

College Council Minutes

Date: 3.2.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on February 16, 2018, were previously sent out for review. Any comments and/or corrections, please contact Beth.
Guided Pathways: Pre-College Pipeline	<p>Dawn Hendricks provided an update on the Guided Pathways Taskforce: the self-assessment is complete and was submitted in February. The taskforce will have a follow up call with Oregon Student Success Center next week and hope to be chosen for the first Guided Pathways (GP) cohort in Oregon.</p> <p>Current work: the taskforce is now creating a communication plan to ensure full dissemination of information through formal and informal processes. The next informal meeting is Pizza with Plotkin on March 15. The group plans to start ‘coffee chat’ sessions to get feedback and questions around the GP and work being done. The Winter Inservice will be about GP and meta-majors.</p> <p>Darlene Geiger and Jaime Clarke updated the group on the Pre-College Pipeline Workgroup: they handed out a document of their charge and members. This group is tasked with guidance for the ‘on ramp’ piece of GP for pre-college groups such as developmental education (e.g.; GED & ESL) and High School Connections programs (e.g.; ACC).</p> <p>Major milestones for the group include creating a dual process instruction model similar to I-BEST where students gain their GED and a Career Pathway certificate at the same time. They are also identifying partnerships among instructions and student services. They will make project recommendations to the taskforce soon.</p> <p>Discussion & Questions:</p> <p>Can we can make suggestions for programs, initiatives, and partnerships? Yes, anyone can contact a workgroup member.</p> <p>What is a non-traditional student? In general, a displaced or adult student in comparison to the traditional student entering college following high school graduation.</p>

<p>Environmental Learning Center (ELC)</p>	<p>Renee Harber provided an update on the construction activities at the ELC. The building restorations have been completed. Lakeside Hall didn't have much to upgrade; has teaching podium and Wi-Fi. The Pavilion now has walls with full-length windows that are accordion style to open to outside; no teaching podium, but has Wi-Fi. Restrooms have been upgraded. The outdoor amphitheater had a dedication ceremony two weeks ago. Rooms and amphitheater are now available to use. They are not in 25Live, but will be soon. The project also included new interpretive signage and approximately 50,000 plants (planting still in process). Introduction of wildlife is in discussion with government officials.</p> <p>Timeline:</p> <ul style="list-style-type: none"> • Complete: buildings restorations. • Spring Break: bridges along the pathways will be installed during spring break. The Welding Department is constructing bridges. • June 7: official Grand Opening. <p>Guidelines for usage – Renee would like feedback on proposed guidelines. The college is creating an AR Facility Use Guideline for the entire college campuses. The ELC Use Guidelines are a supplement to that. The ELC will be used by community for events; rental fees intended to sustain the ELC. CCC faculty/staff will be able to use for classes; however, need to keep in mind others may reserve as far as a year or so ahead of time (i.e. wedding, prof dev workshop), which is different than the normal term-by-term classroom scheduling. Class reservations will not be bumped by a community reservation, but one-time events (e.g.; workshop, meeting) may be. If that happens, Facility Reservations will assist with finding an alternative location.</p>
<p>Institutional Research Request Form</p>	<p>Lisa Ahn Wang explained a new process for requesting IR data. In order to keep track, assess college-wide or common needs to create reports, and provide timelines on completion, the department has decided to use the online Helpdesk function. All requests for information and data are to be submitted through an online ticket. Confirmation and estimated completion times will be sent within five (5) business days of ticket receipt. Lisa Ahn went over information to include in ticket request.</p> <p>Discussion and Questions: Can we still call if needed? Yes, some questions are simple to answer and may not validate a ticket.</p>

<p>CCC Library Overdue and Lost Notice Updated Language</p>	<p>Jane Littlefield and Sarah Nolan provided an overview of the Overdue and Lost Items Notice. This document includes information about timelines and fees from the Interlibrary and Loan Summit, which includes resources other than the college.</p> <p>Discussion & Questions: Do fees need to be resolved before we can check out materials again? Yes. If items are lost or have a late fee above \$25, the account will be referred to the Business Office for billing and payments will be accepted at Roger Rook.</p> <p>Is there a daily fee for lost items? No, once the item is determined lost a one-time fee is assessed.</p>
<p>Math Department Updates</p>	<p>Carrie Kyser and Kelly Mercer updated the group on Math 98. They started working on fixes to math developmental education courses, as data showed a high dropout rate. Math 98 was created as a result and began offerings in Spring 2015. The course will move from five (5) to four (4) credits in Summer 2018. There will be a change in the description and learning outcomes.</p> <p>For consistency, all pre-college math will be four (4) credits beginning Summer 2018, except Math 80.</p> <p>Discussion & Questions: Will past transcripts still show the higher credits taken? Yes. Has the Math Department contacted other departments and have changes been made to the catalog? Carrie and Kelly made several announcements and visited individual division and department meetings. They are not aware of any changes made to this catalog; however, this is an ongoing process and will be a discussion with Guided Pathways and through assessment work.</p>
<p>ISP Reads</p>	<p>ISP-160: Course Outline and Course Syllabus Information – second read. There is a small change to not require syllabi for non-credit except courses such as, ESL, PIE, CEU, and GED.</p> <p>Discussion: It was suggested to list non-credit course types that don't require a syllabus, rather than list what course do. There is also a typo in Standard 2.</p> <p>ISP-360: Credit for Prior Learning – first read. There was a need to separate out different types of CPL in regard to the 25% limit. The 25% limit is related to the portfolio type of CPL, not Credit by Exam. ISP is also researching requirements for non-residents. That information may be added in the next read.</p> <p>Discussion: no comments.</p>

<p>Board Policy – 1st Read</p>	<p>Denice Bailey reviewed proposed revisions to the following Board policies:</p> <p>BDDH: Public Comment in Board Meetings – made an update to what can and can’t be said at meetings about staff members.</p> <p>BF: Policy Development and Review – changed the review timeline from ‘yearly’ to ‘regularly’; a 3-year cycle.</p> <p>BFC: Adoption and Revision of Policies – no suggested changes.</p> <p>EB: Health and Safety – no suggested changes.</p> <p>EBB: Integrated Pest Management – cleaned up language to align with statute.</p> <p>EBCD: Emergency Closures – making change to allow the President to designate someone to address closures.</p> <p>ECA: College Safety – multiple changes mainly related to sexual assault.</p> <p style="padding-left: 40px;">Discussion & Questions: the group would like a definition of Anti-Social Behavior and to know the difference between rape and acquaintance rape.</p> <p>ECAC: Video Surveillance – changes recommended by College Safety Director to remove surveillance from personnel and student records.</p> <p>ECD: Traffic and Parking Controls – changes recommended by College Safety Director.</p> <p style="padding-left: 40px;">Discussion & Questions: what happens if a car is towed? The policy reflects legal remedies. How do we deal with cars on site for Tri-Met Park & Ride? Phil explained they must follow rules of the college. What about leaving cars overnight? Phil explained rules do not prohibit that.</p> <p>EDK/KGF: Use of College Equipment and Materials – indicate policy applies to college and community.</p> <p>EEBA: Use of College Vehicles – added language about not using for financial gain.</p> <p>EI: Insurance Coverage – one grammatical correction.</p> <p>Denice advised the policies will go to the Board for a first read; to College Council for second read; President’s Council; then back to Board for adoption in April.</p>
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<p>Committee Reports</p>	<p>Presidents’ Council: no recent meeting to report.</p>
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<p>1. Presidents' Council / Sue Goff</p>	
<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG / Angel Orozco 2. Classified / Alison Ihrke 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty / Casey Sims 5. Administrative Confidential / Sunny Olsen 	<ol style="list-style-type: none"> 1. ASG: Inter Club Council Meeting (ICC) – March 6th @11:30am–1pm, Tuesday ASG will meet with all the CCC clubs and discuss how their clubs are doing and if they need anything from us. National Women's Day - March 8th, Thursday @12pm the multicultural center will be giving out flowers to women. Grants Deadline – The deadline to turn in applications for ASG grants will be March 9th before 5pm. Spread Kindness Event – March 12-14, Mon, Tues, Wed. Monday at Harmony from 11am-1pm ASG will be passing out cupcakes, Tuesday at Wilsonville from 4-5pm ASG will be passing out doughnuts, and flowers will be given out at OC from 11am-1pm. ASACC (American Student Association of Community College) – March 16th, ASG will be sending two members (Jairo & Duncan), to Washington D.C. for the National Student Advocacy Conference. Lending Library Fundraiser – The Campus Activities department is looking to start a fundraiser to increase the budget for the Lending library program and we could really use some ideas on what to sell or do. 2. Classified: Alison read a written update from Enrique Farrera. Provided update on measure passed and bill pending. There will not be hearings on budget requests for community colleges during short legislation session. The association is working with other college leaders on diversity initiatives and will bring a diversity trainer to campus next term. They will also start an engagement project to retain and strengthen the association. 3. Part-Time Faculty: there is a board of directors meeting next week. They are working on an issue with OEA. 4. Full-Time Faculty: had a faculty lunch yesterday and will send out a survey about engagement with the association. 5. Administrative Confidential: the All Staff Breakfast is March 22; invites will be sent soon. The association will help with planting trees at the ELC.
<p>Announcements / All</p>	<p>Max Wedding – there is a Skills Competition Listening Session in the Community Center today at 2:00PM.</p> <p>Sunny Olsen – a new Staff Development Course Submission Form is now available for trainings and workshops to be created for registration in order to collect FTE. The online submission form can be found on the myClackamas portal/CougarTrax/Continuing Education.</p>

	<p>Sue Goff – Active Shooter Training will be offered for the next two Thursdays. Also, groups can request training on an ad hoc basis. The production of Lost Boy by Sue Mach is playing through next weekend.</p>
<p>Present</p>	<p>Sue Goff (Chair), Carrie Kyser, Kelly Mercer, Stephanie Schaefer, Emilie Azorr, Laura Smith, Lori Hall, Jaime Clarke, Stephen Wilks, Jane Littlefield, Alison Ihrke, Sarah Nolan, Darlene Geiger, Lisa Reynolds, Molly Burns, Karen Ash, Renee Harber, Dawn Hendricks, Ida Flippo, Denice Bailey, Leslie Ormandy, Lizz Norrander, Lisa Anh Wang, Patricia Anderson Wieck, Phil Zerzan, Jennifer Anderson, Ryan Davis, Gabi Romero, Duncan Garcia, Angel Orozco, Cole Jones, Sunny Olsen, Max Wedding, Laura Lundborg (Recorder)</p>