

# College Council Minutes

Date: 5.5.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Presenter	Minutes
<b>Minutes (4/21/17)</b>	Sue Goff	Minutes from the meeting held on 4/21/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>President Search Forums, May 8-12</b>	Amanda Coffey	CCC President Joanne Truesdell announced her decision to retire her presidency effective July 2018. The CCC Board of Education is conducting a national search for the college's next leader, and the college wants to first hear from faculty, staff, students, and the community because your input matters. Nine forums will be held during the week of May 8-12 on all three CCC campuses. The forums will be facilitated by Preston Pulliams of Gold Hill Associates. The information gathered will be compiled and shared with the Search Advisory Committee, who will develop the president profile that will be approved by the Board of Education.
<b>Safety Update</b>	Pete Kandratieff	The Clackamas County Sheriff's Office did not renew the Intergovernmental Agreement (IGA) with CCC that allowed our Campus Safety Officers to maintain sworn law enforcement officer status. As a result, our Campus Safety Officers transitioned to unarmed staff on July 1, 2016. The Board approved funding for two full-time, armed Clackamas County Sheriff's Office deputies to be assigned to the College beginning in September 2016. The College attempted to enter into an IGA with the Sheriff's Office for this service, but they were unable to provide any deputies due to their inability to fill mandatory patrol staffing positions. The College wants an armed law enforcement presence on campus in addition to our Campus Safety Department for college safety. The Oregon City Police Chief, Jim Band, has agreed to an IGA with the College for one full-time, armed officer on our campuses as our College Resource Officer (CRO). The CRO would work closely with the Director of College Safety. The College is working to finalize the agreement with the OCPD in the next month, so a CRO can be identified and begin their full-time assignment at the College starting on September 1.

<p><b>ARC/ISP 1<sup>st</sup> Reads</b></p>	<p>Christina Bruck</p>	<p>These are ARC/ISP policies that bridge both Student Services and Instruction, so they are processed through both the ARC and ISP committees as well as College Council.</p> <p>ARC/ISP 640 Academic Accommodations Policy – 1<sup>st</sup> Read Suggested changes to the fourth paragraph: add “qualified” before the word documentation; add Disability Resource Center (DRC) before the word staff; and add some language that the DRC would encourage faculty’s input regarding students who may need accommodations.</p> <p>ARC/ISP 641 Service Animal Policy – 1<sup>st</sup> Read A concern was brought up that the American Disabilities Act (ADA) and the Oregon Revised Statutes (ORS) are not consistent. Within the policy as defined by the ADA, it states if service animals only provide emotional support that they are not a service animal, but the ORS speaks only to physical impairment, so Christina will come back with further clarification. Christina will add clarification within the policy to clarify that an assistance animal is not the same as a service animal.</p> <p>ARC/ISP 642 Personal Audio and Video Recording Policy This policy was taken to our College attorney, and it was discovered that students are allowed to record lectures. The College and/or instructors cannot be asked that recorders be turned off, but they can request that during small group interactions unless the group consents to be recorded. A student cannot be forced to turn off a recorder. The policy also notes that recordings cannot be released to others or shared on the internet.</p> <p>Leslie requested that some suggested language from the policy be forwarded to our instructors that could be included in their syllabi. A question was brought up if still photography would be included in this policy or not. Just something to think about.</p> <p>Remember that these are first reads and will come back with recommendations and a second read. Forward comments to Christina or anyone on ARC or ISP.</p>
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<p><b>Self Service Faculty Tab</b></p>	<p>Dustin Bare Chris Sweet</p>	<p>Starting with summer registration, prerequisites are turned on. If you have a required prerequisite for a course, students who don't meet that will no longer be able to register. The faculty member will now have the ability to provide consent without using the blue add/drop forms or sending emails to allow your students to register. Student Planning uses three different terms that replaces the process we are familiar with as Instructor Consent. <b>Faculty Consent</b> is required for a student that would like to enroll in a course after it has started. <b>Requisite Waiver</b> is required for a student that would like to enroll in a course without officially meeting a course prerequisite. Students can demonstrate proof of prerequisites placement or submission of previous college transcripts. A good example of a student who may need a requisite waiver would be a student who lives in a Spanish-speaking home and wants to take SPN-201. The instructor could approve this within the system which would allow the student to register online. <b>Student Petition</b> is required for a student that would like to enroll in a course with a special requirement. For instance, if a camera is required, you could provide them a student petition which would allow the student to register online. If you choose to use the add/drop form, know that it has been updated with the new terminology. Dustin demonstrated how to use Faculty Tab within the test environment. Documents will be available to help guide faculty through this new process. Note that once faculty members either grant consent/waiver that this doesn't register the student automatically for the course or send the student an automatic reply. The faculty will need to reply to the original email or face-to-face request. It puts the responsibility back on the student. Chris will be sending out an email to faculty that will provide the new terminology, each of the step-by-step directions for each of the different consent/waiver types, and provide a one-hour information sessions directed towards the faculty tab. Chris and Dustin will also provide the step-by-step documentation that we are providing for our students on this new process. At locations on campus such as Advising, the college will be providing students with email templates to ensure that when they email faculty with request that they include the pertinent information. Looking ahead they will continue to provide faculty with additional opportunities for training during fall InService and throughout fall term 2017.</p>
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		<p>from the AFAC Dean forums. We have started the process for the 2017-18 election. We are seeking volunteers for the graduation ceremony. The summer barbeque picnic is scheduled – contact Jennifer Rueda for additional information.</p> <p>4. Full-Time Faculty – Stephanie Schaefer: The Senate elections are underway and will close on May 5. The faculty luncheon is scheduled on May 18. OEA grants are available to all three associations. Each association has up to \$2,000 that they can request for students totaling \$6,000 available to CCC.</p> <p>5. Administrative Confidential – BJ Nicolette: Incoming president is Jaime Clarke.</p>
<b>Present</b>		<p>Sue Goff (chair), Robert Keeler, Jackie Flowers, Sue Caldera, Bill Waters, David Plotkin, Denice Bailey, Paul Moredock, Dustin Bare, John Ginsburg, BJ Nicolette, Dru Urbassik, Terry Mackey, Beth Wicklund, Ida Flippo, Eric Lewis, Bob Cochran, Bill Calabrese, Amanda Coffey, Lili Tau – ASG, Max Wedding, Jack Hardy, Jaime Clarke, Greer Gaston, Chris Sweet, Stephanie Schaefer, Leslie Ormandy, Pete Kandratieff, Enrique Farrera, Laura Lundborg, Beth Hodgkinson (recorder)</p>