

College Council Agenda

Date: 10.5.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Mapping	Presenter	Allotted Time	Key Points	Category
Minutes	<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 5/18/18 and 6/1/18 meetings have been posted 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
College Council Overview	<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 checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Unit Planning Update	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jason Kovac	10 min	Attendees will understand deadlines and opportunities for training.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Space/Adjacency Update	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jason Kovac	10 min	Participants will understand upcoming steps in space/adjacency planning.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Guided Pathways Check-In	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Guided Pathways Task Force Leadership	5 min	Guided Pathways timeline, website, and communications.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document

ARC – 1st Read	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Jennifer Anderson	20 min	ARC 402 Active Military Deployment Withdrawal Policy and Procedure ARC 604 Sex Offender Policy and Procedure	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
ISP – 2nd Read	<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	ISP 150 Online Courses	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Self-Service Financial Aid	<input type="checkbox"/> SP1 <input type="checkbox"/> SP2 <input type="checkbox"/> SP3 <input type="checkbox"/> SP4 <input checked="" type="checkbox"/> Compliance	Karen Ash Terrie Sanne	10 min	Introduction and overview of Self-Service Financial Aid	<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. Presidents' Council	<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
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	Location	
	October 19, 2018	12:00 p.m.	1:30 p.m.	CC127	

Attendance

College Council Members 18-19: Sue Goff (Chair), Beth Hodgkinson (Recorder), Dion Baird (ITS), Dave Gates (ITS – alternate), Tara Sprehe (AFaC), Darlene Geiger (AFaC – alternate), Molly Burns (AFaC), Esther Sexton (AFaC), Ryan Davis (AFaC), Scot Pruyne (AFaC), Andrea Vergun (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), Bob Keeler (AS), All Association Presidents, All Deans

Notes to Self

Deferred Items

- College Council Minutes can be found at F:\College Council\18-19

College Council Minutes

Date: 5.18.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on 5/4/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Bookstore	<p>Alissa Mahar presented information about the bookstore transition. Barnes & Noble has been selected as the college bookstore services provider. Beginning fall term, students should be able to use the online ordering system and textbook adoptions should start winter term for faculty.</p> <p>Key dates are:</p> <ul style="list-style-type: none"> • May 23 – College-wide Bookstore Learning Session • May 31 – Faculty Senate meeting (discuss vendor selection; brief the group on bookstore services; share timeline for implementation, etc. • June 8th – Department Chairs & Directors Meeting (review the implementation plan; provide online walk through of both the student/user and faculty interface; demo of key functionality) • June 27th – Board of Education meeting (discuss vendor selection; brief the Board on bookstore services; share timeline for implementation) • Fall Inservice – Training for faculty and staff <p>If you have any questions, you can contact Alissa Mahar. Alissa or Greer will forward documents so they can get posted to the College Council website.</p>
Code of Conduct	Jennifer Anderson brought forward the proposed updates for CCC’s Code of Conduct handbook. Leslie Ormandy requested to have #4 expanded to include the taping and selling of course lectures & materials online. Casey Simms suggested the additional language to B, “Including, but not limited to,” for better definition. Forward additional feedback on this document back to Jennifer by May 23. The due date for all updates need to be submitted by May 25.

<p>Board Policy 1st Read</p>	<p>Denice Bailey reviewed the last grouping of Board policies with proposed revisions.</p> <ul style="list-style-type: none"> ●ECACB: Unmanned Aircraft System aka Drone – New proposed policy. ●JB: Nondiscrimination Equal Education Opportunity – Added some protected groups. ●JEC: Admissions – Existing language, but took out “an open door policy”. ●JECA: Student Residency Requirements for Tuition Purposes – Existing language. No changes. ●JO: Student Records – Existing language. No changes. ●JO-AR: Student Records – Directory Information – Deleted. ●JOA: Directory Information** – Existing language. No changes. ●KBE: Political Campaigns – Existing language. No changes. ●KI/KJ: Solicitation – Vendor guidelines are old and is still in process. ●KL: Complaints – Quite a bit of new language. AR outlines steps to take for compliance. ●KL-AR: Public Complaint Procedure – Policy was revised and updated. <p>If you have any additional comments or feedback, please contact Denice. These will go forward for approval to the June Board meeting.</p>
<p>Board Policy 2nd Read</p>	<p>This is the second read/approval for revisions to the following Board policies.</p> <ul style="list-style-type: none"> ●GBN/JBA: Sexual Harassment – John Ginsberg suggested to add language gender identity/expression information added to the end after “or spreading rumors about”. ●GBNA_JFCF: Hazing Harassment Intimidation – No changes. ●GCBA_GDBA: Payroll Authorizations – No changes. ●GCBDA_GDBDA: Family Medical Leave – No changes. ●GCBDC_GDBDC: Leave/Accommodations for Victims of Domestic Violence – No changes. ●GCBDD_GDBDD: Sick Time – No changes. ●GCC: Faculty Selection – No changes. ●GCL_GDL: Staff Development – No changes. ●GCN_GDN: Evaluation of Staff – No changes. ●GCPD_GDPB: Resignation of Staff – No changes. ●GDC: Authorization of Support Services Positions – No changes. ●IC: Academic Calendar – No changes. ●IGE: Training/Continuing Ed/Alternative Ed – No changes. ●IIBD: Library – No changes. ●IIBGA: Electronic Communication System – The policy has been pulled. Additional work necessary. ●IKFF: Adult High School Diploma Program – No changes. <p>These policies will go to President’s Council next week and then to the Board for approval.</p>

<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG / Angel Orozco 2. Classified / 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty / Casey Sims 5. Administrative Confidential / Sue Goff for Jaime Clarke 	<ol style="list-style-type: none"> 1. ASG: Alcohol Awareness scheduled on May 23. Enjoy pizza, a dunk tank, and a pie throwing contest at Field day on May 30. 2. Classified: No report. 3. Part-Time Faculty: The election is in progress. Upcoming events: June 3 - Meet and greet & the annual BBQ on June 16. 4. Full-Time Faculty: Laurette Scott will be the full-time faculty president next year with Dustin Bates as the president elect. The Senate initiated an engage project based on the upcoming Supreme Court case. 5. Admin/Confidential: Sunny Olsen will lead the group next year.
<p>Announcements / All</p>	<ul style="list-style-type: none"> • June 1 - Ground breaking for DeJardin expansion. • June 7 - Grand opening for the ELC. • June 4 & 5 – Open house for the bond work and the student services community commons building. • The spring term play, Nonsense, opens next week. • The guitar project is expanding to the ELC & ITS. • Summer Grants: This is the second summer ASG is offering a limited number of grants. Inform your students who plan to attend CCC to apply at ASG. • Diversity, Equity and Inclusion subcommittees are open to everyone on campus. HB-2864 requires we have a committee and cultural competencies training by fall. Contact John Ginsburg or Jaime Clarke if you would like to be involved.
<p>Present</p>	<p>Sue Goff (Chair), Leslie Ormandy, Kimberly Crane, Lori Hall, Emilie Azorr, Greer Gaston, Denice Bailey, Alissa Mahar, Phil Zerzan, Jennifer Anderson, Lisa Reynolds, Laurette Scott, Donna Larson, Jil Freeman, Jane Littlefield, Vicki Hedges, Carol DeSau, John Ginsburg, Tara Sprehe, Cole Jones, Gabi Romero, Casey Sims, Kelly Lawrence (Recorder)</p>

College Council Minutes

Date: 6.1.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on 5/18/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
New CARE/BIT Model	<p>Jennifer Anderson, the current chair of the Behavior Intervention Team (BIT), shared some new thinking and proposed changes for the upcoming year. In the current model, there are some limitations, so the team is suggesting a name change from BIT to CARE: C = Coordinates A = Assesses R = Responds E = Engages. The college will move from a decision tree model to an online centralized referral process when faced with potential students of concern. When a referral is submitted, you will receive an email confirming the referral has been submitted. With this process, the CARE team can respond to student issues of concern and establish a single source for reporting distressed, disruptive, or dangerous student behavior in one place. This will allow improved intervention while maintaining a multidisciplinary team approach. In regard to the Threat Assessment Team (TAT), the Director of College Safety asked that the college establish this to review situations and assess the level of risk of threat. This team would include the same members as BIT plus a member from Human Resources. When necessary, TAT Level 1 is convened by the Directory of College Safety, and when there is a significant level of threat the Director would recommend to take TAT level 2 recommendations to the County Threat Assessment Team and report back to the college. TAT cases will be reviewed or debriefed during CARE meetings. Conduct is sometimes outcome of student behaviors. The Conduct Team is comprised of our Associate Deans who meet to review cases and work to provide consistent, college-wide disciplinary decisions.</p> <p>Please send your feedback and suggestions. We plan to rollout the new CARE model to all faculty and staff beginning fall term.</p>

<p>Board Policy Revisions – 2nd Read/Approval</p>	<p>This is the second read/approval for revisions to the following Board policies.</p> <ul style="list-style-type: none"> ● ECACB: Unmanned Aircraft System aka Drone – No changes. ● JB: Nondiscrimination Equal Education Opportunity – No changes. ● JEC: Admissions – Presidents’ Council changed a few items including “welcome” not limited to only students. ● JECA: Student Residency Requirements – No changes. ● JO: Student Records – No changes. ● JO-AR: Student Records-Directory Information – Recommend to delete. ● JOA: Directory Information – No changes. ● KBE: Political Campaigns – No changes. ● KI-KJ: Solicitation – No changes. <p>These policies will go to President’s Council next week and then to the Board for approval.</p> <p>College Council, May 18 – Follow Up</p> <ul style="list-style-type: none"> ● KL: Complaints – It was decided to pull both the Board policy and the AR due to the volume of questions. Work will continue over the summer and the second read will come forward in the fall.
<p>ISP Reads</p>	<p>Sue Goff and Dru Urbassik brought forward the following Instructional Standards and Policies.</p> <p>ISP 491 Residency Requirements for Graduation – second read. Letter c under Standard 1 was added, <i>Students who have earned a minimum of 25% of their credits and a minimum 2.0 GPA at CCC.</i></p> <p>ISP 191 Administrative Withdrawal – second read. No changes from the first read.</p> <p>ISP 150 Online Courses – first read for this new ISP. Taylor Donnelly served on an ISP subcommittee that looked at best practices for online teaching and online course standards from other community colleges and institutions. The information was reviewed, and they worked to draft both a standard and a procedure for this new ISP. Taylor stated that the subcommittee’s initial thoughts were to articulate the need for instructor presence as well as communicating within the course. The ISP has been reviewed by the Faculty Senate. There has been a lot of collaboration to get this ISP to the point that it is now. The second read will take place in the fall.</p> <p>Question: Tara asked if we have something similar for our face-to-face classes. Sue responded no, not at time, but ISP felt that it was important to have for our online courses because some of our requirements for Financial Aid and Disability Resources are very specific.</p>

<p>Survey of Surveys</p>	<p>Lisa Anh Wang from Institutional Research sent out a survey to gather information about past student surveys requests at the college. She inquired if there are topics across the college requesting similar student information that could be gathered to serve our many purposes? How can we work across the college to not only better communicate but coordinate future surveys? Lisa wants to work together to make the best use of all our time and respect the time of our students.</p>
<p>Committee Reports 1. Presidents' Council / Sue Goff 2. Curriculum Committee / Jeff McAlpine</p>	<p>Presidents' Council: Included reviewing some of the Board policy we reviewed today.</p> <p>Curriculum Committee: 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 Committee; the Assessment Committee; and other college entities as necessary. Reminder that all course outlines are viewed every five years through the Curriculum Committee. The committee had many accomplishments, goals, and objectives: reviewed a backlog of edited outlines from when CCC has a three year review cycle; focused on General Education and Related Instruction reviews; created review teams for both of these certification areas as well as created checklists for review that reflect state requirements; cleaned up "placement into RD-115" language in course requisites; updated many programs with the credit change for MTH-050 from 3 to 4 credits; and distinguished implementation times. Future work will focus on Foundational Curriculum.</p>
<p>Association Reports 1. ASG / 2. Classified / 3. Part-Time Faculty / Leslie Ormandy 4. Full-Time Faculty / Casey Sims 5. Administrative Confidential / Sue Goff for Jaime Clarke</p>	<ol style="list-style-type: none"> 1. ASG: No report. 2. Classified: No report. 3. Part-Time Faculty: The election is ongoing. All positions are running unopposed. Our scheduled meet and greet on June 3 was a success. Our final board meeting for 2017-18 is scheduled on June 15. Part-time faculty member, Mary Jean Williams, was voted in as an alternate chair for the Curriculum Committee. 4. Full-Time Faculty: The Faculty Senate will meet next week to continue to address the need for hiring nursing instructor with the national crisis. Casey recruited James Bryant-Trerise as next year's Senate secretary. Laurette Scott will be the full-time faculty president next year with Dustin Bates as the president elect. 5. Admin/Confidential: Sunny Olsen will lead the group next year.

<p>Announcements / All</p>	<p>Sue Goff – Ground breaking for DeJardin expansion today.</p> <p>John Ginsburg – The Diversity, Equity and Inclusion Committee have finalized the subcommittee descriptions.</p> <p>Denice Bailey – There is still time to volunteer to help with graduation either on Thursday or Friday.</p> <p>Casey Sims – The OEA Foundation has extended the grant limit for community college from \$2,000 to \$5,000. The OEA Foundation provides educators with up to \$100 grants to help students meet basic, urgent and immediate needs so they can succeed in school.</p>
<p>Present</p>	<p>Sue Goff (Chair), Leslie Ormandy, Jeff McAlpine, Ryan Davis, Joyce Gabriel, Sunny Weinard, Emilie Azorr, Mary Vest, David Plotkin, Denice Bailey, Sunny Olsen, Chris Sweet, Karen Ash, Andrea Vergun, Stephanie Schaefer, Donna Larson, Lizz Norrander, Sarah Hoover, Tara Sprehe, Laurette Scott, Lisa Reynolds, Casey Sims, Dru Urbassik, John Ginsburg, Andrea Vergun, Taylor Donnelly, Kim Kirchhofer, Beth Hodgkinson (Recorder)</p>

Unit Planning Update



Education That Works



Timeline 2018-19

- Updates to the inventory of units by 9/28 (done!)
 - Data/previous plans are posted in F:\ drive
- The unit planning template will open October 1st (done!)
- NEW! F:\Unit Planning\1. Unit Planning Instructions and Blank Templates\2018-19 Process\Overview of Unit Planning and Budget Request Form
 - Trainings during the weeks of October 8 and 15th

Date	Time	Location
10/9	12:00 PM - 2:00 PM	M-130
10/10	9:00 AM - 11:00 AM	S-142
10/16	9:00 AM - 11:00 AM	S-142
10/17	2:30 PM - 4:00 PM	S-142
10/19	9:00 AM - 11:00 AM	M-130

- We'll check in at a department chairs & directors meeting (October 12th)
 - Drafts of unit plans will be due to deans by November 5th

Questions?

Thanks!

Jason, x3390

Jeff, x3101

Space / Adjacency



Education That Works



Three phases to come

Phase One: Data Gathering

1. Bob and Jason will work with Leadership Cabinet to update the Space Needs Utilization spreadsheet (produced from input from the Winter 2018 VP meeting and Fall 18 Leadership Cabinet meeting)
 - We'll equip each member of Leadership Cabinet with entries relevant to their areas of focus; those leaders will work with department leaders to update/add as needed.
 - Deadline TBD.

Three phases to come

Phase Two: Creating Options

1. Jason and Bob will ask key stakeholders to help create a rubric for reviewing options for how we (re)configure space.
 - Rather than Bob and Jason sitting in a back room and playing office Tetris, we want to be transparent about the “lens” through which we’re considering options.
 - Similarly, while it won’t be hard to create options, it will be difficult to identify the options that have the greatest positive/minimal negative impact.
 - This rubric will inform step two of phase two.

Three phases to come

Phase Two (cont)

- Jason and Bob will work with Inici Architects to add detail to the Space Needs Utilization spreadsheet (e.g. square footage required, other specifics).
- Jason and Bob will work with Inici to create options that address ideas described in the Space Needs Utilization spreadsheet.
- Jason and Bob will work with Exec Team, using the rubric identified above, to identify a top number of options (e.g. a “top three options” list).
- We’ll open each option up for a public comment period.
- Once the public comment period closes, Jason and Bob will work with Exec Team to review input, and finalize a decision about which option (or version of an option) to pursue

Three phases to come

Phase Three: Implementation

- The College announces the decision.
- Timelines for moves/reconfiguration is identified.

NB: We're on a shoestring budget for reconfigurations!

Questions?

Thanks!

Jason, x3390

Bob, x6790

ARC 402 Policy

Active Military Deployment Withdrawal

PURPOSE

This policy provides academic and financial options for enrolled students that are being deployed, activated, or mobilized to manage their coursework obligations and maintain good academic standing with the institution, with minimal financial penalty or impact on grades.

This policy does not apply to reservists or members of the Guard who have annual pre-planned training events that conflict with the academic schedule. Reservists or members of the Guard who are aware of a training conflict in advance of the term should notify their faculty immediately to coordinate modifications in their course schedule as appropriate.

SUMMARY

CCC supports students who are members of the US Armed Forces. Students who are deployed, activated, or mobilized while taking courses will be allowed to withdraw with minimal penalty from the course at any time in the term and the college will work with the student to address any academic or financial effects that an early withdrawal may cause the student.

Academic Standing:

Students who are being deployed or mobilized can seek to withdraw from their courses by contacting the Registrar in the Enrollment Services Office. The Registrar, in consultation with identified faculty and the Veterans Education and Training Center staff, will determine the best course of action to manage the student's coursework from the following options:

- The student receives course grades for the current term, or incompletes for all courses, if approved by their faculty;
- The student receives administrative withdrawals with a refund of tuition and fees as applicable for all courses during the time of active deployment;
- The student receives a combination of grades/incompletes and administrative withdrawals.

Financial Standing:

The Registrar will also notify the Bursar (Accounts Receivable), Financial Aid, and Veterans Education and Training Center staff to assist with resolving financial obligations as applicable.

EFFECTIVE DATE

This policy goes into effect immediately upon final approval.

RELATED

Refer to the Military Leave of Absence Procedure for specific details. Questions about this policy may be directed to the Clackamas Community College Registrar at registrar@clackamas.edu.

END OF POLICY

APPROVALS

Maintained By	ARC
ARC Committee Review	Date: 9.26.2018
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date: 11/3/17
College Council – second reading	Date:
President’s Council – if appropriate	Date: March, 20, 2018
ARC Final Review	Date:
Final Approved Document Posted to Web	Date:

ARC 402P

Active Military Deployment Withdrawal Procedure

1. Student emails registrar@clackamas.edu to submit their official military orders for the deployment, activation or mobilization.
2. Registrar coordinates with identified faculty member(s) and Veterans Education and Training Center (VET) coordinator to determine the best course of action regarding withdrawing the student from current coursework and receiving relevant grades.
 - a. Appeals regarding grades must follow the identified academic appeals process.
3. VET Center staff will identify potential VA debt issues and ensure these are resolved to avoid any administrative or financial hardship to the student-veteran.
4. Registrar notifies Financial Aid Director in case there are financial aid implications.
 - a. Financial Aid Director will send the student status updates about any changes or implications to financial aid as appropriate.
5. Registrar notifies the Accounts Receivable office to initiate a refund of tuition/fees, if applicable.
6. The Registrar will send a follow up email to the student to provide status updates and provide any additional referrals.
7. These requests are prioritized for a quick turnaround.
8. Students seeking additional support can connect directly with the VET Center coordinator.

END OF PROCEDURE

ARC 604

Sex Offender Policy

PURPOSE

Provide regulation and process regarding attendance of sex offenders at Clackamas Community College (CCC).

SUMMARY

CCC follows all applicable registered sex offender legal requirements including the Campus Sex Crimes Prevention Act (CSCPA), Family Education Rights and Privacy Act (FERPA), and the Clery Act. Additionally, access to public sources of information regarding the identity of sex offenders is available to all members of the College community.

The Oregon State Police is the agency responsible for maintaining the sex offender registry and its dissemination. The College will not disseminate this information and will refer inquiries to the Oregon State Police. Persons under active supervision for sex offenses are responsible for complying with the terms of their supervision. With the makeup of the student body at Clackamas Community College, the college is unable to ensure that persons prohibited from being near minors will be able to comply with this restriction while attending classes.

Students who are not in compliance with sex offender registration requirements may be in violation of the Clackamas Community College student code of conduct and may be sanctioned accordingly.

RELATED

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 amends the Wetterling Act to require sex offenders to notify campus police or the appropriate law enforcement agency when enrolled or employed at institutions of higher education. See 42 U.S.C. § 14071(j) (Wetterling Act provisions added by the CSCPA amendment); 67 Fed. Reg. 65598 (October 25, 2002) (Attorney General's guidelines for the amendment). The CSCPA also amends the Higher Education Act of 1963 which requires higher education institutions to indicate where community members can obtain information about enrolled or employed sex offenders. The CSCPA also amends the Family Education Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in FERPA may be construed to

prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Questions about ORS Chapter 181A can be directed to the Director of College Safety. Refer to the Access, Retention, and Completion (ARC) 604 procedure for additional information about this policy.

EFFECTIVE DATE

This policy goes into effect immediately upon final approval.

END OF POLICY

APPROVALS

ARC Initial Review	Date: 9.26.2018
ISP Committee – if appropriate	Date: N/A
College Council – first reading	Date:
College Council – second reading	Date:
President's Council – if appropriate	Date:
ARC Final Review & Approval	Date:

ARC 604P

Sex Offender Procedure

Notification Process:

1. Sex offenders are required to register with the Oregon State Police. The Oregon State Police may provide information to the College Director of College Safety of the names of sex offenders who have reported attending or being employed at the college. This information is under the control of the Oregon State Police and will not be disseminated by the College.
2. The Director of College Safety maintains a list of registered sex offenders that are students on the campus and will notify the Threat Assessment Team or the CARE Team of the individuals on this list as needed.
3. Students who fail to comply with the sex offender registration requirements may be in violation of the student Code of Conduct.
4. Persons under active supervision for sex offenses are responsible for complying with the terms of their supervision. Given the makeup of the student body at Clackamas Community College, the College is unable to ensure that persons prohibited from being near minors will be able to comply with this restriction while on campus.

END OF PROCESS

ISP 150

Online Courses

PURPOSE

Establishes the standards for online courses, aiming for best practices and effective teaching and learning. Especially important are the ideas of designing, starting, communicating within, managing, and improving the course.

SUMMARY

Online courses are equivalent to face-to-face courses in content and quality, including equivalent contact time expected for the credit hours of the course. To help students achieve the learning outcomes, online courses should be designed with student engagement, interaction and reflection in mind. Clackamas does not endorse self-paced courses that require little or no instructor and student engagement.

To best ensure quality of online courses, all instructors assigned online courses must be given adequate preparation and training. The focus should always be on effective teaching of the material. From the design of the course through its implementation and ending, instructors should strive for substantive interaction and active engagement with all students. If instructors wish to improve their online courses, Clackamas fully supports their professional development in this area. It is imperative that all CCC classes provide high quality and meaningful educational experiences.

STANDARD

1. **Assigning the course.** No faculty shall be expected to teach an online course without adequate preparation and training (see article 12.C of the full time faculty contract, article 2.Q of the part time faculty contract [2016-9]). If a department has no set training procedure, it is highly advisable that an instructor contact Instructional Support and Professional Development (ISPD) at least three months before teaching an online course for the first time.
2. **Designing the course.** Even before the course meets, instructors should design their courses with consideration for the different parameters of an online class. This includes different modes for active learning and accessibility. All online classes must comply with both copyright law and the Americans with Disabilities Act (for instance, using closed caption videos, webpages that will work well with screenreaders, and so on). Given that students' primary interface with the course will be online, instructors should be mindful of their responsibility to provide course materials that help diverse learners attain the outcomes for the class.
3. **Starting the course.** Instructors have a particular responsibility to establish course expectations in the first week of the class. They should ensure that the course is visible, its content is functional, and that the syllabus is prominently available (see ISP 160A for required syllabus content). Students should be made aware of academic and other support resources (e.g. the Disability Resource Center and the Learning Center). Instructors should also establish how (and how frequently) students are expected to interact with course content, the instructor, and each other.

4. **Communicating within the course.** Online instructors should strive for frequent, active, and meaningful communication with their students. Ideally, students should receive instructor response within 48 hours (or 2 business days) for emails or discussion board questions, and within one week for feedback on assignments.
5. **Managing the course.** Instructors should engage with their students through interactive and frequently updated course materials as well as assignments. Instructors should also monitor their students actively, communicating and adapting as the situation requires (e.g. providing notifications to non-participants, intervening to redirect inappropriate behavior, and referring students to resources that might benefit them). Students should be given meaningful opportunities to ask questions and to provide feedback to the instructor about their learning experience.
6. **Improving the course.** Any instructors who wish to improve their online teaching abilities – at any point before, during, or after teaching a course – can contact the Instructional Support and Professional Development department. ISPD is open to questions about accessibility, copyright law, technology options, and pedagogical strategies, among other topics. Additionally, ISPD houses a document entitled Online Teaching Best Practices that offers strategies for many of the points discussed above.

REVIEW HISTORY

ISP Committee	Adopted	[Date]
College Council	Reviewed	[Date]


Financial Aid Self-Service



Education That Works





Self-Service Welcome Page


 Clackamas
Community College


Home
Clackamas Community College
Graduation
User Profile

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

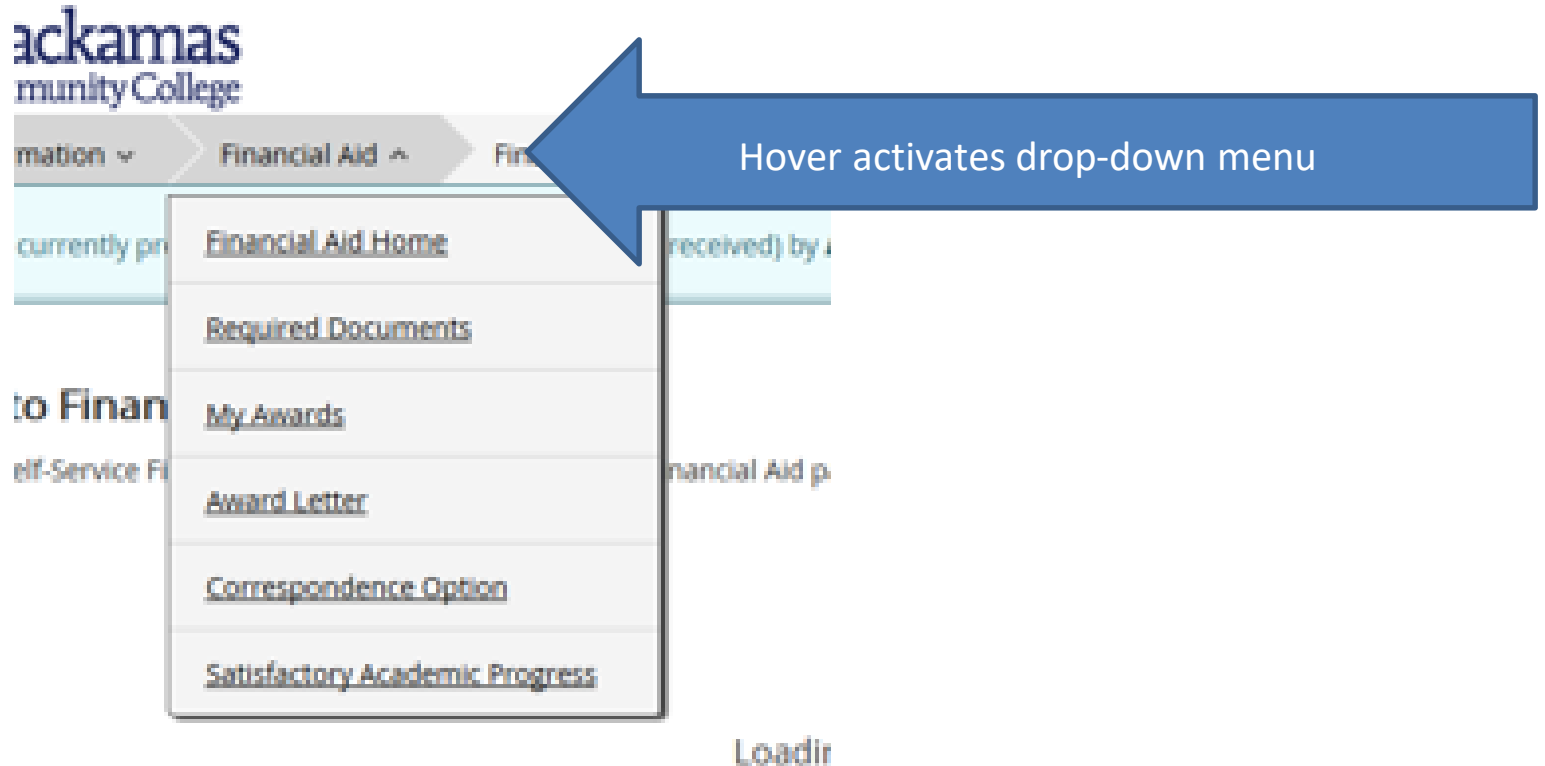
 **Financial Aid**
Here you can access financial aid data, forms, etc.

 **Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.

 **Graduation Overview**
Here you can view and submit a graduation application.

 Clackamas
Community College © 2000-2018 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

Drop-down Menu for Navigation



Home Page



Financial Information ▾

Financial Aid ▾

Financial Aid Home



We are currently processing files completed (all documents received) by **August 21, 2018**.

Welcome to Financial Aid!

Use Colleague Self-Service Financial Aid to assist in managing your Financial Aid package from submission to completion.

Select an Award Year:

2018-2019 Award Year ▾



Your SAP status is Satisfactory. Please contact the Financial Aid Office if you need assistance.

Checklist Status:



Financial Aid Checklist Complete!

Congratulations! You've completed your Financial Aid checklist.

You successfully completed all the items on your Financial Aid checklist.



Missing requirements





You have missing documents!

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.

[Complete required documents](#)

Complete and Needed Documents

(Student with completed and needed documents)


Incomplete		Complete	
 Incomplete	18-19 Information Sheet Need to submit an 18-19 Information Sheet. 18-19 Information Sheet	 Received 08/06/2018	18-19 Change in Aid Form Change in Aid Form 18-19 Change in Aid Form

Checklist Items

Completed Checklist

Checklist		
✓	Completed	Submit a Free Application for Federal Student Aid (FAFSA)
✓	Completed	Complete required documents
✓	Completed	Complete Direct Loan Entrance Counseling
✓	Completed	Sign a Direct Loan Master Promissory Note Your MPN Expires on 3/11/2023

Incomplete Checklist



You have missing documents!

In order to complete your financial aid application some additional documentation is required before the Financial Aid office can evaluate your information.





[Complete required documents](#)

Checklist


⚠	Action Needed	Complete required documents
---	---------------	---

Document Status

Student "A" – completed items

Complete	
 Received 05/22/2018	18-19 Sent First Award Letter
 Received 05/18/2018	2018 File Ready for Awarding
 Received 04/09/2018	18-19 Information Sheet Need to submit an 18-19 Information Sheet. This is the information we need annually to indicate your program of study and what terms you are attending. 18-19 Information Sheet
 Received 04/06/2018	18-19 Fafsa Received We have received your 2018-2019 FAFSAI

Student "B" – missing items

Incomplete	
 Incomplete	18-19 Information Sheet Need to submit an 18-19 Information Sheet. 18-19 Information Sheet

All form requests include a hotlink to the specific form needed!

Loan and Pell History

Loan History (listed by school codes)	
00487800	\$9,500
00321300	\$1,583
00320400	\$1,499
Other Loans	\$16,248
Total Loan Amount:	\$28,830

Pell Lifetime Eligibility Used	
Pell Lifetime Eligibility Used	374.997%

Resources and Links

Resources

Form Links

[18-19 Change in Aid](#)

[18-19 Change in Loan Status](#)

[IRS Tax Transcript Instruction](#)

[2018-19 Disbursement Schedule](#)

[IRS Verification of Non-Filing](#)

Helpful Links

[FAFSA Application](#)

[Entrance Counseling](#)

[Master Promissory Note](#)

[NSLDS Information](#)

[ORSAA Application](#)

[Oregon Promise Grant](#)

[External Scholarships](#)

[CCC Foundation Scholarships](#)

[OSAC Scholarships](#)


[ASG Grants](#)



[MESA](#)

[211info](#)


My Awards


ready to accept/decline (shows yellow)

 Scholarships and Grants Money you don't have to pay back		\$3,000.00			
Award	Status	Total Awarded Amount	Fall 2018	Winter 2019	Spring 2019
Dex Media Scholarship Accept or Decline	AWARD PEND LTR SENT	\$3,000.00	\$1,000.00	\$1,000.00	\$1,000.00

 Loans Money you have to pay back		\$3,500.00			
Award	Status	Total Awarded Amount	Fall 2018	Winter 2019	Spring 2019
 Subsidized Loans Accept or Decline	Pending	\$3,500.00	\$1,167.00	\$1,167.00	\$1,166.00

After accepted/declined (turns green)

 Scholarships and Grants \$6,887.00 Money you don't have to pay back (must meet eligibility requirements)						
Award	Status	Total Awarded Amount	Summer 2018	Fall 2018	Winter 2019	Spring 2019
F Pell Grant View award	Accepted	\$5,587.00	\$1,016.00	\$1,523.00	\$1,524.00	\$1,524.00
OR Opportunity Grant View award	Accepted	\$1,300.00	\$0.00	\$434.00	\$433.00	\$433.00

 Loans \$9,500.00 Money you have to pay back. You can reduce the loan amount by submitting a Change in Loans form to the Financial Aid Office.						
Award	Status	Total Awarded Amount	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Subsidized Loans View loan	Accepted	\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00
Unsubsidized Loans View loan	Accepted	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00


Award Total						
Award		Total Awarded Amount	Summer 2018	Fall 2018	Winter 2019	Spring 2019
Total Awards		\$16,387.00	\$3,391.00	\$4,332.00	\$4,332.00	\$4,332.00
Accept or Decline All						

Award Letter

2018-2019 Award Year

\$17,328.00

▼ Award Letter History

 [Award Letter](#)



Clackamas Community College
19600 Molalla Ave
Oregon City, OR 97045
(503) 594-6082

Jessica R. Colbert
17899 NE Oregon St.
Apt 311
Portland, OR 97230-7116

Date: 8/6/2018
Student ID: 1051598
Award Year: 2018-2019 Award Year

Dear Jessica,



Previous Award Letters

^ Award Letter History

 [06/21/2018](#)

Award Letter Terms and Conditions



Budget: \$21,990

EFC: \$0

Need: \$21,990

Award	Total	Summer	Fall	Winter	Spring
Grants/Scholarship					
F Pell Grant	\$5,587.00	\$1,016.00	\$1,523.00	\$1,524.00	\$1,524.00
OR Opportunity Grant	\$1,300.00	\$0.00	\$434.00	\$433.00	\$433.00
LOANS					
Fed Subsidized Direct Loan	\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00
Fed Unsubsidized Direct Loan	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Total	\$16,387.00	\$3,391.00	\$4,332.00	\$4,332.00	\$4,332.00

Title IV Federal Student Aid funds are automatically used to pay educationally related charges such as tuition and fees, for the current academic year, and up to \$200 of such charges from prior academic years (if applicable).

By signing this award letter I certify that I have read and accept the following terms and conditions for use of my Title IV student aid funds:

1. CCC may use my financial aid to pay my institutional charges.
2. CCC may use up to \$200 to pay prior year charges (if applicable).
3. I acknowledge I am personally responsible for all outstanding debts to CCC.

I verify that I accept the award package offered and agree to the Title IV terms and conditions by electronically signing my award letter.

Accept

Satisfactory Academic Progress (SAP) and History

✓ You are currently making satisfactory academic progress.

SAP Status	Date Reviewed: 9/13/2018	SAP Details	
Evaluation Period:	2018/SU - 2018/SU	<ul style="list-style-type: none"> Maximum Time Frame Credits 	135.00
Program:	AA Degree, Oregon Transfer	<ul style="list-style-type: none"> Term Attempted Credits 	12.00
SAP Status:	<ul style="list-style-type: none"> Satisfactory 	<ul style="list-style-type: none"> Term Completed Credits 	12.00
<p>^ <i>What does Satisfactory Academic Progress mean?</i></p> <p>Satisfactory means your cumulative GPA is at least 2.0 and you are making pace toward completion of your program of study of at least 67%.</p>		<ul style="list-style-type: none"> Term GPA 	3.667
		<ul style="list-style-type: none"> Term Pace 	100.00%
		<ul style="list-style-type: none"> Cumulative Attempted Credits 	99.00
		<ul style="list-style-type: none"> Cumulative Completed Credits 	99.00
		<ul style="list-style-type: none"> Cumulative GPA 	3.879
		<ul style="list-style-type: none"> Cumulative Pace 	100.00%

SAP History

Evaluation Period	SAP Status
2018/SP - 2018/SP	Satisfactory >
2018/WI - 2018/WI	Satisfactory >
2017/FA - 2017/FA	Satisfactory >
2017/SU - 2017/SU	Satisfactory >

[View More](#)

Communication Plan

- On October 3rd all Financial Aid students received an email announcing Self-Service:

Clackamas Community College is making the financial aid process easier! We have a new system for applying, processing and tracking your financial aid. This new feature is a component of Self-Service, which you can find in [myClackamas](#) under CougarTrax in the left column on your screen. When you open Self-Service, simply click the Financial Aid button.

Using our new checklist, you can:

- Confirm that CCC received your FAFSA or complete the FAFSA
- Check what documents are required
- Check your document submission status
- Check if your FAFSA was received
- See what date financial aid is processing
- Directly access forms through links in the document request

You can also:

- Review your award letter
- Accept/decline financial aid
- Review and print your accepted award letter
- Review your SAP status
- See your loan history

The site also includes resources and helpful links!

[Self-Service](#) Financial Aid will help you manage your financial aid package from submission to completion!

If you have any questions contact us at finaid@clackamas.edu or visit the FAFSA lab for hands-on assistance.

- Table Tents are being distributed to all three campuses.
- Flyers are being distributed to all three campuses.
- All outgoing communication to financial aid students will include a direct link to Self-Service:

<https://selfservice.clackamas.edu/Student/>

“Student Experience” Tester Comments

- *“It was nice seeing my current financial aid (SAP) status along with other documents listed to the right side as opposed to having to go through different links to find this information.”*
- *“The checklist is very convenient and easy to find. “*
- *“I love the resources links! The FAFSA link, IRS Tax link, and NSLDS are my favorites!”*
- *“I find the Self-Service Software to be visually pleasing, the font, spacing and light colors make it easy to read and find things. I like that you can see your standings with SAP along with the criteria and the paperwork to appeal.”*
- *“I thought the images are more visually stimulating and welcoming than the original site. “*
- *“I liked being able to see a break down of my student loans which actually isn't offered by other colleges online (really cool).”*
- *“I liked the breakdown of student’s aid information. How much was in loans and how much in grants and other forms of financial assistance.”*
- *“The current processing date is extremely helpful! I hope this makes students more aware that they should get their paperwork in earlier rather than wait.”*
- *“A general- first time user should be able to navigate this information easily as there isn't an overload or links in which they could get confused or lost in. Hope to see this upgrade as a permanent one, very soon. Great work :)”*

Staff Comments

- “It is great that we can look at exactly what a student is seeing and assist them.”
- “Students should be able to determine where they are without having to wait in a line to ask that question.”
- “Having the processing date available to students will help them know where they are in the process.”
- “The new self-service is very intuitive for both digital natives and luddites.”

Need Help?

- Students have access to our FAFSA Lab for hands-on assistance
 - Monday – Thursday
 - 10AM -1PM
 - 1:30PM – 3PM
- Front Counter
 - Monday, Tuesday, Thursday, Friday
 - 9AM- 4pm
 - Wednesday
 - 10AM -4PM
- Call us at 503-594-6082
- Email us finaid@Clackamas.edu



Questions?

Contact Karen Ash or Terrie Sanne

Education That Works

