

College Council Agenda

Date: 12.7.18 | 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 11/16/18 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
Programming Update Status for the Student Service/Community Commons Building	Tara Sprehe Bob Cochran	15 min	Review stakeholder terms, processes, and current status.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
ARC – 2nd Read	Jennifer Anderson	10 min	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
Graduation Recruiting	Max Wedding	5 min	Discuss recruiting for the Graduation Planning Team.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
Committee Reports 1. Presidents' Council	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		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	
	January 18, 2019	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 Pruyun (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: 11.16.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minute
Minutes	Minutes from the meeting held on 11/2/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
Briefing on NWCCU Mid-Cycle Report and Visit	Jason Kovac and Elizabeth Carney shared the specifics regarding our upcoming mid-cycle report and visit from the Northwest Commission on College and Universities (NWCCU). The mid-cycle report is conducted 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. Not only are we submitting the mid-cycle report focusing on student outcomes assessment, we will also provide an addendum to respond again of the previous warning that the college received in 2016. The core report includes three parts including a brief overview related to learning outcomes assessment, offer two examples of an effective assessment cycle on campus, and our plans as we move forward to evaluate and improve our assessment system. Our report will reveal the that college has developed an assessment system in place, which we continue to evaluate and improve. We plan to submit a draft to NWCCU by winter break a little sooner than the official due date of late February. About eight weeks out before their visit, they will send details stating whom they would like to meet with specifically spending time with the individuals that have been involved with assessment. The visit will be different from previous visits with less college participation on a smaller, specific scope. It will consist of a team of two evaluators from peer institutions that will be on campus April 4 & 5, 2019. Look forward to an email communication providing reference materials, so we are all on the same page. Further questions, please contact either Jason or Elizabeth.
ARC – 1st Reads	Jennifer Anderson, the chair of ARC, brought forward two policies from Access, Retention & Completion. ARC 300 Credit Load Policy – first read. The new policy establishes the credit load expectations at Clackamas. Students enrolled in less than 12 credits are considered less than full-time. Students can enroll up to 18 credits as part of standard registration processes. Students who

	<p>wish to enroll in more than 18 credits in the same term, must meet the criteria, complete the Credit Overload Request form, and have advisor approval prior to the start of the term.</p> <p>Discussion: Ida Flippo asked if the approval from a Faculty Advisor would be acceptable. This inquiry will be discussed and brought back for a second read.</p> <p>ARC 403 Registration/Late Registration Policy – first read. Essentially, this is a practice that we currently have. This new policy specifically created to assist with our High School Connections classes. If students are attempting to register late for High School Connections classes, they must complete a Late Registration Appeal Form with the instructor’s consent along with a statement regarding the request for an exception to the registration.</p> <p>Discussion: No further comments were forwarded and will return for a second read.</p>
<p>Title IX & Confidential Advocacy/Resources</p>	<p>Patricia Anderson Wieck and Mary Vest joined us to refresh us on the obligations under Title IX and the confidential resources available at Clackamas. The college collaborated with Clackamas Women’s Services to support and help students who have experienced any form of sexual assault. Mary Vest’s position is funded by a grant which was the first of its kind in Oregon, and one of the very few across the nation. Her services are available to students, faculty, and staff. Mary’s position allows her to be discreet – she is not required to report. Mary’s office is located in the Barlow 202a, but is willing to meet anywhere, if someone does not feel safe on campus. Mary can be contacted by email at maryv@cwsor.org or schedule with her at CCAdvocate.youcanbook.me</p>
<p>Moodle Host Transition</p>	<p>Currently, the college’s Learning Management System (LMS) is Moodle and the third party host, Moodle Rooms, provides a server for the LMS to exist. Recently, Moodle Rooms was purchased by Blackboard. Over the summer, we signed our year-long contract with Moodle Rooms via Blackboard as our host provider for another year. In August, we received an email from Blackboard stating that they would no longer host Moodle. We were told that we would notice no difference, but this has is not the case. As a result, we have had a LMS transition without consent or consultation. We are currently operating on Blackboard Open LMS, not Moodle. Visually, it looks the same, but Jill’s concern is that Blackboard will move us to a Blackboard platform if we sign another contract. Normally, an LMS shift would involve a large campus-wide process, but due to the circumstances, we are not in the position to do that. Part of this visit to College Council is to inform the college that we need to shift LMS hosts to get us back to</p>

	<p>Moodle. We have shared our concerns with David Plotkin, are communicating with full-time and part-time faculty, and will continue to ask the college to review the host provider that we are considering. We have found that everyone is in support of us getting service that we need for improved functionality. If you are interested in being involved, please contact Jil Freeman. This is the beginning of us notifying folks that we are planning this necessary transition prior to summer term classes.</p>
<p>Committee Reports 1. Presidents' Council</p>	<p>Presidents' Council: Denice Bailey report that the only agenda item was the topic of professional development. Time allowed Tim Cook to have a robust conversation with the association presidents.</p>
<p>Association Reports 1. ASG 2. Classified 3. Part-Time Faculty 4. Full-Time Faculty 5. Administrative Confidential</p>	<p>1. ASG: No report.</p> <p>2. Classified: No report.</p> <p>3. Part-Time Faculty: Leslie Ormandy reported that the association meet and greet has been scheduled on November 30. Our bargaining team has been assembled. Tim Cook joined us for lunch on October 31 to meet association members.</p> <p>4. Full-Time Faculty: Ida Flippo reported for Laurette Scott. Skills Day Update - Classes will be cancelled at 4 p.m. not at 1 p.m. as previously announced. Classes that have traditionally held on Skills day will be allowed to run, for example, science labs. Position Opening Requests (PORs) - Explanations for needing faculty positions should have been included in your Unit Plans. To request positions, you need to participate in the Faculty Forum. Due to state budget uncertainty, currently only two positions have been designated as available. Full-time faculty who are retiring are encouraged to make this known before the forum.</p> <p>5. Admin/Confidential: Looking forward to the All-Staff Recognition on December 5.</p>
<p>Present</p>	<p>Cynthia Risan (Chair), Leslie Ormandy, Denice Bailey, Jennifer Miller, Sunny Olsen, Lisa Reynolds, DW Wood, Lizz Norrander, Brian Puncocher, Jennifer Andersen, Michell Gipson, Chris Sweet, Ida Flippo, Jason Kovac, Elizabeth Carney, Jaime Clarke, Mary Vest, Pat Anderson-Wieck, Esther Sexton, Jil Freeman, Ernesto Hernandez, Beth Hodgkinson (Recorder)</p>

Clackamas Community College

College Council

SSCC Update

December 2018



Education That Works



Architect Selection

Stakeholder Workshop

Meeting #1

Jennifer Anderson	ACAD Foundations/Connections – Assoc. Dean Enroll & Student Serv
Dustin Bare	SASS - Director of Student & Academic Support
Sarah Steidl	SASS - Graduation Services Evaluator
Greg Anderson	Financial Aid and Scholarships - Financial Aid Specialist
Starr Muramaru	Financial Aid and Scholarships - Financial Aid Specialist
Cynthia Boettcher	Student Life & Leadership
Tami Harper	AFAC Foundations/Connections - PTF Education/Paraeducator
Tara Sprehe	AFAC Foundations/Connections - Dean AFAC
RB Green	Student Academic Support Services
Ray Atkinson	ACAD Foundations/Connections - Transportation Systems Analyst
Michelle Baker	Student Activities- Student Life and Leadership Co
Ariane Mabano	Student Government
Lindsay Curletto	Enrollment Services - Admissions Counselor
Ariane Rakich	Enrollment Services - Admissions Counselor
Ric Jenkerson	Testing - Lead Testing & Info Specialist
Travis Swanson	Enrollment Services - Enrollment Services Specialist
Katie Harvey	Office of Education Partnerships - Academic & Career Coach
A.J. Smith	Skills Development - Department Chair
Darlene Gieger	Instruction & Student Services
Suzanne Munro	English As A Second Language - Department Chair
Mindy Kobata	A/R Business Office
Felicia Arce	Disability Resource Center
Casey Curry	Student/Academic/Support Services - Veteran Outreach and Retention
Sunny Olsen	Community Education - Dir. Comm. Ed & Harmony Campus
Steve Cameron	Business Office (Accounts Receivable)
Molly McCulloch	Financial Aid and Scholarships
Stephanie Sampetro	Financial Aid and Scholarships - Financial Aid Specialist

Stakeholder Workshop

Meeting #1

Klaudia Cuevas	Financial Aid and Scholarships - Financial Aid/Scholarship Coordination
Sara Alexander	Financial Aid and Scholarships - Financial Aid Specialist
Kandie Starr	Advising/Career Services - Academic & Career Coach
Lupe Martinez	Counseling - Department Chair
Bob Cochran	Campus Services - Dean
Esther Sexton	Counseling - Counselor
Stephanie Schaeter	Counseling - Counselor
Kyle Thomas	Student Academic Support Services
Robin Dryden	Student Academic Support Services
Casey Sims	Counseling - Counselor
Will Burkhalter	Enrollment Services - Enrollment Services Specialist
Kai Gambie	Bookstore - Bookstore Coord-Merch lead
Tom Sonoff	College Safety - Director
Melissa Padron	Enrollment Services - Enrollment Services Specialist
Mariz Dixon	Enrollment Services - Enrollment Services Specialist
Lindsey Pierce	Enrollment Services - Enrollment Services Coordinator
Chris Sweet	Enrollment Services - Registrar/Enrollment Services Operating Manager
Karen Ash	Financial Aid and Scholarships - Director
Patti Miles	Inici Group - Project Manager

Stakeholder Workshop Meeting #1



Stakeholder Workshop Meeting #1

Guiding Principles

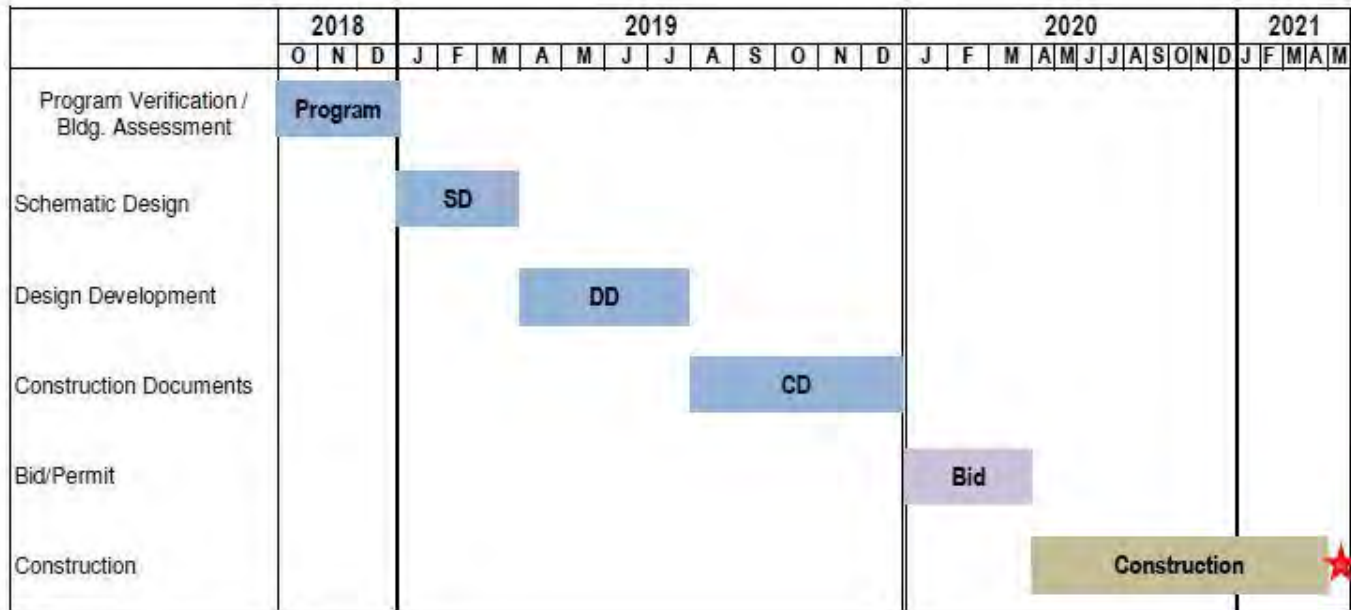
High quality education and training opportunities that are accessible to all students, adaptable to changing needs, and accountable to the community.

Create high quality, relevant, innovative and evidence-based academic programs and environments.

“One-stop” student services model that is technology rich and empowering to students.

Stakeholder Workshop Meeting #1

Schedule



Stakeholder Workshop Meeting #1



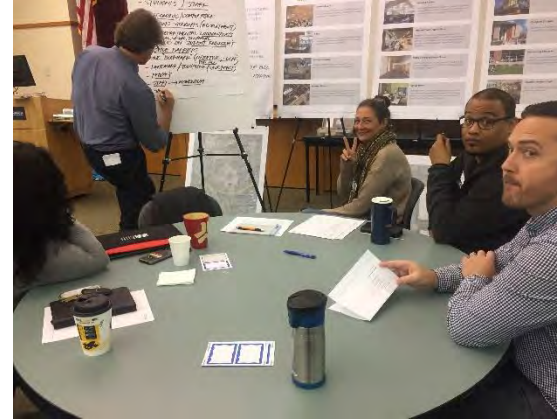
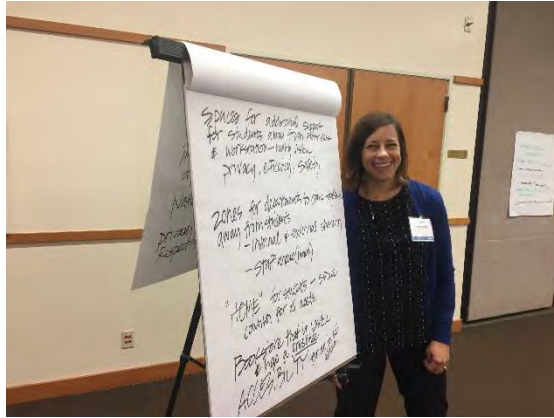
Stakeholder Workshop Meeting #1



Stakeholder Workshop Meeting #1



Stakeholder Workshop Meeting #1



Stakeholder Workshop

Meeting #1

• Program Guiding Principals

Table 1:

- High Sustainability
- Can hold events without being too disruptive
- Versatile Work Areas
- Fewer counters, more tables (we sit together as equals)
- Access to tables
- Equity in spaces (i.e. bigger Multicultural Center)
- Structured to serve our large Part time/Evening student population
- Lots of covered outdoor spaces (this is Oregon after all)
- Protect private office space for confidentiality (and build in good soundproofing)
- Promote ways to bring and prepare your own food for lunch/dinner
- Improved signage

Table 4:

- Intuitive Pathways through the process
- Welcoming open landscape
- Cougar sculpture!
- Collaborative, shared workspace for departments that work closely together
- Inside/outside connection
- Love the natural campus
- Large, welcoming windows
- Safe place through visibility
- Centered entry "start here" area
- Clear from 213 entry destination
- Curves or angles that shape the space

Table 3:

- Security?
- Abundant natural light!
- Open unobstructed entrances with a welcoming character
- Balance between open spaces and private spaces
- Reflective/ Prayer spaces
- Balance of art/décor from different cultures
- Must be an obvious starting place/landmark
- Flexible meeting spaces for students and staff
- We need a break room

Table 5:

- Visibility
- Welcoming
- Openness
- Inclusive
- Community Orientation
- Landmark/beacon/front porch(s)
- Clear wayfinding (maps)
- Living room/place to hang out
- Making connections
- Food experience/environments
- Sense of identity- flags
- Branding- cougar colors
- Site Observations

Stakeholder Workshop Meeting #2

- Stakeholder groups attended a one hour meeting to discuss roles/responsibilities and adjacency needs for their work.

User Groups

User Groups	Function Areas	Lead(s)
Retention and Completion	<ul style="list-style-type: none"> • Advising • Career Services • Graduation Services • Office of Educational Partnerships 	Dustin Bare Jaime Clarke
Access and Recruitment	<ul style="list-style-type: none"> • Financial Aid • Registration and Records • Student Accounts/Bursar • Testing and Placement Services • Welcome Center (admissions) 	Karen Ash Chris Sweet
Support Services	<ul style="list-style-type: none"> • Community based organizations • Counseling • Disability Resource Center • Veterans Center 	Darlene Geiger Lupe Martinez
Student Life/ Student Union	<ul style="list-style-type: none"> • ASG • Bookstore • Cafeteria • Cougar Cave • Multicultural Center 	John Ginsburg Carol DeSau/ Kai Gambee

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Guiding Principles

Foster Flexibility, Accessibility, and Accountability

Demonstrate inclusive, equitable, and universally accessible design that reflects the multigenerational and diverse student body and surrounding community.

Empower Students Through Technology

Implement a student-centered, 'one place' student services model to empower students with a technology-rich environment that balances high-tech with high-touch.

Create a Campus Gateway

Design a welcoming academic introduction and resource for all.

Promote Cross-Department Collaboration

Enhance cross-department connectivity, collaboration and innovation to enhance the student services experience.

Advance Commitment to Sustainability

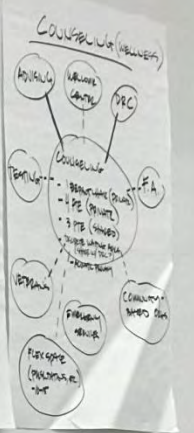
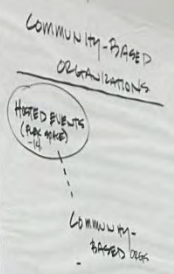
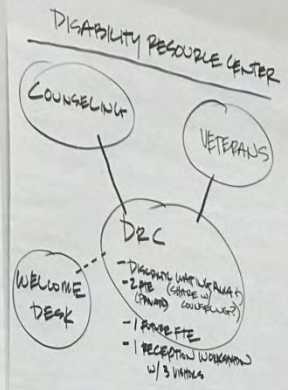
Continue a commitment to sustainability through thoughtful, innovative and demonstrative design strategies.

Support Academic Success

Expand access to high quality, relevant, innovative and evidence-based environments that set the stage for and continue support of student academic success.

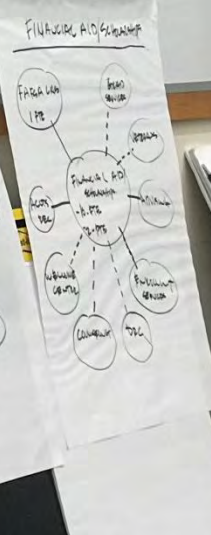
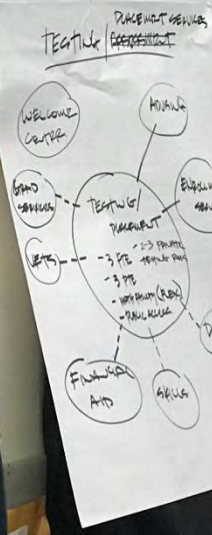
Included financial boundaries





5 Steps (Learners)
 1. Welcome Center
 2. Financial Aid/Granting
 3. Technical Assistance
 4. Enrollment
 5. Registration

WELCOME CENTER
 1. Welcome Center
 2. Financial Aid/Granting
 3. Technical Assistance
 4. Enrollment
 5. Registration



WELCOME CENTER

Category	Item	Quantity	Notes
WELCOME CENTER	Tablets	2	
	PE (Provider)	3	
	Parafte	1	
	Reception Workstation	1	
FINANCIAL AID	PE (Provider)	2	
	Parafte	1	
	Reception Workstation	1	
TECHNICAL ASSISTANCE	PE (Provider)	3	
	Parafte	1	
	Reception Workstation	1	

Stakeholder Workshop Meeting #3

- Review and consolidate programming discussions and findings.

Thank you!

ARC 403

Registration/Late Registration Policy

Purpose This policy establishes a deadline for registration and defines late registration.

Summary 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.

Open-Access courses are exempt from this policy.

High School Connections courses including Advanced College Credit (ACC) have annually established registration deadlines posted on the college website.

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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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

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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