

# College Council Agenda

Date: 10.20.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points	Category
<b>Minutes</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		NA	Minutes from the 10/6/17 meeting were previously sent out for review. Any comments/corrections, please contact Beth.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Bond Update</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Bob Cochran	15 min	Update on the status of the bond.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>ISP – 1<sup>st</sup> Read</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Dru Urbassik	10 min	Review ISP 360 Credit for Prior Learning.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>CCC's Library Update</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jane Littlefield & Friends	10 min	Update on the new website, catalog, and resources.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Study Abroad/Study Away Task Force</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	15 min	Review policies, procedures, and liability waiver.	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

<b>Committee Reports</b> 1. <b>Instructional Standards &amp; Procedures (ISP)</b> 2. <b>Presidents' Council</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	15 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Association Reports</b> 3. <b>ASG</b> 4. <b>Classified</b> 5. <b>Part-time Faculty</b> 6. <b>Full-time Faculty</b> 7. <b>Administrative Confidential</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
	<b>Assigned Action Items</b>	<b>Assigned to</b>	<b>N</b>		<b>Due</b>
	<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End</b>	<b>Location</b>	
	November 3, 2017	12:00pm	1:30pm	CC127	
<b>Attendance</b>					
<b>College Council Members 17-18:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Stephanie Schaefer (AFaC), Ryan Davis (AFaC), Scot Pruyne (AFaC), Andrea Vergun (AFaC), TBA (AFaC), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Chris Hughes/Joyce Gabriel (TAPS – alternates), Patricia Anderson Wieck (HR), Mickey Yeager (CS), Ali Ihrke (CPR), Sarah Hoover (AS), All Association Presidents, All Deans					
<b>Notes to Self</b>			<b>Deferred Items</b>		
<ul style="list-style-type: none"> <li>College Council Minutes can be found at F:\1MINUTES\College Council\17-18</li> </ul>					

# College Council Minutes

Date: 10.6.17 | Begin: 12:00pm End: 1:30pm | Location: CC127

Item/Presenter	Minutes
<b>Minutes (6/2/17)</b>	Minutes from the meeting held on 6/2/17 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>College Council Charge / Sue Goff</b>	We discussed the role of College Council and the process of disseminating information here at the college. Everyone is welcome to attend this “town hall forum” where various operational issues are discussed, standing committees report, and policy updates are shared. It is a mechanism to receive a wide range of feedback from the college community. Appointed representatives serve and take information back to their respective areas. The college believes that decision making needs input from the people who have the knowledge and are closest to the work within our shared governance system. Several years ago, a group completed a chart that includes the different principles of shared governance. College Council is a meeting where we make college decisions, keeping in mind inclusion, responsibility, consensus, transparency, communication, and continuous improvement.
<b>Academic Calendar / Sara Sellards</b>	The proposed 2019-20 and 2020-12 academic calendars were brought forward for review. Please send your feedback to Sara by October 11. The academic calendars can be found on the F drive as well as our college website.
<b>Guided Pathways / Tara Sprehe &amp; Dawn Hendricks</b>	Information was presented on the guided pathways movement, components, and leadership structure with coordination of four workgroups: curriculum, pre-college pipeline, collaborative advising, and navigate. The workgroups will establish timelines of tasks, set standards of measurement for improvement, oversee the progress of the Guided Pathways Workgroups and communicate our progress to the college community. The Navigate software will help create a foundation for streamlined onboarding, early alert, scheduling with advising, and enhanced communication systems for new and returning students leading to increased enrollment, retention and completion of CCC students as envisioned through Guided Pathways.

<p><b>Advocacy &amp; Title IX / Patricia Anderson Wieck, Chris Smith, Mary Vest, Phillip Zerzan &amp; John Ginsburg</b></p>	<p>Information was presented from our Title IX team about advocacy. The college is committed to the safety and well-being of every member of our community. The team shared that they plan to keep our college educated, safe, and informed about individual's rights and responsibilities under Title IX as well as bringing forward awareness and prevention initiatives. Mary Vest has joined us here at the Oregon City campus as our sexual assault support advocate from Clackamas Women's Services. CCC is the first community college in the state to offer on-site confidential sexual assault advocacy services. She will offer everyone a confidential space here on campus. Mary is a confidential advocate who will work to support individuals and help them navigate through the system. This partnership was made possible by Matthew Altman who was instrumental in obtaining a three-year grant.</p>
<p><b>President Search / Amanda Coffey</b></p>	<p>Update on the current status of the president search. Many applications have already been received. An email request was sent encouraging staff and faculty to apply to the Expanded President Search Advisory Committee. College representatives from across the campus will apply to serve on this committee which will support and advise the Board of Education on the final selection. The closing date for applications is October 13. For more information go to: <a href="http://www.clackamas.edu/about-us/leadership/president-search">http://www.clackamas.edu/about-us/leadership/president-search</a></p>
<p><b>Committee Reports 1. Presidents' Council / Sue Goff</b></p>	<p>No report.</p>

<p><b>Association Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>ASG / Angel Orozco</b></li> <li>2. <b>Classified</b></li> <li>3. <b>Part-time Faculty / Leslie Ormandy</b></li> <li>4. <b>Full-time Faculty / Casey Sims</b></li> <li>5. <b>Administrative Confidential / Jaime Clark</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> October 11 – National Coming Out Day is October 11 from 12-3 p.m. Rainbow stickers are available at the Multicultural Center. Cougar Cave is open from 8 a.m. – 4 p.m. to offer free food, clothes, and school supplies. The Associated Student Government (ASG) constitution will be open and available to vote on October 16-20. Check your student email and cast your vote. Hiro, the ASG president, will be unveiling an upcoming recycling project.</li> <li>2. <b>Classified:</b> No report/representative.</li> <li>3. <b>Part-time Faculty:</b> Leslie Ormandy: Working on a new online committee format. Please email names of part-time faculty who are currently serving on college committees.</li> <li>4. <b>Full-Time Faculty:</b> Casey Sims: The senate voted to nominate Laurette Scott to serve as the association representative for the Expanded President Search Advisory Committee.</li> <li>5. <b>Administrative Confidential:</b> – Jamie Clark: Our group met and discussed an upcoming service project.</li> </ol>
<p><b>Announcements / All</b></p>	<p><b>John Ginsburg</b> – Join us in the McLoughlin Auditorium for a showing of <i>Moonlight</i> on October 11 at 5 p.m. to recognize National Coming Out Day.</p> <p><b>Lori Hall</b> – Come join us on January 25 to celebrate the dedication of the Harmony West building.</p> <p><b>Denice Bailey</b> – Looking for volunteers for the Classified Appreciation Celebration on November 9.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Angel Orozco, Lisa Anh Wang, Leslie Ormandy, Jaime Clarke, Lisa Reynolds, Sunny Olsen, Jackie Flowers, Matt Goff, Alison Ihrke, Jane Littlefield, Greer Gaston, Denice Bailey, Sara Sellards, Phil Zerzan, Mary Vest, Liam Anderson, Victoria Tinker, Cynthia Risan, Jack Hardy, Stephen Wilks, Andrea Vergun, Chris Smith, Sarah Hoover, Joyce Gabriel, Laura Smith, Dawn Hendricks, Emilie Azorr, Ida Flippo, Casey Sims, Amanda Coffey, Max Wedding, John Ginsburg, Karen Ash, Tara Sprehe, Jarett Gilbert, Lori Hall, Alissa Mahar, Dave Gates, Laura Lundborg, Patricia Anderson Wieck, Beth Hodgkinson (recorder)</p>

# ISP 360

## Credit for Prior Learning

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### PURPOSE

Awards credit for College courses for experiential learning acquired outside the College. The general philosophy of the College is to make as many courses open to Credit for Prior Learning (CPL) as possible. Credit, wherever offered and however delivered, is based on documented student achievement and awarded in a manner consistent with other college policies.

### SUMMARY

CPL can be awarded for courses for which the College maintains an active course outline.

### STANDARD

1. No more than 25% of degree or certificate requirements can be satisfied by CPL credit, not to exceed 30 credits.
2. CPL cannot be awarded for non-credit courses
3. Departments may exempt courses from CPL. (For exceptions list see ISP 360A Non-Challengeable Course List)
4. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
5. The recommending faculty member approves the awarding of credit for a particular course based either:
  - a. Direct assessment by the faculty member of a student's achievement (this might include consideration of how a student performed on external assessments, portfolio assessment, or student performance on a test); OR
  - b. Department or program guidelines. Program faculty will propose standards for granting students credit for an acceptable level of performance on an externally administered assessment or assessments. For example, students who have completed a specific number of hours of externally assessed training will receive a predetermined number of credits as approved by the department.
6. To earn credit, a student must document the connection between what they have learned in another setting and the theoretical foundation, knowledge and skills as defined by the course-specific learning outcomes of the credit to be awarded. A student must, at a minimum, document achievement of the student learning outcomes associated with the course at a level similar to a student passing the course with a grade of C or better. (Departments can set this threshold higher at their discretion.)
7. Only enrolled students can receive CPL. To be considered an "enrolled student" at CCC for this purpose, a student must either:
  - a. Complete a minimum of three non-CPL credits at the college during the quarter in which CPL credit is requested; OR
  - b. Have received a minimum of 12 non-CPL credits from CCC in previous terms.

Portfolio classes taken as part of CPL attempts will count toward these totals, since credits earned in those classes are independent of CPL credit awards.

8. All CPL credit must be based on sufficient evidence provided by the student, the college, and/or an outside entity. Evidence required must be based on academically sound CPL assessment methods, including, but not limited to, institutionally developed tests, final examinations, performance-based assessments, demonstrations, presentations, portfolios, or industry certifications. Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL should be granted:
  - a. CCC-administered assessments
    - i. Portfolio
    - ii. Challenge Test (produced by department)
    - iii. Performance Assessment (produced by department)
    - iv. Any Combination of a, b, and c that includes at least one of the above methods (i, ii, iii).
  - b. Externally administered assessments
    - i. External Exam (external test, such as CLEP)
    - ii. ACE-transcripted credit
    - iii. Industry Certification
    - iv. Professional Licensure
  - c. Externally administered at secondary level (covered in other ISPs)
    - i. Advanced Placement (“AP”) Examination
    - ii. International Baccalaureate (“IB”) Examination
  - d. Other
    - i. Authentic assessment to award CPL credit
9. How Transcribed/Grades:
  - a. Grades earned via CPL will always include a CPL notation on the student’s transcript;
  - b. Successfully earned CPL credit will be noted either with a grade of A-C or Pass at the department’s discretion.
10. Students may request CPL for the same course more than once.
11. Students may not request CPL credit for a course they have already taken or received transfer credit for at CCC.
12. CPL credit will not be paid for by financial aid funds


## REVIEW HISTORY

ISP Committee	Reviewed	October 13, 2017
ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	March 21, 2014
ISP Committee	Reviewed/Housekeeping update	November 10, 2011
College Council	Reviewed	February 15, 2008
College Council	Reviewed	May 4, 2001
Instructional Council	Adopted	August 10, 1994

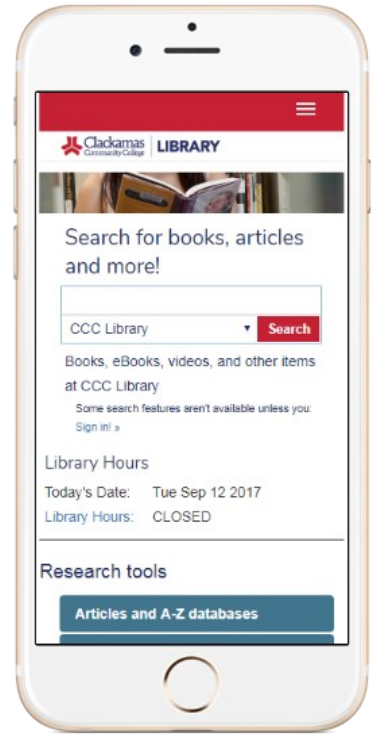
## New everything!

Access CCC Library’s homepage from the links on the CCC website.

CCC Library’s website now has:

- Course Guides (*tailored websites for classes with library sessions*)
- Topic Guides (*pages covering topics like Fake News, OER, and Copyright*)
- “For Faculty” guide (*one-stop shop for all faculty-related services*)
- Course Reserves (*search for and submit your Course Reserves*)
- Instruction Request Form (*request an instruction session in one click*)
- 24/7 live chat with a librarian (*embedded on our homepage*)
- Very mobile friendly! 


**Check your Moodle links to all library resources and content.** They’ve changed! Librarians are happy to help you get new links.



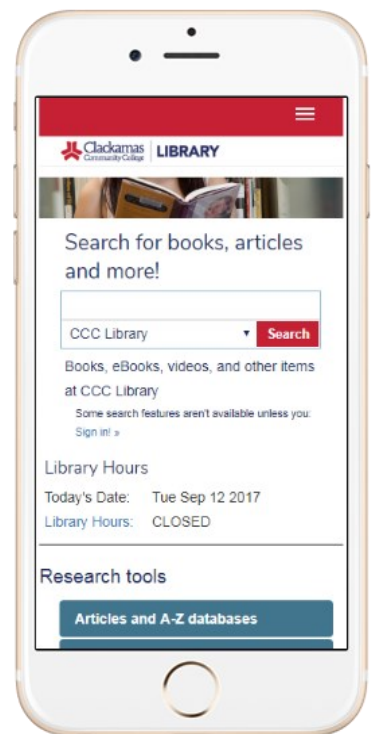
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**LIBRARY**

**Check us out!**

## Changes have arrived.

CCC Library has a new website, new catalog, and tons of new resources!

### Search for books, articles and more!

<input type="text"/>	CCC Library ▾	<b>Search</b>
Books, eBooks, videos, and other items at CCC Some search features aren't available unless you: <a href="#">Sign in!</a> »	<ul style="list-style-type: none"> <li>CCC Library</li> <li>CCC + Summit</li> <li>CCC + Summit + Articles</li> <li>Course Reserves</li> </ul>	

Our new **library catalog** features:

- Summit borrowing (*free and fast delivery of 38 colleges' print collections*)
- Expanded electronic collections (*100,000 new eBooks and articles*)
- Longer loan periods (*6 weeks for most items*)
- Holds (*place holds on books; we'll retrieve them for you!*)
- Journal search (*find individual journals by title*)



**LIBRARY**

**Check us out!**

## Changes have arrived.

CCC Library has a new website, new catalog, and tons of new resources!

### Search for books, articles and more!

<input type="text"/>	CCC Library ▾	<b>Search</b>
Books, eBooks, videos, and other items at CCC Some search features aren't available unless you: <a href="#">Sign in!</a> »	<ul style="list-style-type: none"> <li>CCC Library</li> <li>CCC + Summit</li> <li>CCC + Summit + Articles</li> <li>Course Reserves</li> </ul>	

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- Holds (*place holds on books; we'll retrieve them for you!*)
- Journal search (*find individual journals by title*)



## **Study Abroad / Study Away Policies and Procedures**

These policies and procedures apply to organized learning trips involving students or community members led and/or organized by Clackamas Community College faculty and/or staff. They do not necessarily apply to individual professional development travel or other kinds of travel.

### ***Study Abroad***

Clackamas Community College supports international travel for learning by its faculty, staff, and students that strengthens mission fulfillment of the college. In particular, we believe that the following outcomes support the college's mission of high quality education and training that is adaptable to changing needs, as well as our values regarding diversity, empathy and respect:

1. Understanding of different cultures and perspectives
2. Exploring opportunities for cultural exchange
3. Communicating to the college community about globalization and its effects

Such travel programs must be designed to ensure the safety and health of students, employees and community members; the compliance of the institution with applicable laws and regulations; and align with the priorities of the college. Therefore, the college requires that:

- All faculty, staff, and students traveling internationally on college business must register their travel with the college, and follow all additional policies applicable to the type of travel.
- All CCC faculty and staff who wish to use their position as CCC employees to promote, support, sponsor, or offer for-credit or non-credit learning activities that include international travel must gain approval by the appropriate college authorities prior to promoting the activity for the appropriate category of international travel.

The College currently does not permit travel on college business to countries under a current Department of State Travel Warning or Centers for Disease Control Warning Level 3. Petitions for exceptions to this policy may be made through the offices of the Vice President of Instruction and Student Services (VP InSS) and Vice President of College Services (CS) to the College President.

Categories of learning-based international travel led by CCC faculty or staff:

- For-credit courses that include a travel component
- Non-credit activity abroad

- Community Education travel abroad
- Co-curricular activity with travel abroad components

## ***For-Credit Study Abroad Policies and Procedures***

2 years –18 months prior to departure

1. Lead faculty or staff consults with the College Council committee focused on study away / abroad opportunities.
2. Discuss study abroad plans with Department Chair and Dean
3. Vice President of Instruction and Student Services approval.
  - Criteria for evaluating opportunity, by Deans and VP InSS -- the following criteria will always be considered:
    - The study program does not distract from institutional priorities, e.g., faculty involved are not part of an assessment team for a program whose assessment plan is off track.
    - The study program is sustainable and part of a plan to develop a long-term connection to a place or culture. The college's interest is in developing a limited number of deep connections for study abroad in order to encourage faculty and student exchanges and establish compelling opportunities for CCC students over the long term.
    - The study program has a clear and compelling learning plan and rationale. The plan should include student learning outcomes and how they will be assessed, as well as ways the opportunity can support student career and/or academic goals. At a minimum, the plan should address how the following outcome will be assessed:
 

*Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference (General Education Cultural Literacy Outcome)*
    - There are need-based provisions to provide financial support to students, so that the opportunity is accessible.
    - If non-students will be involved, there is a plan to create a connection between non-students and students in order to foster a learning community for all.
    - The study program is self-funded, e.g., through grants or participant tuition and fees.
  - These criteria are not mandatory but will be taken into account in evaluating a study abroad opportunity:
    - The locale can support multiple departments and disciplines over time.
    - The design for study abroad is student-centered. For instance, planners take into account the time constraints and responsibilities of many CCC students.

- There are significant opportunities for cross-cultural understanding and interaction.
  - Service learning is built into the design.
  - Faculty are working with an appropriate partner organization. Examples of such organizations include non-profit or for-profit travel organizations, a US college or university, or another educational institution in the host country.
4. Vice President of Instruction and Student Services informs executive team about opportunity.
  5. Partner organizations identified (and, if not already on an approved provider list, must be approved by the Vice President of Instruction and Student Services).
  6. Budget for overall opportunity is developed, detailing institutional revenue and expense. Costs for students and other participants are outlined in the budget
  7. Communication plan developed, to include communication to College Council, promotional materials for students and community members, and other venues for communication. Marketing and Community Relations sign off required for communication plan.
  8. A plan is designed for providing to students and staff cross-cultural training specific to the culture / location of travel.

### 1 Year prior to departure

1. Budget plan for opportunity, including housing and other logistics, is finalized and must be approved by the Vice President of College Services, the College's risk management officer.
2. A clear plan for participant payment is identified. The Dean of Business Services signs off on the plan.
3. Minimum enrollment determined. A cancellation plan is determined.
4. A risk- management plan is created, based on college template. For instance, provisions for participant health and travel insurance are identified. The Vice President of College Services signs off on the plan.
5. Participant study abroad guide is customized for opportunity, to be available to participants upon registering.
6. The provisions for teaching the course, compensation, and workload are approved by the Dean.

### 3 months prior to departure

1. Registered participants attend a mandatory orientation meeting and receive CCC's Study Abroad handbook. CCC Staff or faculty review critical information about the program, including but not limited to:
  - Liability waiver
    - Travel requirement information, such as materials about obtaining a passport or visa.
    - Health information, including insurance, vaccinations etc.
    - Travel insurance information

- Learning goals and outcomes of trip
  - Itinerary
2. The mandatory orientation meeting can be conducted by an approved provider, but the CCC lead for the study abroad program must be present.

## Upon Return

Lead faculty/staff produce a report that is presented to College Council (and others as appropriate, e.g., the Board of Education) that provides an overview of the trip, assessment results, and lessons learned.

## *Study Away*

Clackamas Community College also supports domestic travel for learning by its faculty, staff, and students that strengthens mission fulfillment of the college. In particular, we believe that the following outcomes support the college's mission of high quality education and training that is adaptable to changing needs, as well as our values regarding diversity, empathy and respect:

1. Understanding of different cultures, regions, and perspectives within the US.
2. Exploring opportunities for regional exchange.
3. Encouraging experiential learning for students and community members.

Such travel programs must be designed to ensure the safety and health of students, employees and community members; the compliance of the institution with applicable laws and regulations; and align with the priorities of the college. Therefore, the college requires that:

- All faculty, staff, and students traveling domestically for a group study away program must register their travel with the college, and follow all additional policies applicable to the type of travel.
- All CCC faculty and staff who wish to use their position as CCC employees to promote, support, sponsor, or offer for-credit or non-credit learning activities that include domestic travel must gain approval by the appropriate college authorities prior to promoting the activity for the appropriate category of domestic travel.

Categories of learning-based domestic travel led by CCC faculty or staff:

- For-credit courses that include a travel component
- Non-credit travel activity
- Community Education travel activity
- Co-curricular activity with travel components

## *For-Credit Study Away Policies and Procedures*

2 years –18 months prior to departure

1. Lead faculty or staff consults with the College Council committee focused on study away / abroad opportunities.
2. Discuss study away plans with Department Chair and Dean
3. Vice President of Instruction and Student Services approval.
  - Criteria for evaluating opportunity, by Deans and VP InSS -- the following criteria will always be considered:
    - The study program does not distract from institutional priorities, e.g., faculty involved are not part of an assessment team for a program whose assessment plan is off track.
    - The study program is sustainable and part of a plan to develop a long-term connection to a place. The college's interest is in developing a limited number of deep connections for study abroad in order to encourage faculty and student exchanges and establish compelling opportunities for CCC students over the long term.
    - The study program has a clear and compelling learning plan and rationale. The plan should include student learning outcomes and how they will be assessed, as well as ways the opportunity can support student career and/or academic goals.
    - There are need-based provisions to provide financial support to students, so that the opportunity is accessible.
    - If non-students will be involved, there is a plan to create a connection between non-students and students in order to foster a learning community for all.
    - The study program is self-funded, e.g., through grants or participant tuition and fees.
  - These criteria are not mandatory but will be taken into account in evaluating a study away opportunity:
    - The locale can support multiple departments and disciplines over time.
    - The design for study away is student-centered. For instance, planners take into account the time constraints and responsibilities of many CCC students.
    - Service learning is built into the design.
    - Faculty are working with an appropriate partner organization. Examples of such organizations include non-profit or for-profit travel organizations, a US college or university, or another educational institution in the host country.
4. Vice President of Instruction and Student Services informs executive team about opportunity.

5. Partner organizations identified (and, if not already on an approved provider list, must be approved by the Vice President of Instruction and Student Services).
6. Budget for overall opportunity is developed, detailing institutional revenue and expense. Costs for students and other participants are outlined in the budget
7. Communication plan developed, to include communication to College Council, promotional materials for students and community members, and other venues for communication. Marketing and Community relations sign off required.

### 1 Year prior to departure

1. Budget plan for opportunity, including housing and other logistics, is finalized and must be approved by the Vice President of College Services, the College's risk management officer.
2. A clear plan for participant payment is identified. The Dean of Business Services signs off on the plan.
3. Minimum enrollment determined. A cancellation plan is determined.
4. A risk- management plan is created, based on college template. For instance, provisions for participant health and travel insurance are identified. The Vice President of College Services signs off on the plan.
5. Participant study away guide is customized for opportunity, to be available to participants upon registering.
6. The provisions for teaching the course, compensation, and workload are approved by the Dean.

### 3 months prior to departure

1. Registered participants attend a mandatory orientation meeting and receive CCC's study away handbook. CCC Staff or faculty review critical information about the program, including but not limited to:
  - Liability waiver
  - Travel requirement information, such as materials about obtaining a passport or visa.
  - Health information, including insurance, vaccinations etc.
  - Travel insurance information
  - Learning goals and outcomes of trip
  - Itinerary
2. The mandatory orientation meeting can be conducted by an approved provider, but the CCC lead for the study away program must be present.

## Upon Return

Lead faculty/staff produce a report that is presented to College Council (and others as appropriate, e.g., the Board of Education) that provides an overview of the trip, assessment results, and lessons learned.

### ***Addenda:***

- A. Travel request form for study abroad or study away
- B. Liability waiver for study abroad participants
- C. Liability waiver for study away participants
- D. Study abroad / away handbooks for students / participants
- E. Study abroad / away handbooks for CCC organizers including:
- F. Template for emergency response plan with safety procedures
- G. Policy / procedures for co-curricular travel
- H. Policy / procedures for community education travel





## Study Abroad / Study Away Travel Liability Waiver

### General Rules

Individuals who wish to participate in Clackamas Community College Study Abroad Travel Programs must read and sign this statement which acknowledges their understanding of the liability issues surrounding international travel.

### Indemnification

Participant agrees to indemnify and release Clackamas Community College, its employees, elected or appointed officials against any loss or expense including attorney fees resulting from bodily injury, property damage, or personal injury arising out of any and all activities involved in the participant traveling outside the United States. This hold harmless and indemnification does not apply to gross negligence on the part of Clackamas Community College, its officials, or employees.

### Medical Insurance

Each participant is encouraged to purchase and/or maintain medical insurance covering accidental injury, dismemberment and/or death. Insurance should be provided on a worldwide basis and confirmation of such insurance will accompany this form. If participant declines from purchasing and/or maintaining medical insurance the College is indemnified and held harmless as per this travel waiver.

Each participant who is under the legal age must have a waiver signed by parent or authorized legal guardian. No exceptions will be made and travel will not be permitted without this signed release form. It is understood that Clackamas Community College is not responsible for lost or stolen personal property, airline delays, expenses, transfers or hotel accommodations.

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Program/Destination: \_\_\_\_\_

Student's Printed Name and Signature: \_\_\_\_\_//\_\_\_\_\_

Print name

Signature

Parent/Legal Guardian Signature (if student is under age 18): \_\_\_\_\_

Beginning and end dates of Clackamas Community College –Sponsored activity:

(Beginning date) \_\_\_\_\_//\_\_\_\_\_ (Ending date)

Medical Insurance:  Yes  No, but will purchase  Decline to purchase

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

(Attach a copy of insurance card/information)

Name/Phone number of an Emergency Contact: \_\_\_\_\_

College Coordinator Printed Name/Signature: \_\_\_\_\_

Note: Clackamas Community College assumes neither liability nor responsibility of student's activities once the scheduled part of the trip has concluded and the students have been released on his/her own.



**Local Contact 1:**

Name: *Click here to enter text.*  
Phone / text: *Click here to enter text.*  
Email: *Click here to enter text.*

**Local Contact 2:**

Name: *Click here to enter text.*  
Phone / text: *Click here to enter text.*  
Email: *Click here to enter text.*

**Accommodations:**

Name: *Click here to enter text.*  
Address: *Click here to enter text.*  
Phone: *Click here to enter text.*  
Mobile: *Click here to enter text.*

**U.S. Embassy:**

Name: *Click here to enter text.*  
Hours: *Click here to enter text.*  
Phone: *Click here to enter text.*  
Fax: *Click here to enter text.*  
Email: *Click here to enter text.*  
After-Hours Emergency: *Click here to enter text.*

**Local Hospital(s) or clinic(s):**

Name: *Click here to enter text.*  
Address: *Click here to enter text.*  
Telephone: *Click here to enter text.*  
Contact person: *Click here to enter text.*

**Local Government Contact:**

Name: *Click here to enter text.*  
Address: *Click here to enter text.*  
Phone: *Click here to enter text.*  
Fax: *Click here to enter text.*  
Email: *Click here to enter text.*

## ***En Route***

- Flight delays:
  - Communicate flight delays with all other trip leaders and designated CCC contact (above)
  - If necessary, contact destination partner to make adjustments to ground transportation
  
- Flight cancellations:
  - Flight cancellations will be dealt with on a case-by-case basis
  - Communicate with the Vice President of Instruction and Student Services and the Vice President of College Services before decisions about rebooking

- Lost luggage:
  - File a claim with the airline immediately, before leaving the airport. Notify other trip leaders.
  - Outbound trip: use the hotel address and one trip leader with phone as the contact person for the airline, regardless of who checked the bag;
  - Return trip: use the CCC address and one trip leader as the contact person for the airline regardless of who checked the bag
  
- Immigration issues:
  - Designate one responsible person (faculty/admin) with a telephone to wait for the delayed person while the rest of the group continues.
  - Notify other trip leaders

## ***During Trip***

### **Emergencies involving individual CCC trip participant**

1. Provide basic first aid and assistance to trip participant.
  
2. Get help:
  - Contact local emergency services if necessary (see above contacts)
  - Identify other local partners that can help from important contacts list on first page
    - Hotel doctor-on-call, local partners, U.S. Embassy
  - If the injured/sick person requires transport to the hospital, be sure a trip leader with a telephone accompanies him/her
  - If the situation is non-life-threatening and will require medication, refer to injured/sick person's medical info/allergies before administering any medication!
  - If the situation is life-threatening and requires evacuation, contact CCC College Safety, then International SOS for evacuation instructions:
    - CCC Public Safety: *Click here to enter text.*
    - International SOS: *Click here to enter text.*
  - If the injured/sick person requires transportation, the designated escort (with a telephone) should accompany him/her.

### **Emergencies involving entire group, e.g., natural disaster:**

1. Contact the Vice President of Instruction and Student Services and the Vice President of College Services as soon as possible, including if there is a threat, but incident has not occurred, e.g., in the case of a storm, tornado watch, or hurricane.
  
2. The Vice President of Student Services will convene Emergency Response Team:
  - Director of College Safety: Phillip Zerzan
  - Vice President of College Services: Alissa Mahar
  - Vice President of Instruction and Student Services: David Plotkin
  - CIO: Lori Hall
  - Dean for Team Leader

3. Ask Ministry of Health/local government contact and/or hotel manager for guidance on procedures of taking cover, and whether provisions are stockpiled. Determine whether additional supplies (water, food, flashlights, batteries, survival kit) should be prepared.
4. Communicate with all trip leaders, the Vice President of Instruction and Student Services, the Vice President of College Services, and local U.S. Embassy as necessary.

## ***Crime and Incident Reporting***

Upon receiving a report of an incident involving a student, first make sure that the student is safe. After any incident, the response to the complainant/victim must be timely and professional, and as personal and sincere as possible. Begin an incident file, and determine the most appropriate course of action based on the gravity of the incident and the immediate need of the student.

As soon as is feasible, complete the Incident Report form, providing as much detail as possible. If a reporting student requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on the incident report form that would personally identify the victim without his or her consent. Keep reports in a safe, confidential place.

A copy of this form should be sent electronically to [Phillip Zerzan's assistant, once hired – Greer Gaston, in the interim], who maintains the central repository for these records, along with any police reports you may also have. If you cannot scan and send documents during the trip, please do so immediately upon your return to campus.

## ***Post-Incident CCC Response***

Vice President of Instruction and Student Services and the Vice President of College Services to mobilize CCC emergency response team to handle all CCC on-site needs, including:

- CIO to design public relations statement.
- Determine method and timeline of distribution of information to student body.
- Contact Counseling department to coordinate counseling/support services to be provided at CCC.
- Identify specific clubs/groups/niches that may need additional support services.
- Prepare for arrival of affected team leaders and student, and arrange resources as necessary.
- Coordinate and arrange CCC memorials/displays of respects.