community College

DUE DATE: May 3, 2017

Submission Date: May 3, 2017

Year:	Committee Name:
<p><i>Committee Chair:</i> Mackey, Terry</p>	<ul style="list-style-type: none"> • <i>Committee Members:</i> Terry Mackey [Chair] [2018/SP] • Dru Urbassik [Recorder, Curriculum & Scheduling] [permanent] • Bill Waters [Ex-Officio] [Dean, Curriculum, Planning & Research] • Megan Feagles [Curriculum & Scheduling] [permanent] • Elizabeth Carney [Faculty Assessment Coordinator] [Faculty/Ex-officio, no fixed term] • Terry Mackey [Library] [2018/SP] • Dustin Bare [Director of Student Academic Support Services or Registrar] [2017/SP] • Lars Campbell [Art, Communications, Theatre Arts, Journalism, Foreign Language, Music] [2017/SP] • Bev Forney [Business/Computer Science, Horticulture] [2018/SP] • Barry Kop [Sciences & Engineering] [2018/SP] • Jackie Flowers [Social Sciences] [2019/SP] • Lilly Mayer [Faculty-At-Large, Arts and Sciences division] [2019/SP] • Sue Goff [Ex-Officio] [Arts & Sciences division] • Matthew Altman [Ex-Officio] [Arts & Sciences division] • Jeff McAlpine [English] [2018/SP] • Ryan West [Ex-Officio] [Financial Aid and Scholarships] • April Smith [Ex-Officio] [Graduation Services] • Carrie Kyser [Math] [2017/SP] • Tracy Nelson [Health/Physical Education] [2018/SP] • Lupe Martinez [Faculty-At-Large, Academic Foundations and Connections division] [2019/SP] • Tara Sprehe [Ex-Officio] [Academic Foundations & Connections division] • Dave Bradley [Automotive, Apprenticeship, Manufacturing Technology] [2018/SP] • Mike Mattson [Automotive, Apprenticeship, Manufacturing Technology] [2018/SP] • Carol Dodson [Nursing, Allied Health, Public Services] [2018/SP] • Laurette Scott [Education, Human Services & Criminal Justice/Public Services] [2017/SP] • Shelly Tracy [Utilities Training Alliance] [2017/SP] • Cynthia Risan [Ex-Officio] [Technology, Health Occupations & Workforce division] • MaryJean Williams [Part-time Faculty]
<i>College Council Liaison:</i>	
<i>Location of Minutes:</i> http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings	
<i>Committee Meeting Schedule: 1st and 3rd Fridays each month</i>	
<i>Committee Rotation Schedule: two years</i>	

Charge of Committee:

Mission Statement of Committee: In supporting the mission of the College, the Curriculum Committee oversees the quality and content of course outlines and transfer and non-transfer degree and certificate requirements in accordance with the policies and guidelines of the Northwest Commission of Colleges and Universities (NWCCU) and other relevant agencies. The committee provides guidance, advocacy, and oversight for curricular issues that are cross-departmental or institutional in scope and impact. The Curriculum Committee works with the Curriculum Office, Instructional Standards & Procedures (ISP) Committee, the Assessment Committee and other college entities as necessary.

Goals/Objectives for Year: Please see attached PowerPoint Presentation

Other Issues Dealt With, if applicable: Please see attached PowerPoint Presentation

Outcomes of Year's Goals and Objectives: Please see attached PowerPoint Presentation

Current and Future Issues: Please see attached PowerPoint Presentation

Curriculum Committee

2016-17 Annual Report



Education That Works



Curriculum Committee Membership

Terry Mackey

Dru Urbassik

Megan Feagles

Bill Waters

Tara Sprehe

MaryJean Williams

Jeff McAlpine

Carrie Kyser

Brenda Marks

Tracy Nelson

Lupe Martinez

Ryan West

April Smith

Dustin Bare

Sue Goff

Lars Campbell

Bev Forney

Barry Kop

Jackie Flowers

Lilly Mayer

Cynthia Risan

Dave Bradley

Carol Dodson

Laurette Scott

Shelly Tracy

Elizabeth Carney

Curriculum Committee Mission

Mission/Charge

In supporting the mission of the College, the Curriculum Committee oversees the quality and content of course outlines and transfer and non-transfer degree and certificate requirements in accordance with the policies and guidelines of the Northwest Commission of Colleges and Universities (NWCCU) and other relevant agencies.

The committee provides guidance, advocacy, and oversight for curricular issues that are cross-departmental or institutional in scope and impact.

The Curriculum Committee works with:

- the Curriculum Office,
- Instructional Standards & Procedures (ISP) Committee,
- the Assessment Committee,
- and other college entities as necessary.

New Courses: 23

New Programs: 3

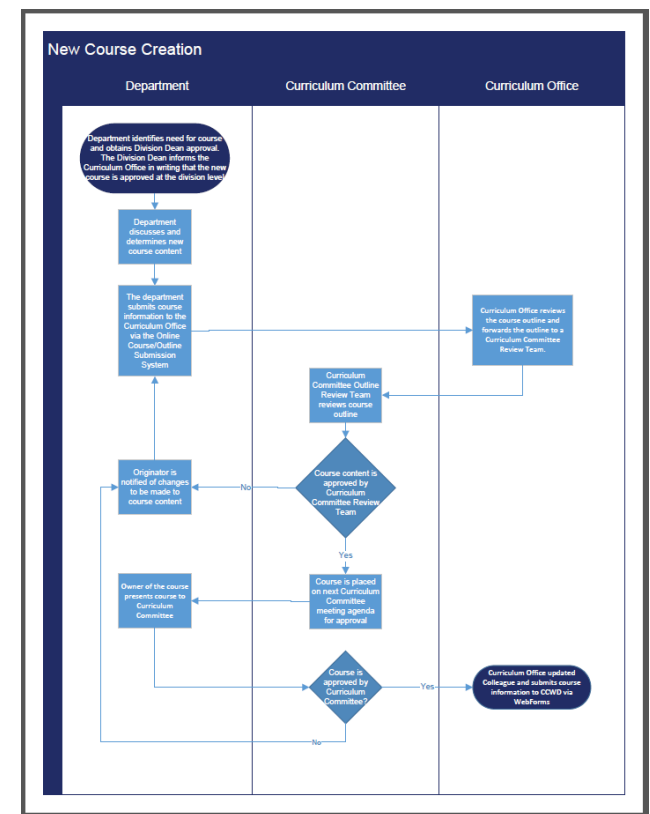
Program Amendments: 40

Program Suspensions: 8

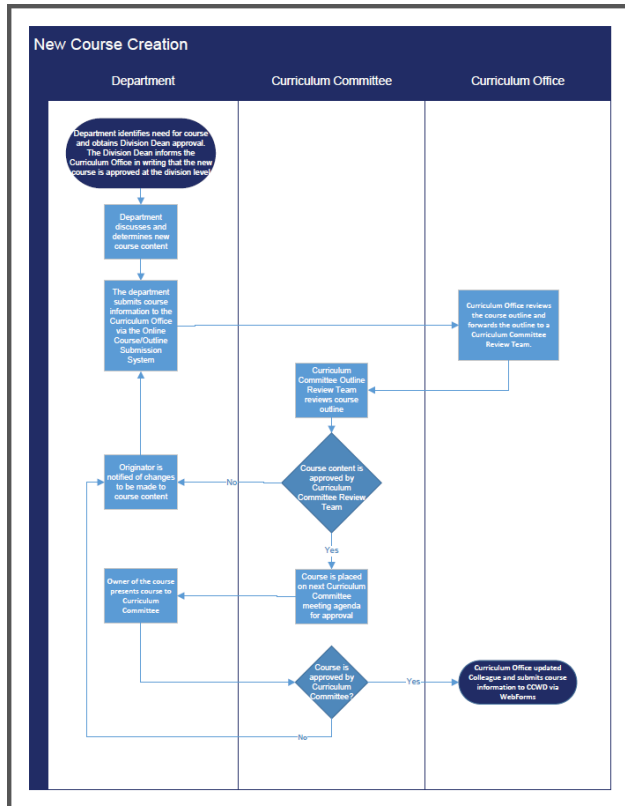
Process Documents

Curriculum Committee started the academic year on September 23. At the next meeting the Curriculum Committee adopted 4 Process documents. These documents come in three forms:

Name of Process:	Course Creation, Edits, Inactivation, and Reactivation	
Process Owner:	Curriculum Committee	
Created By:	Dru Urbassik	Last Updated By: Dru Urbassik
Date Created:	08/08/16	Last Revision Date: 08/08/16
Process Purpose:	The purpose of the Course Creation, Edits, Inactivation, and Reactivation Process is to formally outline the steps that are needed to create a new course, edit an existing course, inactivate a course, or reactivate a course.	
Process Input:	The process input for the Course Creation, Edits, Inactivation, and Reactivation Process is the department's determination that a new course is needed or an existing course needs to be updated. Once this need is identified, the Course Creation, Edits, Inactivation, and Reactivation Process will be initiated.	
Process Boundaries:	The process boundaries for the Course Creation, Edits, Inactivation, and Reactivation Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a new course, a course edit, or inactivation of a course is needed. The process's ending boundary is defined by the creation, edit, inactivation, or reactivation of a course.	
Process Flow:	<p><i>Course Creation</i></p> <ol style="list-style-type: none"> i. The department identifies a need for a new course ii. The department assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval iii. The department discusses the new course with the Division Dean. The Division Dean will provide written approval to the Curriculum Office before the new course is entered into the Online Course/Outline Submission System iv. The course content is then entered into the Online Course/Outline Submission System by the department and is submitted to the Curriculum Office v. The outline is reviewed by a Curriculum Committee Outline Review Team vi. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval vii. The owner of the course will need to be present at the next Curriculum Committee meeting in order to introduce the course and answer any questions posed by the committee viii. Once approved by the committee the course will be entered into Colleague and submitted to the Office of Community Colleges and Workforce Development (CCWD) for approval by the Curriculum Office 	



Process Documents



Curriculum Checklist New Course Creation

This checklist is to be used when creating a course that has never been approved and offered.

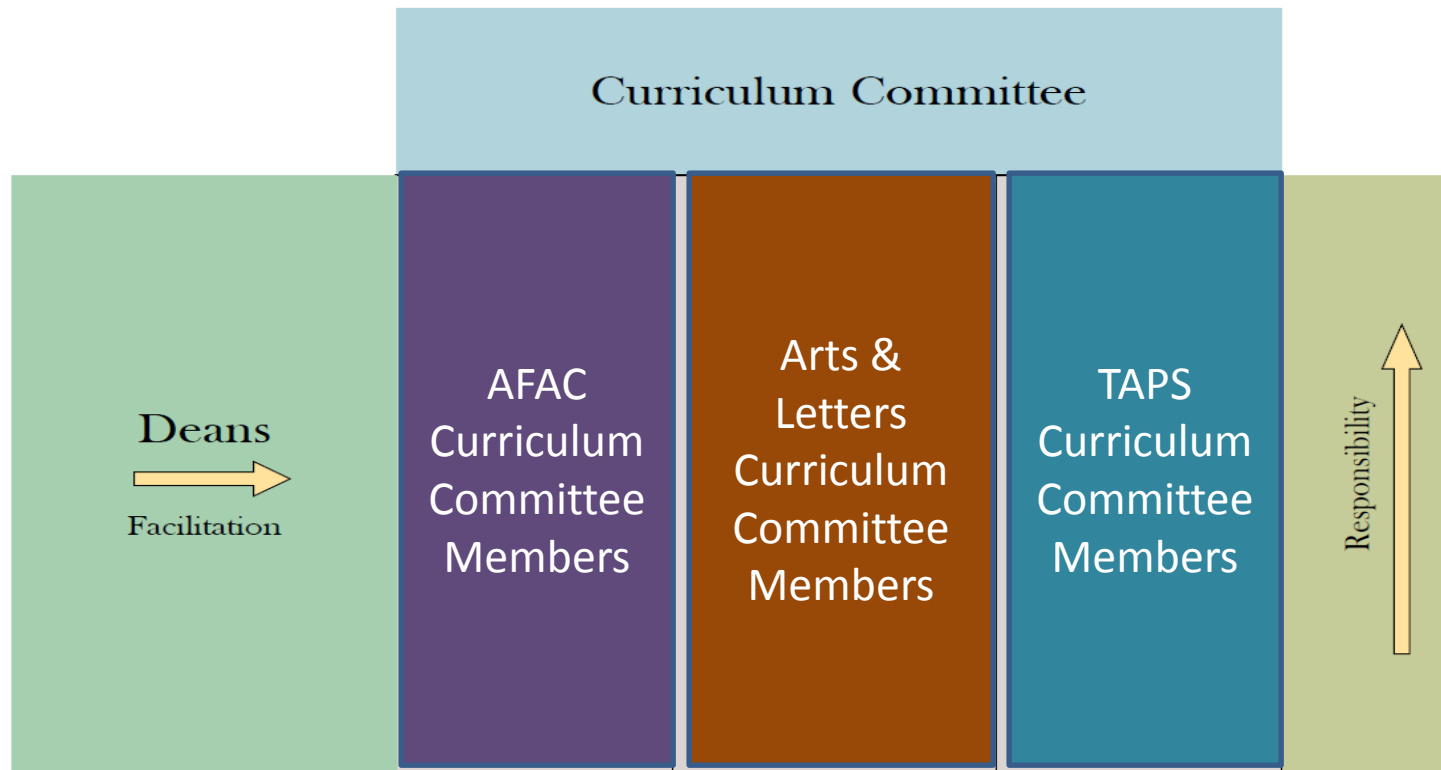
Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new courses. Steps are listed in order.

Department Completes Initial Planning
<input type="checkbox"/> Discuss new course with the Division Dean <input type="checkbox"/> The Division Dean will provide the Curriculum Office with written approval for the new course
Department Submits Forms to Curriculum Office
Form
<input type="checkbox"/> Online Course/Outline Submission System

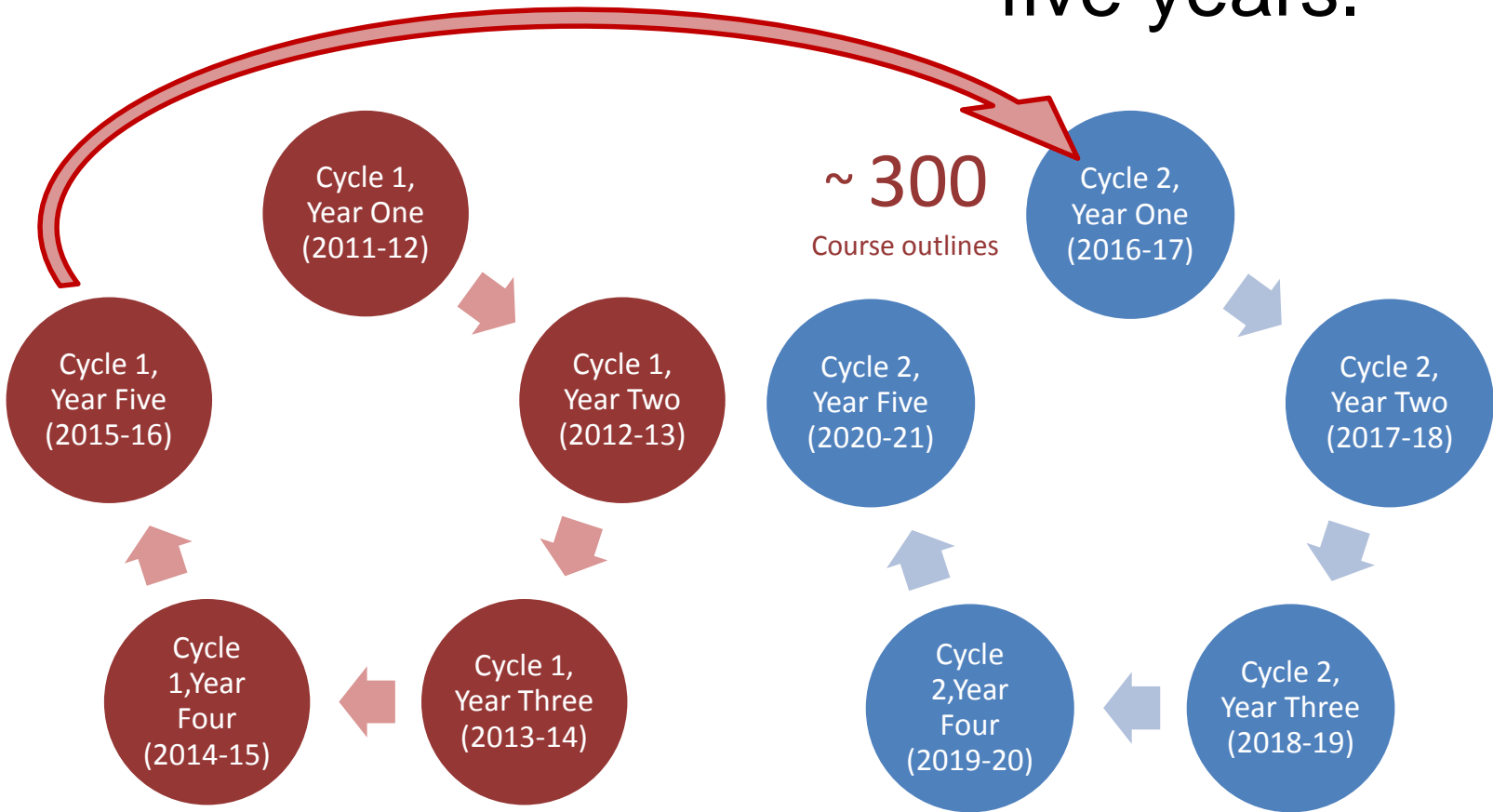
Next Steps for Curriculum Office

- Curriculum Committee review team forwards course outline to the consent agenda for the next Curriculum Committee meeting
- Curriculum Committee reviews and approves new course
- Curriculum Office updates Colleague and submits forms to CCWD
- CCWD approves new course

Course Outlines & Review Teams The New Model 😊



All course outlines are reviewed every five years.



Related Instruction

- Recommendation #2 from NWCCU states that we must identify outcomes for all CTE programs
- Looked at AAOT outlines for guidance
- Survey was conducted and as a result of the survey these are the outcomes for CTE related instruction

Computation (1 course)

Use appropriate mathematics to solve problems.

Communication (1 course)

Read effectively, think critically, and write purposefully and capably for professional audiences.

Human Relations (1 course)

Engage in ethical human interactions that accomplish goals.

Physical Education/Health/Safety/First Aid (3 credits)

Use effective life skills to improve and maintain mental and physical wellbeing.

Also, concerning

Related Instruction

- Related Instruction Certification process document
- With complimentary flowchart and checklist

- General Education Certification process document
- With complimentary flowchart and checklist

Coming in 2017-18

1. Some course outlines that received General Education Certification from the Curriculum Committee, are transferring as electives, but may not fulfill General Education requirements at the transfer institution.

This will (probably) require revisiting all General Education courses and perhaps new rules of recertification.

2. Math-50 will soon be 4 credits. This change will affect multiple programs, which will have to be updated during the 2017-18 academic year. Program amendments are scheduled to be complete by January 2018 in order to reflect the credit hour change in all impacted programs as of Summer 2018.

3. Current language on some course outlines specify “or placement in RD-115.” The current placement test does not place students in RD-115, so discussions about RD-115 and course outline boilerplate language are being held.