

# College Council Agenda

Date: 4.20.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome	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 4/6/18 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>Revised Administrative Regulation (AR) – Facility Use and Terms Conditions</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Bill Waters Jen Miller	10 min	Feedback on revised AR, Facility Use and Terms Conditions	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Board Policy – 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	Denice Bailey	15 min	This is the first read/discussion for revisions to the following Board policies: GBN_JBA: Sexual Harassment GBNA_JFCF: Hazing Harassment Intimidation GCBA_GDBA: Payroll Authorizations GCBDA_GDBDA: Family Medical Leave GCBDC_GDBDC: Leave/Accommodations for Victims of Domestic Violence GCBDD_GDBDD: Sick Time GCC: Faculty Selection GCL_GDL: Staff Development GCN_GDN: Evaluation of Staff GCPD_GDPB: Resignation of Staff GDC: Authorization of Support Services Positions IC: Academic Calendar IGE: Training/Continuing Ed/Alternative Ed IIBD: Library IIBGA: Electronic Communication System IKFF: Adult High School Diploma Program	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

<b>Board Policy – 2<sup>nd</sup> Read</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Denice Bailey	10 min	This is the second read/approval of revisions to the following Board policies: GAB: Job Description GBA: Equal Employment Opportunity GBB: Shared Governance GBC: Staff Ethics GBDA: Mother Friendly Workplace GBEBA: HIV Infection or AIDS GBL: Personnel Records GBM: Staff Complaints and Appeals GBMA: Whistleblower JFCH_JFCI: Substance Use	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>ISP Reads</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Sue Goff	10 min	ISP 164 Class Section Cancellation – 1 <sup>st</sup> Read ISP 164P Class Section Cancellation Procedure – 1 <sup>st</sup> Read ISP 390 Work-Based Learning (CWE) – 1 <sup>st</sup> Read ISP 472 Repeat of Courses for GPA Recalculation – 2 <sup>nd</sup> Read	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Navigate Update</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Tara Sprehe Max Wedding	15 min	Update on Navigate Pilot and Review Launch Timeline	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Graduation Reminder</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Max Wedding	5 min	Call out for Faculty and Staff Volunteers, Registration & Outstanding Students	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Podium Upgrades</b>	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Larry Rosenberg	10 min	Review the Classrooms that are up for Upgrades	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

<b>Committee Reports</b> 1. <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	5 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> 1. <b>ASG</b> 2. <b>Classified</b> 3. <b>Part-time Faculty</b> 4. <b>Full-time Faculty</b> 5. <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>Notes</b>		<b>Due</b>
	<b>Upcoming Meeting Dates</b>	<b>Start Time</b>	<b>End time</b>	<b>Location</b>	
	May 4, 2018	12:00 p.m.	1:30 p.m.	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 Pruyn (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: 4.6.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<b>Minutes</b>	Minutes from the meeting held on 3/16/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Transition Planning</b>	<p>On July 1, CCC welcomes our new president, Dr. Tim Cook. Amanda Coffey discussed that the college is preparing with a transition plan. The transition plan includes various events and meetings for Dr. Cook to be introduced as our incoming president. Lori Hall and Amanda are working together to prepare the briefing packet, which will serve Dr. Cook as he gets to know us and our college. Amanda is scheduled on a listening tour to visit with different groups on campus to hear your ideas and answer questions to make this a successful transition. Joanne will continue to be our president, so show her respect, honor her position, and celebrate her accomplishments. Join the college for Joanne’s farewell party on May 11. Amanda organized an activity to gather feedback asking what departments or individuals can do to ensure a successful transition.</p> <p>Feedback:</p> <ul style="list-style-type: none"> <li>Invite the new president to ASG events or visit staff and faculty to our other campus sites.</li> <li>Prepare quick elevator speeches sharing information about our departments.</li> <li>Introduce him to our external partners, stakeholders, and legislatures.</li> <li>When you meet him, wear your name badge, introduce yourself, and share where you work.</li> <li>Be open to ideas that he suggests, but the college may have already tired.</li> </ul> <p>Please email your questions and concerns to Amanda throughout the transition.</p>
<b>Accreditation Commitment – Collecting Continuing Education</b>	The college needs to start tracking FTE for state reimbursement and accreditation purposes. Sunny Olsen discussed that the college offers faculty and staff trainings, and Community Education has developed a way to capture this information. On the myClackamas portal, you can select Continuing Education under the CougarTrax tab to create and register for trainings. When creating training opportunities, be sure to provide Community Education an adequate amount of time. Once the necessary information is provided, they will triage your request and determine whether the course is reimbursable or not. Look for instructions on how to capture future trainings In the future.

<p><b>ARC Reads</b></p>	<p><b>ARC 600 Email Use</b> – second read. The policy reinforces that email is the official method of communication and the primary form of email communication with the College.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p> <p><b>ARC 603 Identity Theft and Prevention Response</b> – first read. It establishes the policy and process reporting and/or mitigating identify fraud and/or theft.</p> <p>Discussion: Sue pointed out that ARC policies are usually written with a student lens. Since this policy has been written to represent students, staff, and vendors, both the employee handbook and Board policy should be reviewed. Sue recommended that this policy be forwarded to Presidents’ Council for review and recommendations. Both theft and fraud are mentioned in the policy, but it was suggested to consider adding misuse of identity. Jennifer agreed that additional work needs to be done to this new policy to review language and vet with the appropriate areas before it comes back to College Council.</p>
<p><b>Board Policy</b></p>	<p>Denice Bailey reviewed proposed revisions to the following Board policies:</p> <p><b>GAB: Job Description</b> – This is the first instance where the college will be replacing the ‘his/her’ designation with ‘their’. Note as the college moves to change these designations, there will be some awkward sentences (plural noun with a singular verb).</p> <p><b>GBA: Equal Employment Opportunity</b> – changed ‘district’ to ‘college’. Footnote added for veterans’ status to align with our hiring practice.</p> <p><b>GBB: Shared Governance</b> – verb correction at the bottom.</p> <p><b>GBC: Staff Ethics</b> – replaced the ‘his/her’ designations with ‘their’. Cleaned up the language to clarify item #2 on the first page. Additional clarification was added to page 2 to add the legal state approved definition of member of household, relative, and gift.</p> <p><b>GBDA: Mother Friendly Workplace</b> - changes recommended by the Oregon School Boards Association (OSBA) about the list of designated lactation locations available.</p> <p><b>GBEBA: HIV Infection or AIDS</b> – language changes for clarification – no substance changed.</p> <p><b>GBL: Personnel Records</b> – replaced the ‘his/her’ designations with ‘their’. Language changes for clarification – no substance changed.</p> <p><b>GBM: Staff Complaints and Appeals</b> – added a new paragraph recommended by OSBA (whistleblowing language).</p>

	<p><b>GBMA: Whistleblower</b> – proposed new policy. It elaborates on the third paragraph of the previous policy.</p> <p><b>JFCH/JFCI: Substance Abuse</b> – States the allowed procedures for the use of alcohol at College as well as external rentals and events. A lot of the language has been eliminated. The policy now aligns with other policies that have language about alcohol and tobacco. This is a college-wide policy, but has been written specifically with students in mind.</p> <p>Discussion: Stephanie Schaefer brought up that abuse is an old term. She suggested the title be changed from ‘Substance Abuse’ to ‘Substance Use’.</p>
<p><b>ISP Reads</b></p>	<p><b>ISP 160 Course Outline and Course Syllabus Information</b> – third read. The language was changed to include everything and add an exception. A syllabus will be required for every course section except for the non-credit contracted education courses that don’t offer CEUs and all Community Education sections.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p> <p><b>ISP 360 Credit for Prior Learning</b> – second read. This policy had recently been approved. Due to the fact that the Higher Education Coordinating Commission (HECC) recently changed the regulations, the policy needed to come back for another review. Previously, there was a 25% limit related to portfolio CPL credit. The policy now states that all other forms of CPL credit may exceed 25% of the total credits needed for a certificate or degree.</p> <p>Discussion: No further comments or suggestions were brought forward. Approved.</p>
<p><b>Committee Reports Presidents’ Council / Sue Goff</b></p>	<p>We reviewed the Board policies that Denice brought forward and the Diversity, Equity and Inclusion Committee presented their updated charter.</p>

<p><b>Association Reports</b></p> <ol style="list-style-type: none"> <li>1. <b>ASG / Duncan Garcia</b></li> <li>2. <b>Classified / Beth Hodgkinson</b></li> <li>3. <b>Part-Time Faculty / Leslie Ormandy</b></li> <li>4. <b>Full-Time Faculty / Stephanie Schaefer</b></li> <li>5. <b>Administrative Confidential / Sunny Olsen</b></li> </ol>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> A blood drive is scheduled for April 11 &amp; 12. Welcome Week was a success. The college greeted students serving coffee and snacks at the spring term welcome tents on the Monday and Tuesday. ASG provided free ice cream on Tuesday, we hosted a \$1 BBQ on Wednesday, and the week ended with the ASG club fair.</li> <li>2. <b>Classified:</b> Beth Hodgkinson reported for Enrique Farrera. The association requested members to volunteer to form a nomination committee, an election committee, and to review the bi laws.</li> <li>3. <b>Part-Time Faculty:</b> We are currently working on our bi laws and preparing for the upcoming election. Recently, the association added language stating if a part-time faculty member stops reporting from a college committee, they can be replaced. We are involved with the college with three grievances, an ongoing contract maintenance issue, and a potential unfair labor practice.</li> <li>4. <b>Full-Time Faculty:</b> Stephanie reported for Casey Sims. Full-time faculty members were reminded at Senate that they have own grievance committee.</li> <li>5. <b>Administrative Confidential:</b> The All Staff Breakfast was a success.</li> </ol>
<p><b>Announcements</b></p>	<p><b>Patricia Anderson Wieck</b> - ASG has partnered with members of the Title IX Resource team to present several education and action activities during Sexual Assault Awareness Month (SAAM). On April 27 join us for the “responsible employee” training which will be run by the Oregon Attorney General’s Sexual Assault Task Force (SATF) in association with the CCC Title IX team.</p> <p><b>Amanda Coffey</b> – Join the open forum to meet the finalist for the next Dean of Institutional Effectiveness and Planning (the division currently named Curriculum, Planning, and Research) on Thursday, April 12, from 2-3 p.m. in the McLoughlin Auditorium.</p> <p><b>Lori Hall</b> – We will continue examine how to strategically place services that our students need and within close proximity of each other at an open forum with Paulien &amp; Associates on Thursday, April 12, from 1-2 p.m. in the Community Center.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Stephanie Schaefer, Amanda Coffey, Lori Hall, Denice Bailey, Joyce Gabriel, Leslie Ormandy, Sunny Olsen, Patricia Anderson Wieck, Duncan Garcia, Dru Urbassik, Andrea Vergun, Chris Sweet, Jennifer Anderson, Lisa Reynolds, Matt Goff, Beth Hodgkinson (Recorder)</p>

# ISP 164

## Class Section Cancellation

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### PURPOSE

States guidelines for class cancellation

### SUMMARY

The decision to cancel classes will be made by department chairs/directors and their Deans and/or Associate Deans at least one week before the start of the class, whenever feasible. Once the decision has been confirmed by the Dean to cancel a class, enrolled students and instructors will be notified as soon as possible (see ISP 164P).

### STANDARD

1. The department chair/director, the Dean and/or Associate Dean will consider many factors when making the decision whether or not to cancel a class section. Cancellation of a section is normally considered when enrollment is low. Reasons for not cancelling a low enrollment class may include, but are not limited to, the course only being offered once a year, the course being required for graduation, or the course being part of a new program.

### REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	January 25, 2000
College Council	Reviewed	November 21, 2005
College Council	Reviewed	June 7, 2013



# ISP 164P

## Class Section Cancellation Procedure

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### PURPOSE

States procedures for class cancellation

### SUMMARY

The decision to cancel classes will be made by department chairs/directors and their Deans and/or Associate Deans at least one week before the start of the term, whenever feasible. Once the decision has been confirmed by the Dean to cancel a class, enrolled students and instructors will be notified as soon as possible.

### PROCEDURE

1. Instructors will never announce a cancellation of a class section unless authorized to do so by the department chair/director or the Dean and/or Associate Dean.
2. When the decision to cancel a class has been determined:
  - a. The department will immediately send the official cancellation notice on the Term Master form to Course Scheduling. Course Scheduling can be notified via phone or email to put a “hold” on the class until the official cancellation paperwork arrives.
  - b. The scheduling office will generate an e-mail to each enrolled student notifying them of the cancellation.
3. If the decision to cancel a class has been made at least a week prior to the first class meeting:
  - a. The department will attempt to contact each enrolled student to share information about other sections of the same course, if they exist, or recommend that the student visit with a faculty advisor or counselor to determine alternate courses.
4. If the decision to cancel a class has been made less than 1 week prior to the first class meeting:
  - a. The department will attempt to contact each enrolled student to share information about other sections of the same course, if they exist, or recommend that the student visit with a faculty advisor or counselor to determine alternate courses.
  - b. For face-to-face courses, the department will prominently post signs at the classroom door stating that the class has been cancelled and whom to contact for further information.
  - c. For face-to-face courses, the department may elect to meet with the students on the first day of class in the event a student cannot be reached or in case a student shows up hoping to enroll in the class.
5. If the decision to cancel a class has not yet been made prior to the first class meeting:
  - a. The department chair/director will discuss with the instructor under what conditions the class will be cancelled.
  - b. The instructor will meet the class during the first scheduled class meeting. If the decision to cancel is made during the class, the instructor will stay at least one-half hour to notify students of the cancellation.

- c. The instructor will let the department chair/director know what happened at the first class meeting.

## REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	January 25, 2000
College Council	Reviewed	November 21, 2005
College Council	Reviewed	June 7, 2013

# ISP 390

## Work-Based Learning (Cooperative Work Experience)

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### PURPOSE

Establishes guidelines for work-based learning courses (CWE, internship, practicum, clinicals)

### SUMMARY

Clackamas Community College will grant up to 24 credits for Cooperative Work Experience for any two-year degree and 12 credits for a one-year certificate directly related to the participant's program of study or career goal.

### STANDARD

1. The student must enroll in a 16 hour seminar to study and/or demonstrate career management skills when enrolled in a work-based learning (CWE) course. The objectives and outcomes (obtain, sustain, and advance employment) are described in a seminar outline shared by all programs.
2. The student must accumulate a minimum number of hours of verifiable work experience per term to earn each credit (see chart below). The ratio is a minimum of 30-36 clock hours for 1 unit of credit.
3. On the course outline (e.g., BA-280, MFG-280) student learning outcomes must be listed for the student to earn credit. The student will have an individualized plan with learning outcomes and measurable objectives that are directly tied to a student's program of study.
4. The maximum number of work-based learning (CWE) credits that can be earned is 24 per student in a two year program. Students are limited to earning a maximum of 12 credits per year. The maximum hour limit that can be counted is 440 contact hours per student per year (as outlined in the Community College Handbook.) This does not limit the hours a student may work, only the number of hours that may be counted for college credit.
5. The requirement of work-based learning in any Career and Technical Education programs will be determined by the appropriate faculty in consultation with their advisory committee.

Number of Credits Registered for	Hours Worked per Week	Total Hours Per Term	Seminar Hours Per Term
6 credits	18-20 hours	180+ hours	16 hours
5 credits	15-17 hours	150-179 hours	16 hours
4 credits	12-14 hours	120-149 hours	16 hours
3 credits	9-11 hours	90-119 hours	16 hours
2 credits	6-8 hours	60-89 hours	16 hours
1 credit	3-5 hours	30-59 hours	16 hours

## REVIEW HISTORY

ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	April 18, 2014
College Council	Reviewed	February 15, 2008
College Council	Reviewed	January 19, 2001
Instructional Council	Adopted	February 12, 1988

# ISP 472

## Repeat of Courses for GPA Recalculation

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### PURPOSE

Establishes the conditions for repeating courses for the purpose of recalculating GPA.

### SUMMARY

Students may repeat a course as many times as they choose. The GPA will be recalculated automatically.

### STANDARD

1. Course registration is required in order to repeat a course.
2. Appropriate tuition and fees will be assessed for repeated courses.

### REVIEW HISTORY

ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	January 18, 2013
College Council	Reviewed	February 18, 2011
College Council	Reviewed	April 7, 2006
College Council	Reviewed	April 1, 2005

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

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

NAME:

EXT:

EMAIL:

GED Ceremony, June 14:                       YES                       NO

Commencement Ceremony, June 15:       YES                       NO

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

**Due by 5/4/18. The college also has a limited supply of gowns and hoods on hand.**

**Last Degree Earned:**

**Discipline of Degree Earned:**

**Name of Institution:**

**City & State of Institution:**

**HEIGHT:                      WEIGHT: (approx.)**

Please return to:  
[gradceremony@clackamas.edu](mailto:gradceremony@clackamas.edu)

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

503-594-3008



**Clackamas Community College**  
**2018 Podium Replacement Schedule**

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<b>Room</b>	<b>Notes</b>
AC102	
AC108	
AC122	
B109	Need to schedule. Have all parts
B237	
CL133	
DJ190	
DJ233	
N217	
P101	
P102	
P103	
P151	
P161	
S133	
S181	
S182	
S183	
TC124	
W106	
W153	
W154	
W208	
W209	
W212	
W213	
	<b>New ITC Technical Center</b>
111	
112	
113	
202	
203A	
203B	
212	