

# College Council Agenda

Date: 1.18.19 | 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 were posted from the 12/7/18 meeting 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>Winter In-Service</b>	Jason Kovac	5 min	Learn about the upcoming plans for In-service.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>CCC Library Fines</b>	Jane Littlefield	5 min	Hear why the CCC library no longer charges late fines.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>Title III Grant Application</b>	Amy Cannata	5 min	CCC's Title III Planning Team wants your input.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input type="checkbox"/> Document
<b>ISP Reads</b>	Dru Urbassik Dustin Bare	10 min	ISP 371 Advanced Placement ISP 372 International Baccalaureate	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document

<b>ARC Reads</b>	Jennifer Anderson	10 min	ARC 300 Credit Load Policy and Procedure – 2 <sup>nd</sup> Read		<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information <input checked="" type="checkbox"/> Document
<b>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>	
	February 1, 2019	12:00 p.m.	1:30 p.m.	CC127	
<b>Attendance</b>					
<b>College Council Members 18-19:</b> Sue Goff (Chair), Beth Hodgkinson (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (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, All Deans					
<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: 12.7.18 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
<b>Minutes</b>	Minutes from the meeting held on 11/16/18 were previously sent out for review. Any comments and/or corrections, please contact Beth.
<b>Programming Update Status for the Student Service/Community Commons Building</b>	<p>Bob and Tara updated us on the status for the new Student Services/Community Commons building and the remodel for the existing Community Center. The college sent out a request for proposals as they began work to select an architect. Eleven proposals were received from architects in the Portland area, and the college short-listed three. As part of the selection process, the three architects went through an interview charrette due to the level of complication and the amount of stakeholders. Bob presented a video made by our project manager to view the process of going through the charrette with the three firms. Each architect was given the project to discuss wayfinding through the front of the campus to reach the Student Services/Community Commons building. Through the process of reviewing their qualifications, the submitted documents, the interview, and charrette process, the unanimous decision was to hire Opsis Architecture. During the first stakeholder workshop meeting, college participants broke into small groups, shared guiding principles, and discussed what was important to us as we design these spaces. The participants moved outside and throughout the building to help them envision what the entry could look like and how the building could become more inviting. Currently, the project is in the programming phase with construction starting late spring of 2021. At the second stakeholder workshop meeting, members broke up into user groups: Retention and Completion, Access and Recruitment, Support Services, and Student Life/Student Union. Each group met with the architects for an hour and formed guiding principles discussing their functions, the kind of work they do, and whom they depend on to serve students and other adjacent stakeholders that they need to be effective. Next stakeholder workshop meeting will be in January to review and consolidate programming discussions and findings.</p>
<b>ARC – 2<sup>nd</sup> Reads</b>	<p>Jennifer Anderson, the chair of ARC, brought back one policy from Access, Retention &amp; Completion.</p> <p><b>ARC 403 Registration/Late Registration Policy</b> – second read. This policy establishes and outlines our registration deadlines and our exceptions.</p> <p>Discussion: Sue Goff suggested that the language “owned by” under the <i>Related</i> section be changed to “maintained by”. No further comments.</p>

<b>Graduation Recruiting</b>	Max Wedding joined us to discuss the ideas of expanding the committee to plan our graduation ceremonies by including additional faculty and student voices. Max has been coordinating graduation ceremonies for the college for the past several years. As January approaches, the process of planning begins to ensure that we are ready for our two ceremonies. Max discussed the logistics of our graduation ceremonies with Tim Cook. This year we would like to consider philosophical questions such as if the college should include a commencement speaker or faculty and staff recognition during the ceremonies. If you are interested in being involved, consider this an open invitation. Anticipate receiving further information from your association.
<b>Committee Reports</b> 1. <b>Presidents' Council</b>	<b>Presidents' Council:</b> Sue reported that Jennifer Andersen presented two ARC policies: ARC 402 Active Military Deployment Withdrawal and ARC 604 Sex Offender.
<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>	<ol style="list-style-type: none"> <li>1. <b>ASG:</b> No report.</li> <li>2. <b>Classified:</b> No report.</li> <li>3. <b>Part-Time Faculty:</b> No report.</li> <li>4. <b>Full-Time Faculty:</b> Laurette Scott reminded everyone that the Moodle survey tool is still open to provide your feedback for the Full-time Faculty Position Opening Request (POR) Forum. Everyone is welcome to participate in the survey – not just full-time faculty members. Full-time Faculty bargaining team members participated in training and plan to send out a survey to their members.</li> <li>5. <b>Admin/Confidential:</b> The All-Staff Recognition event was awesome. Many enjoyed this year's holiday video featuring our new president, Tim Cook.</li> </ol>
<b>Announcements</b>	<p><b>Bob Cochran</b> – Customized Training will be relocating to Clairmont. Human Services and Education will move to the Family Resource Center (FRC).</p> <p><b>Sunny Olsen</b> – We continue to work to find another plan to find a replacement offer food at Harmony Campus with the recent closing of Cougar Café Express.</p>
<b>Present</b>	Sue Goff (Chair), Jennifer Miller, Sunny Olsen, Robert Keeler, Matt Goff, DW Wood, Lizz Norrander, Brian Puncocher, Karen Ash, Jennifer Andersen, Jaime Clarke, Max Wedding, Laurette Scott, Pat Anderson-Wieck, Katherine Harvey, Esther Sexton, Bob Cochran, Tara Sprehe, Beth Hodgkinson (Recorder)

# ISP 371

## Advanced Placement

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### PURPOSE

Establishes regulation and conditions for awarding college credit or determining course placement based on Advanced Placement scores.

### SUMMARY

Clackamas Community College recognizes the College Board Advanced Placement (AP) program.

### STANDARD

1. The College will look to the College Board recommendations for awarding college credit for Advanced Placement as a best practices guide.
2. The College will follow statewide ~~(OUS/CC)~~ guidelines for the awarding of credit.  
(NOTE: See [Appendix E-ISP 371A](#) for the test/credit matrix for the ADVANCED PLACEMENT CREDIT FOR OREGON'S COMMUNITY COLLEGES and ~~UNIVERSITIES-UNIVERSITIES~~)

### REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
ISP Committee	Reviewed/No changes	March 13, 2009
College Council	Reviewed	June 2, 2006
Instructional Council	Adopted	June 27 , 1989

# ISP 372

## International Baccalaureate

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### PURPOSE

Establishes regulation and conditions for awarding college credit based on International Baccalaureate Exam scores.

### SUMMARY

Clackamas Community College recognizes International Baccalaureate (IB) Exams.

### STANDARD

1. ~~The College will follow the most-current statewide (OUS/CC) guidelines for the awarding of credit. Instructional departments will determine the appropriate course equivalency based on the statewide guidelines.~~

(NOTE: See ISP 372A International Baccalaureate Credit Table [and](#) [ISP 372P International Baccalaureate Procedure](#))

### REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	June 1, 2012

# ARC 300

## Credit Load Policy

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### 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: 12.21.2018
College Council – second reading	Date:
President’s Council – if appropriate	Date:
Final ARC Review and Approval	Date:



# ARC 300P

## Credit Overload Procedure

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### 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 or the Faculty Advisor. The form is available at [www.clackamas.edu/forms](http://www.clackamas.edu/forms).
2. Advising and Career Services or the Faculty Advisor will notify student of the decision.
  - a. **In Person:** If the request is approved, the Advisor or Faculty 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](mailto:advising@clackamas.edu)

Harmony campus  
503-594-0623  
[philr@clackamas.edu](mailto:philr@clackamas.edu)

Wilsonville campus  
503-594-0959  
[advisingwilsonville@clackamas.edu](mailto: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**