

# College Council Agenda

Date: 10.19.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Presenter	Allotted Time	Key Points	Category
<b>Minutes</b>		NA	Minutes from the 10/5/18 meeting 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
<b>Diversity, Equity and Inclusion Committee (DEI)</b>	Jaime Clarke John Ginsburg	20 min	Update on DEI Committee	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>Update on Educational Focus Areas (EFA)</b>	Sue Goff	5 min	Version 1.0 - Educational Focus Areas	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Grants Office Overview</b>	Amy Cannata	10 min	CCC Grant Guidelines	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>ARC – 2nd Read</b>	Jennifer Anderson	10 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

<b>Committee Reports</b> 1. <b>Presidents' Council</b>		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>			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>Locati</b>	
	November 2, 2018	12:00 p.m.	1:30 p.m.	CC127	
<b>Attendanc</b>					
<b>College Council Members 18-19:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Ryan Davis (AFaC), Scot Pruyn (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC – alternate), Sarah Hoover (AS), Bob Keeler (AS), Mickey Yeager (CS), Patricia Anderson Wieck (HR), Jennifer Miller (IEP), DW Wood (IEP), Dion Baird (ITS), Dave Gates (ITS – alternate), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Chris Hughes/Joyce Gabriel (TAPS – alternates), All Association Presidents,					
<b>Notes to Self</b>			<b>Deferred</b>		
<ul style="list-style-type: none"> <li>College Council Minutes can be found at F:\College Council\18-19</li> </ul>					

# College Council Minutes

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

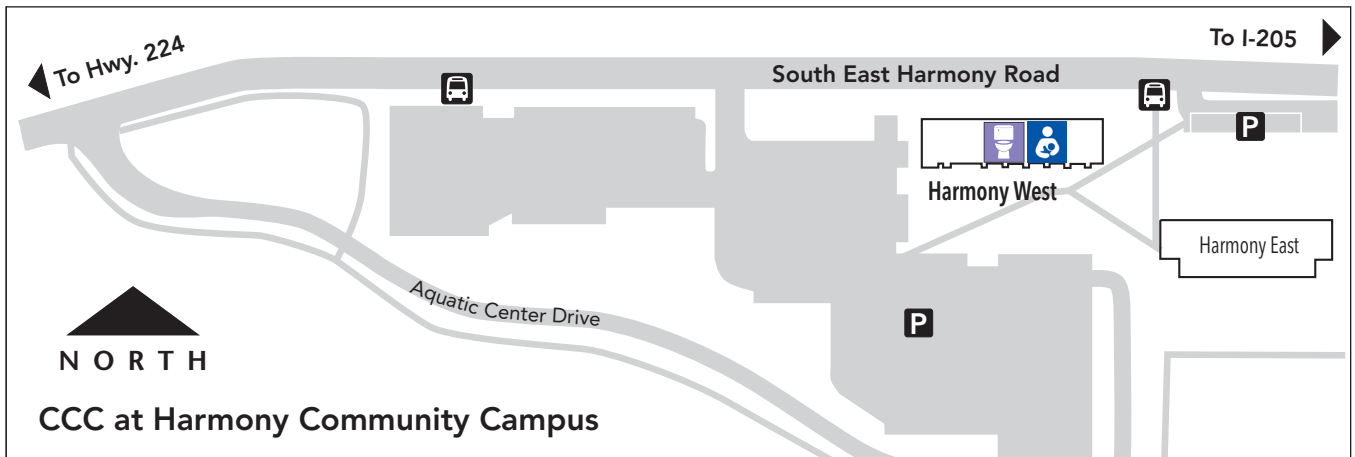
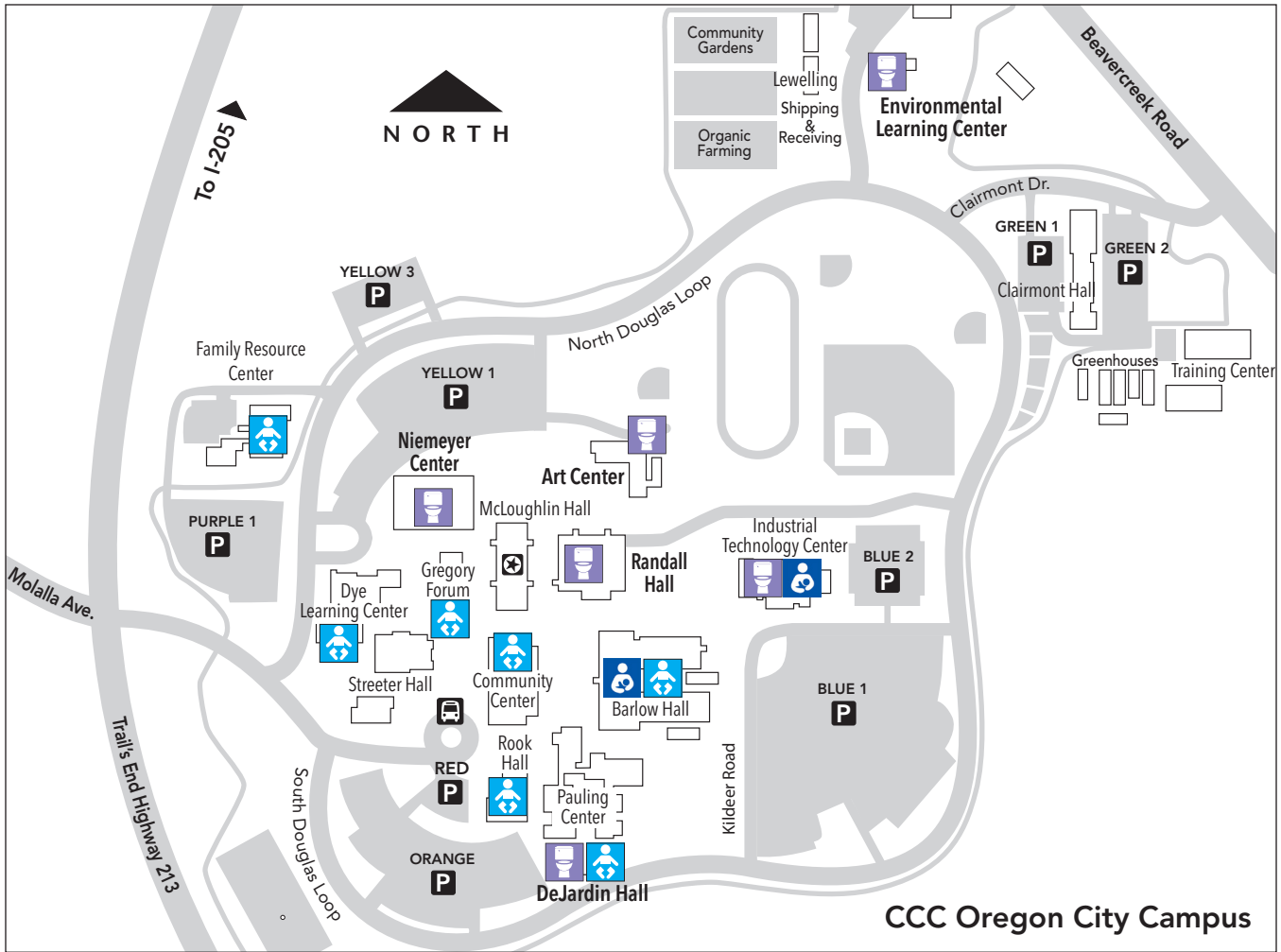
Item/Presenter	Minutes
<b>Minutes</b>	Minutes from the meeting held on 6/1/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>College Council Overview</b>	<p>We started with a brief interactive orientation to College Council at the beginning of the new year. The feedback gathered last year made it clear that attendees wanted more interaction. We took a few minutes to discuss and check your understanding of the following three questions. <b>What are the six shared governance principles CCC operates under?</b> <i>Inclusion, Responsibility, Consensus, Transparency, Communication, and Continuous Improvement.</i> <b>What is College Council?</b> <i>College Council operates under CCC's shared governance principles. It serves as a forum for discussion and feedback on college issues that affect multiple departments or divisions. The membership includes Deans, Association Representatives, two representatives from each division, and all other interested parties. College Council maintains a connection with standing committees and other bodies, and reports to Presidents' Council.</i> <b>What is your responsibility by attending College Council?</b> <i>Come prepared; share your special expertise and feedback; consider different perspectives and information that may be missing; be open to a diversity of opinion; and communicate information both ways.</i></p>
<b>Unit Planning Update</b>	<p>Jason Kovac shared that Unit Planning is part of the college's continuing improvement efforts. This is a chance to reflect on what we have been doing, plan for the upcoming years, and think critically and creatively about budget needs to support the work we do. On October 1, an email communicated that Unit Planning templates were live. On the F drive, you will find the Unit Planning folder full of useful data sources and helpful PowerPoints to help you complete your template. Several training workshops with IR staff have been schedule to assist you with your questions. Your first draft is due to your dean on November 5, so schedule time to work with your dean to review and refine your initial responses.</p>

<p><b>Space/Adjacency Update</b></p>	<p>Jason Kovac stated that the college has and will continue the process to think critically about how we use our space. Bob Cochran and Jason will facilitate a Space and Adjacency Planning Process. There are three steps and the timelines are still emerging. Phase One: Data Gathering: Bob and Jason will be revisiting the data gathering in the coming months. They will partner with members of the Leadership Cabinet to refresh the previous input gathered and incorporate additional feedback from others who may not been able to comment. Expect an opportunity to remark on your needs, the people you frequently work with, and think how we currently use our space. Phase Two: Creating Options: We are asking the college to get involved in help build a rubric and consider options to think critically about our space. Bob and Jason will work with inici group to start turning that information into options for the college to consider. We will identify two or three options that will have the greatest impact on our students and improve our ability to collaborate. The college will open each option for a public comment period and then pick the best option for the college. Phase Three: Implementation – The college will announce the decision and identify timelines. The college does anticipate the possibility of multiple moves due to the need to provide a temporary home for CBI in order to finalize the work in DeJardin. Contact Bob or Jason if you have any questions or concerns.</p>
<p><b>Guided Pathways Check-In</b></p>	<p>Max Wedding distributed the Guided Pathways foldout that circulated during Inservice. The Guided Pathways website is listed on the outside of this pocket-sized fact sheet. Inside you find the 2012-2021 timeline of completed efforts and the plans related to Guided Pathways for the future. Lori Hall will be sending out communications on Guided Pathways initiatives and resources that will become available on an internal site housed on the committee webpage.</p>
<p><b>ARC – 1<sup>st</sup> Reads</b></p>	<p>Jennifer Anderson, the chair of ARC, brought forward two policies from Access, Retention &amp; Completion.</p> <p><b>ARC 402 Active Military Deployment Withdrawal</b> – first read. The purpose is to provide 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 does not apply to reservists who have pre-planned training events that conflict with the academic schedule. Students who deploy need to contact the Registrar. The Registrar will work with the student to ensure the student maintains good academic standing as well as financial standing working to resolve any issues with grades, bills and financial aid. This happens very rarely, but we need to</p>


	<p>have a policy established and on file.</p> <p>Discussion: No further comments or suggestions came forward.</p> <p><b>ARC 604 Sex Offender Policy</b> – first read. The purpose is to provide regulation and process regarding attendance of sex offenders at Clackamas Community College. The Campus Sex Crimes Prevention Act (CSCPA) of 2000 requires sex offenders to notify campus police or the law enforcement agency when enrolled or employed at institutions of higher education. Our Campus Safety Officers do not qualify as local law enforcement agencies, but we do have access to this information through our College Resource Office (CRO), Bill Garland. If you find that we have a student attending who has not registered as a sex offender, who did not report that information to the state, then we would have recourse through the code of conduct. This policy comes back revised after our legal counsel reviewed it. Updates with our current statute information and current practice on campus are complete.</p> <p>Discussion: Tara Sprehe shared that one of the reasons that this first came up is that we had a student who self identified and the college did not know what to do. What should we say to an individual who reveals that they are a sex offender? Tom Sonoff, College Safety Director, answered that it would depend of their conditions of registration. Most conditions of registration have a section about staying away from minors. Obviously, we cannot guarantee that here on campus. Tara suggested some verbiage be included to the procedure if a student reveals they are a sex offender or the person that the student confides that they can contact Tom regarding their conditions of registration. Tom will have access to a list of registered sex offenders that are current students on the campus and will notify the Threat Assessment Team or the CARE Team as needed. If CCC faculty, staff or students wanted access to this list, they will need go to the state’s website for that information. This policy will return for a second read.</p>
<p><b>ISP – 2<sup>nd</sup> Reads</b></p>	<p>Sue Goff, chair of the ISP, brought forward a policy from the Instructional Standards and Policy committee.</p> <p><b>ISP 150 Online Courses</b> – second read. Establishes the standards for online courses. This policy has been developed and reviewed not only by ISP, but by the Faculty Senate as well. At previous College Council, there was no feedback. David Plotkin added that the addition of this policy triggered because we did not have standards around online teaching. There are consequences if instruction does not meet the expectation of the Department of Education. If perceived as a correspondence course, it is not eligible for financial aid. This policy conveys that online courses</p>

	<p>are equivalent to face-to-face courses in content and quality including the amount of contact time that is expected. Instructors should have adequate training and preparation to teach online. Instructors should also establish how (and how frequently) students should to interact with course content, the instructor, and each other. The main reason why we need this policy is ensure that our online courses are distinguishable from a correspondence course. David Plotkin reinforced the difference between a distance learning course and a correspondence course. One of the key elements is that there needs to be substitutive and frequent interaction between the instructor and student, which does not include interaction with the program through a third-party textbook site. Leslie Ormandy asked if there are standards for hybrid courses. David answered that CCC does not yet, but shared that there are standards for hybrid courses. He directed faculty to check with ISPD to review standards to that need to be keep in mind.</p>
<p><b>Self-Service Financial Aid</b></p>	<p>Karen Ash and Terrie Sanne shared that the new financial aid Self-Service pages. CCC students received an email on October 3 informing them of this new service. Financial aid received positive feedback during testing Self Service from both students and staff members. Students can view all of their financial aid requirements and view each step of the application process. Come stop by the office for assistance. One stop features include the following:</p> <ul style="list-style-type: none"> <li>•Get a receipt of FAFSA application</li> <li>•View any outstanding documents</li> <li>•See next steps</li> <li>•Accept/Reject awards</li> <li>•Review, sign and print award letters</li> <li>•An interactive checklist</li> <li>•Status alerts</li> <li>•Plus, resources and helpful links.</li> </ul>
<p><b>Committee Reports</b> 1. <b>Presidents' Council</b></p>	<p><b>Presidents' Council:</b> There was an orientation for new members including our new president, Dr. Tim Cook. Dr. Cook inquired about what historically comes to Presidents' Council.</p>
<p><b>Association Reports</b> 1. <b>ASG</b> 2. <b>Classified</b></p>	<p>1. <b>ASG:</b> Edwin Mendoza-Zurita reported that October 11 is National Coming Out day. Come by to celebrate with snacks, rainbow themed swag and a storyboard for individuals to share an encouraging message. Gabi Romero shared that over 100 students applied for ASG grants.</p> <p>2. <b>Classified:</b> No report.</p>

<p>3. <b>Part-Time Faculty</b>  4. <b>Full-Time Faculty</b>  5. <b>Administrative Confidential</b></p>	<p>3. <b>Part-Time Faculty:</b> Leslie Ormandy revealed that management received notification of part-time faculty's intent to bargain this year. Our engaged project will begin soon. We are working with HR on several items. Jennifer Rueda, VP, is in charge of committees. The newly updated application for part-time faculty professional development funds is now available. Vicki Hedges, Human Resources, will ensure that the forms are available on the HR website and forwarded to the administrative assistants.</p> <p>4. <b>Full-Time Faculty:</b> Laurette Scott shared that FTF had their first regular Senate meeting. The first item was to ratify our bargaining team. Returning members include Casey Sims, Yvonne Smith, and Adela Arguello. New members include Katherine Long and Frank Kilders. Many others expressed their interest in working with the bargaining team. The full-time faculty will notify management of their intent to bargain by November 1. Let Laurette know if you interested in getting on the agenda for an upcoming Senate meeting.</p> <p>5. <b>Admin/Confidential:</b> We discussed about our interest in participating in a non-competitive food drive to support the Cougar Cave. Members were asked to consider volunteering time in the Cougar Cave. Currently forming a Portland to Coast walking team.</p>
<p><b>Announcements</b></p>	<p><b>Denice Bailey</b> – Contact Denice is you are interested in volunteering for the Classified Appreciation Event on November 1.</p> <p><b>Ida Flippo</b> – Join the college in welcoming Dr. Niamh Hamill on Indigenous Peoples Day on October 8 at 4:30 p.m. in the Literary Arts Center for a talk entitled, Intercultural Ireland – Shared Narratives of Oppression, Emigration and Freedom. Niamh Hamill, Ph.D. is the Director of the Institute of Study Abroad Ireland, and Professor of Practice in Global Studies at Drew University, NJ. Niamh creates study abroad programs for Community College students, with an emphasis on diversity, shared narratives and social justice. This event is co-sponsored by the Education, Human Services &amp; Criminal Justice, English and Science departments.</p>
<p><b>Present</b></p>	<p>Sue Goff (Chair), Leslie Ormandy, David Plotkin, Denice Bailey, Sunny Olsen, Chris Sweet, Karen Ash, Sarah Hoover, Tara Sprehe, Laurette Scott, Kim Kirchhofer, Robert Keeler, Brian Puncocher, Matt Goff, Alissa Mahar, Jason Kovac, Ida Flippo, Jennifer Anderson, Max Wedding, Bob Cochran, Tom Sonoff, Michell Gipson, Terrie Sanne, Edwin Mendoza-Zurita, Duncan Garcia, Gabi Romero, Cole Jones, Irma Bjerre, Ernesto Hernandez, James Logan, Amy Cannata, Beth Hodgkinson (Recorder)</p>



-  **All User Restrooms**
- Art Center – outside
- DeJardin Hall – 1st floor
- Environmental Learning Center
- Industrial Technology Center – 1st floor
- Niemeyer Center – 1st floor
- Randall Hall – 1st floor
- Harmony West – 1st and 3rd floor

-  **Restrooms with changing tables**
- Barlow Hall – 1st floor
- Community Center
- DeJardin Hall – 1st floor
- Dye Learning Center
- Family Resource Center Gregory Forum
- Roger Rook – 1st floor

-  **Lactation Rooms**
- Barlow Hall – 1st floor
- Industrial Technology Center – 2nd floor
- Harmony West – 2nd floor

## All User Restroom Location Map

For information contact: Diversity, Equity, and Inclusion Committee – [diversity@clackamas.edu](mailto:diversity@clackamas.edu)





# CCC Grants Guidelines & Process

*DRAFT under review as of 10/11/18*

The CCC Grants Office welcomes your creative ideas for funding projects and programs that support our mission and strategic priorities.



## Services

### What we do:

The Grants Office can provide support services from the moment you identify an idea or opportunity through the submission of the proposal and beyond. Our services will be tailored based on the complexity of the opportunity and your level of grant experience. Services include:

- Funder research
- Opportunity tracking & monitoring
- Analysis of grant eligibility, probability of winning, and level of effort
- Timeline development & tracking
- Facilitation of project design and planning
- Support of team's writing process
- Review editing and feedback for proposal drafts
- Documentation of grant activities and archiving (F:\Grants Office).

## Mission Alignment

### What you need to know:

- Only "official signers" can sign a contract for services with CCC. Current
- Projects must support our mission, core themes, and strategic priorities
- Projects must align with college and departmental goals.
- All grant opportunities must be shared with the Grants Office and be approved by the division dean and vice president.
- All grants should consider any ongoing funding requirements beyond the grant funding and/or grant year, and those ongoing commitments need to be part of the budget process.
- Projects requiring research and/or data collection must be approved by the Director of Institutional Research and Reporting.

# CCC Grants Guidelines & Process

*DRAFT under review as of 10/11/18*

## Grant Opportunity Response Steps

What you need to do to get started:

These steps are recommended and may be adjusted depending on the project scope and proposal timeline.

**Step 1** Develop initial project idea

**Step 2** Identify funding source

**Step 3** Determine project viability

Complete the Grants Request Form to get approval to explore opportunity from dean(s) and vice president.

>>Initial request to explore opportunity approved. Move to Step 4.

**Step 4** Get approval

Final “Go” decision is made, move forward with planning, writing, budgeting, and submission.

>>Authorization to develop proposal approved. Move forward to Step 5.

What you need to do to develop a proposal:

**Step 5** Plan (2-6 or more months prior to due date, or as soon as possible)

**Step 6** Write (1-2 months prior to due date, or as soon as possible)

**Step 7** Budget (at least 2 weeks prior to due date, or as soon as possible)

**Step 8** Refine (10 days prior to due date or as soon as possible)

**Step 9** Get final sign-off (3 days-1 week prior to due date)

**Step 10** Submit (3 days-1 week prior to due date)

**Step 11** Wait

**Step 12** Win and implement

# ARC 402 Policy

## Active Military Deployment Withdrawal

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### **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 the appropriate law enforcement agency when enrolled or employed at institutions of higher education. The Act requires that the State make the information available to campus law enforcement agencies or local law enforcement agencies. College Safety does not qualify as a campus law enforcement agency but this information can be provided to campus safety through the College Resource Officer. 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 1965 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 notify the Oregon State Police that they are attending or employed at Clackamas Community College. The Oregon State Police will provide information to the Director of College Safety of the names of sex offenders who have reported attending or being employed at the college.
2. The Director of College Safety maintains a list of registered sex offenders that are attending or working on the campus and will notify the Threat Assessment Team, CARE Team, and/or the Executive Cabinet of the individuals on this list as needed.
3. This information will not be disseminated by the College. The college community has access to the information through the State Sex Offender website. College Safety also notifies the campus community of this information in their Annual Security Report which can be found at [www.clackamas.edu](http://www.clackamas.edu).
4. Students who fail to comply with the sex offender registration requirements may be in violation of the student Code of Conduct. Anyone concerned about the sex offender status of a student can contact the Director of College Safety.
5. 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**