

College Council Agenda

Date: 11.16.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Presenter	Allotted Time	Key Points	Category
Minutes		NA	Minutes from the 11/2/18 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
Briefing on NWCCU Mid-Cycle Report and Visit	Jason Kovac Elizabeth Carney	15 min	Participants will understand specifics regarding the Mid-Cycle report and visit, and how it differs from previous NWCCU efforts	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
ARC – 1st Read	Jennifer Anderson	10 min	ARC 300 Credit Load Policy ARC 403 Registration/Late Registration Policy	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
Title IX & Confidential Advocacy/Resources	Patricia Anderson Wieck Mary Vest	20 min	Obligations Under Title IX & Confidential Resources	<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	Denice Bailey	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		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 time	Locati	
	December 7, 2018	12:00 p.m.	1:30 p.m.	CC127	
Attendance					
College Council Members 18-19: Sue Goff (Chair), Beth Hodgkinson (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Scot Pruyne (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, All Deans					
Notes to Self			Deferred		
<ul style="list-style-type: none"> College Council Minutes can be found at F:\College Council\18-19 					

College Council Minutes

Date: 11.2.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minute
Minutes	Minutes from the meeting held on 10/19/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Early Year Engagement Survey (EYES)	Lisa Ahn Nguyen joined to inform us about a survey focusing on student engagement. Lisa shared some information showing that our student engage here at CCC. Lisa shared a quote defining student engagement. <i>“The time and energy students devote to educationally sound activities <u>inside and outside</u> of the classroom, and the policies and practices that institutions use to induce students to take part in these activities” (Kuh, 2003, p. 25)</i> All credit students currently enrolled in classes at CCC received an email with a unique link to complete the survey. Once they complete the EYES survey, they will have the opportunity to participate in a survey about transportation. If students complete both surveys, their chances increase to win a \$100 Amazon gift card. Based on past results, Lisa anticipates 20% completion rate for the survey.
CCC Grants Guidelines & Process	Amy Cannata, Grants Administrator, came back to share the updated version of CCC Grants Guidelines & Process. The second draft included further descriptive, thought-provoking steps to keep one on target and the final version will include embedded links. Make certain to use this newly created guide to assist in your attempt to acquire grant opportunities.
Committee Reports 1. Presidents’ Council	Presidents’ Council: No report.

<p>Association Reports</p> <ol style="list-style-type: none"> 1. ASG 2. Classified 3. Part-Time Faculty 4. Full-Time Faculty 5. Administrative Confidential 	<ol style="list-style-type: none"> 1. ASG: The Bootacular Halloween event was successful. Be sure to sign up and donate at the blood drive next week. Mexican culture was celebrated during the Day of the Dead event. Upcoming events: International Week, November 13-15. 2. Classified: James Logan reported that there was good representation at the Classified Appreciation event for the night shift. Nominations are open for the ACE in the Hole and the Coop Awards. 3. Part-Time Faculty: No report. 4. Full-Time Faculty: Laurette Scott reported that Horticulture is moving forward their faculty position opening. Management received notification of the full-time faculty's intent to bargain this year. The Full-Time Faculty Position Opening Request (POR) process will begin soon. We are putting a call out to our colleagues to ask if anyone is considering retirement. The Math full-time faculty position is still on deck from the faculty forum last year. 5. Admin/Confidential: No report.
<p>Announcements</p>	<p>Sue Goff – <i>Lobby Hero</i> runs November 8-18 in the Osterman Theatre.</p> <p>Sunny – The Harmony Campus Cougar Café Express will be closing effective Nov. 9. The college is working to minimize the impact and plan to replace the vendor for continued food and drink options on the Harmony campus.</p>
<p>Present</p>	<p>Sue Goff (Chair), Jennifer Miller, Bob Cochran, Matt Goff, Sunny Olsen, Lisa Nguyen, Laura Lundborg, Justin Montgomery, DW Wood, Ammon Castleton-Rudolph, Laurette Scott, Lizz Norrander, Tim Cook, Ray Atkinson, Lisa Reynolds, Karen Ash, Tara Sprehe, Robert Keeler, Cynthia Risan, Cole Jones, Gabi Romero, Jinyang Park, Nhi Nguyen, Edwin Mendoza-Zurita, Amy Cannata, Beth Hodgkinson (Recorder)</p>

Mid-Cycle Evaluation

*What it is, what it isn't
A primer for the April 2019 visit*



Education That Works



The Accreditation Cycle

Mission and Core Themes ...self evaluation with respect to Standard One and Eligibility Requirements 2 and 3.

Mid-Cycle Conducted ...to assist institutions in determining if the process of outcomes assessment will lead them to a successful Mission Fulfillment self-evaluation and peer evaluation. It is intended to be a formative and collegial evaluation with the institution in conversation with the evaluators.

Mission Fulfillment ...a comprehensive self- evaluation on all Standards and Eligibility Requirements.

Elements of the Mid-Cycle Evaluation

*[The MCE] is to assist institutions in determining if the process of **outcomes assessment** will lead them to a successful Year Seven self-evaluation and peer evaluation. It is intended to be a **formative** and collegial evaluation with the institution in conversation with the evaluators.*

--nwccu.org

A report

An addendum (summative)

A visit

The report

Part 1: Overview of assessment processes

Part 2: Examples of assessment processes

Part 3: Where we go from here

Addendum: Response to recommendations 2, 3

How? Members of the Accreditation Steering Committee, Assessment Committee, and others are in progress.

When? Submitting a draft to NWCCU by winter break; official due date is late February

The visit

NWCCU Visitors will be on campus April 4-5, 2019.

NWCCU Guide to the Visit online (Kovac, Olsen, Robertson working on logistics)

Compare/contrast to past visits

The visit

What do you need to do?

- Revisit your program assessment plan as appropriate.
- We'll learn from NWCCU regarding their interests in meeting with people/departments closer to the visit
- We do **not** have to pretend we're perfect; we should emphasize that this has become a standard College practice.
- We'll loop back with reference materials and other tools closer to the visit.

Other particulars

Potential results from the report, addenda, and visit

**Feedback? Questions? Interest in helping?
Contact us!**

jason.kovac@clackamas.edu
elizabeth.carney@clackamas.edu

ARC 300

Credit Load Policy

PURPOSE

Establishes the policy and expectations for credit load at Clackamas Community College (CCC).

SUMMARY

Credit Load:

The college considers a full-time student as someone enrolled in 12 to 18 credits within the same term. Students enrolled in less than 12 credits are considered less than full-time with the following breakout:

- 1-5 = Less than half time
- 6-8 = Half time
- 9-11 = Three-quarter time

Students can enroll for 1-18 credits as part of standard registration processes.

Credit Overload:

Students who wish to enroll in more than 18 credits in the same term are considered as carrying a credit overload. Overload requests require that the student meet identified criteria and have advisor approval prior to the start of the term. Students must fulfill all of the following criteria in order to qualify for a credit overload:

- Cumulative grade-point average (GPA) of 3.00 or higher;
- All courses for the term requested are applicable to student's program of study;
- Completed 15 or more college credits per term in at least two prior terms with a minimum term GPA of 3.00 and without receiving any grades of F, W, or N in those terms;
- No pending Incomplete (I) grades;
- Total credits for the term cannot exceed 22

In the event that a student does not meet one or more of the above criteria, they can still submit the request as part of an extenuating circumstances review process. These requests are reviewed and approved on a case-by-case basis by the Director of Student Academic Support Services.

Related: Refer to the ARC 403P procedure document for specific steps for requesting a course overload. Refer to the ISP 350 Credit Hour Policy.

Effective Date: Upon final policy approval date.

END OF POLICY

APPROVALS

ARC Initial Review	Date: 9.26.2018
Maintained By	CCC Advising & Career Services
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President’s Council – if appropriate	Date:
Final ARC Review and Approval	Date:

ARC 300P

Credit Overload Procedure

Requesting a Credit Overload:

1. Prior to the start of the term, students requesting to take more than 18 credits in the term must complete the Credit Overload Request form and return it in person or by email to Advising and Career Services. The form is available at www.clackamas.edu/forms.
2. Advising and Career Services will notify student of the decision.
 - a. **In Person:** If the request is approved, the Advisor will sign an add/drop form. The student is responsible for enrolling in the course(s) and paying for the course(s).
 - i. **Advising hours and contact information:**
 - Oregon City campus
503-594-3475
advising@clackamas.edu
 - Harmony campus
503-594-0623
philtr@clackamas.edu
 - Wilsonville campus
503-594-0959
advisingwilsonville@clackamas.edu
 - b. **Email:** Student will be notified of a decision via their student email account (@student.clackamas.edu). Note: Requests sent by email **may take up to 5 business days to process.**
3. Advising and Career Services will retain a copy of the Credit Overload Request form and final decision in the student record.

Appeal process:

If there are extenuating circumstances that may preclude automatic approval, the Director of Student and Academic Support Services or designee will review and determine status of Credit Overload requests for all students with extenuating circumstances. Students with extenuating circumstances must complete a written explanation in the space provided on the Course Overload form, identifying the need for the credit overload.

END OF PROCESS

Term Summer Fall Winter Spring 20_____ Date_____

STUDENTS: PLEASE READ THE CRITERIA ON REVERSE SIDE BEFORE SUBMITTING THIS FORM

1. TO BE COMPLETED BY STUDENT

**Indicates required field*

Student ID* _____ Birthdate* _____

 Name* _____
First *MI* *Last*

 Mailing Address* _____
Street *City* *State* *Zip*

Phone* _____ Email* _____

Current Courses*		
Course Number (e.g. WR 121)	Course Title (e.g. English Composition)	Credits
Overload Courses*		

If you do not meet the criteria on the reverse side, state the reason for the request:

Please check to acknowledge the following statements and sign below*:

- I understand that if my credit overload request is approved, I accept responsibility for the grades I receive.
- I understand that it is my responsibility to drop my course(s) within the designated drop deadlines and accept any financial implications that may result from dropping my course(s).

Student Signature* _____

2. TO BE COMPLETED BY ADVISING AND CAREER SERVICES

 Approved Denied Comments: _____

Advisor Signature _____ Date _____

Submit completed form to:
EMAIL: advising@clackamas.edu
IN PERSON: Advising and Career Services, Oregon City, Harmony, or Wilsonville campuses
MAIL: Clackamas Community College, Advising and Career Services, 19600 Molalla Ave, Oregon City, OR 97045

Credit Overload Criteria and Procedures

Students must fulfill all of the following criteria:

- Cumulative grade-point average (GPA) of 3.00 or higher;
- All courses for the term requested are applicable to student's program of study;
- Completed 15 or more college credits per term in at least two prior terms with a minimum term GPA of 3.00 and without receiving any grades of F, W, or N in those terms;
- No pending Incomplete (I) grades;
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2. Advising and Career Services will notify student of the decision.
 - a. **In Person:** If the request is approved, the Advisor will sign an add/drop form. The student is responsible for enrolling in the course(s) and paying for the course(s).
 - i. **Advising hours and contact information:**
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503-594-0959
advisingwilsonville@clackamas.edu
 - b. **Email:** Student will be notified of a decision via their student email account (@student.clackamas.edu). Note: Requests sent by email **may take up to 5 business days to process.**
3. Advising and Career Services will retain a copy of the Credit Overload Request form and final decision in the student record.

Appeal process:

If there are extenuating circumstances that may preclude automatic approval, the Director of Student and Academic Support Services or designee will review and determine status of Credit Overload requests for all students with extenuating circumstances. Students with extenuating circumstances must complete a written explanation in the space provided on the Course Overload form, identifying the need for the credit overload.

ARC 403

Registration/Late Registration Policy

Purpose	This policy establishes a deadline for registration and defines late registration.
Summary	<p>All courses have a registration deadline. The deadline is the day before the course begins, with two exceptions: Open-Access and High School Connections courses. After the registration deadline it may still be possible to add a course through the “late registration” process. Students seeking to register after the deadline will need written consent from their instructor. Late fees may apply to courses added after the deadline.</p> <p>Open-Access courses are exempt from this policy.</p> <p>High School Connections courses including Advanced College Credit (ACC) have annually established registration deadlines posted on the college website.</p>
Related	Policy is owned and enforced by the Clackamas Community College Registrar.
Effective Date	Questions about this policy may be directed to the Clackamas Community College Registrar at registrar@clackamas.edu.

END OF POLICY

APPROVALS

Maintained By	ARC: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President’s Council – if appropriate	Date:
Final Approved Document Posted to Web	Date:

ARC 403P

Late Registration Procedure

For all courses with the exception of Open-Access and High School Connections courses, the following methods may be used by students needing to register during the late registration period.

1. Submit "Add/Drop" form with instructor signature
2. Forward email from instructor with consent to registration@clackamas.edu and include name, student ID number, and course/section information
3. Request that instructor provide "Faculty Consent" in faculty self-service. This option can only be used if the course still has open seats.

APPROVALS

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Final Approved Document Posted to Web	Date:

ARC-P 403

High School Connections Late Registration Procedure

Students are expected to register for High School Connections classes, including Advanced College Credit (ACC) by the established deadlines as annually established by the Office of Education Partnerships and posted on the college website, www.clackamas.edu/highschoolconnections. After the registration deadline it may still be possible for students to add a course. During this time, registration is considered “Late Registration” and requires instructor consent.

If students are attempting to register late, they must complete a Late Registration Appeal Form with the instructor’s consent. The Late Registration Appeal Form must be completed in its entirety, including a statement regarding the request for an exception to the registration deadline. “I forgot” or “I didn’t know about it” are not valid reasons for appeal.

Students may only appeal for college-credit during the term in which they are currently enrolled in at the high school. For example, students may only appeal for a fall term course in 2018 during fall term 2018. Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted. Students will be notified by email within approximately 10 business days.

High School Connections Late Registration Appeals will not be granted after the posted course drop deadline. The Director of the Office of Education Partnerships or designee will review appeals on a case-by-case basis.

If the appeal is approved, the Office of Education Partnerships staff will manually register students and email students and instructors once registration is complete.

Students whose names do not appear on the instructor's class list are not officially registered and will not receive college credit or grades.

APPROVALS

Maintained By	ARC: 9.26.2018
ISP Committee – if appropriate	Date: 10.26.2018
College Council – first reading	Date:
College Council – second reading	Date:
President’s Council – if appropriate	Date:
Final Approved Document Posted to Web	Date:



High School Connections Late Registration Appeal Form

(2018-2019 School Year)

Student Last Name	Student First Name	M.I.	Date of Birth
Mailing Address (Apt #)	City/State	Zip	Phone
CCC Student ID#	CCC Student Email <i>@student.clackamas.edu</i>		
High School Course Title(s):	High School (ACC) Instructor Name(s):		
Clackamas Community College (CCC) Course Title(s):	CCC Course Number(s):		
CCC Section Number(s):	Term (Fall, Winter, or Spring):		

Students are responsible for completion of the form, required typed statement, and obtaining the instructor’s signature. **Appeals may only be submitted for courses the student is currently enrolled in at the high school.**

If students are submitting an appeal for multiple classes, a form must be submitted for each class, but the same typed statement can be used for all classes.

Incomplete appeals will not be considered. Submission of the appeal is not a guarantee that the appeal will be granted. Students will be notified by email within approximately 10 business days of the decision. Students must check their myClackamas email for the appeal decision.

APPEAL GUIDELINES:

- Complete the High School Connections Late Registration Appeal Form(s)
- Attach a typed statement (totaling 250-500 words) identifying your need for late registration. Answer the following questions:
 1. Please explain your reason for late registration. “I forgot” or “I didn’t know about it” are not valid reasons for appeal.
 2. How does the college credit you are appealing to register for apply to your college and career goals?
 3. What are you going to do differently in the future to ensure on time registration?

Student Signature

Date

Instructor Signature

Date

Submission of documents can be completed in person, by mail, email, or fax:
Office of Education Partnerships · Community Center, Room 111 · 19600 Molalla Avenue Oregon City
OR 97045

Phone: 503-594-3220 Fax: 503-650-6670 · e-mail: hsconnections@clackamas.edu