College Council Agenda

Date: 3.15.19| 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 2/15/19 and 3/1/19 meetings have been posted for review. Any comments/corrections, please contact Beth.	☐ Discussion ☐ Decision ☐ Advocacy ☐ Information ☒ Document
Committee Structure	Tim Cook	15 min	Solicit feedback and discuss our current committee structure including meetings such as Presidents' Council and College Council.	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information ☐ Document
Student Services/Community Commons (SSCC)	Tara Sprehe	20 min	Update on Student Services/Community Commons	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information ☒ Document
Mission Fulfillment	Lisa Anh Nguyen Tara Sprehe Sue Goff Sunny Olsen	15 min	Update on Mission Fulfillment	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information ☒ Document
Podium Upgrades	Larry Rosenberg	5 min	Review the classrooms that are up for upgrades summer 2019.	☐ Discussion ☐ Decision ☐ Advocacy ☒ Information ☐ Document
ISP 1st Reads	Sue Goff	10 min	ISP 270 Testing Center for Faculty Assigning Exams ISP 270P Testing Center for Faculty Assigning Exams	☒ Discussion ☐ Decision ☐ Advocacy ☒ Information ☒ Document

Committee Reports 1. **Instructional Standards and Procedures** 2. **Presidents' Council**	Sue Goff Sue Goff	10 min 5 min		☐ Discussion ☐ Decision ☐ Advocacy ☒ Information ☒ Document
Association Reports 1. **ASG** 2. **Classified** 3. **Part-time Faculty** 4. **Full-time Faculty** 5. **Administrative Confidential**		10 min		☐ Discussion ☐ Decision ☐ Advocacy ☒ Information ☐ Document

	Assigned Action Items	Assigned to	Notes	Due

	Upcoming Meeting Dates	Start Time	End time	Location
	April 5, 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 Pruyn (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC – alternate), Sarah Hoover (AS), Bob Keeler (AS), Mickey Yeager (CS), 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), Josh Henson (TAPS), Chris Hughes/Joyce Gabriel (TAPS – alternates), All Association Presidents, All Deans

Notes to Self	Deferred

College Council Minutes can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body

College Council Minutes

Date: 2.15.19| Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on 2/1/19 were previously sent out for review. Any comments and/or corrections, please contact Beth.
High School Partnerships	Jaime Clarke gave a high school connections program update. Below are a few of the highlights from the presentation: • The Smart Internships program has been recreated for College Readiness CWE-181 for early internships. • Students and families taking these classes early in their high school have saved a total of $3.1 million dollars. High school students pay $10 per credit instead of $100 per credit. • A great video shows students giving their impressions of the program at the high school connections website. • An early alert program has been set up to help students that may be struggling, so they can get the help they need to be successful before they fail or drop out of the class. • An equity audit was performed last year. The results showed that students with disabilities have a harder time. Jaime's team has been working hard this year to rewrite the narrative to address and fix that problem. Navigation through the website has also been a problem. A revamped website addressed that concern last summer. • A honors reception is scheduled for April 18 for Expanded Options/Early college students. These students are currently in high school, taking college courses at CCC and have earned a 3.5 GPA or higher this year at CCC. There will be a short awards ceremony, words from college leadership and light refreshments. • The Clackamas Promise Grant is a collaboration and pays for college exposure activities for under-represented students. • Last year, Career and Technical Education (CTE) summer camps were very popular last year. We had 95 participants, 49% students were of color, 71% had no prior college credit, and 93% earned an A or B in class. • Summer Scholars – Last year, this new program ran during the regular summer term. We had 67 participants, 36 of those participants are 12th graders this year, 55% with a 3.5 GPA or higher, with a 95% retention rate.

New HR Process	Vicki Hedges announced that HR has a new checklist and guide for how to acquire full-time talent. A new I drive has been created for hiring managers and department chairs that includes bargaining agreements, employee handbooks, onboarding, etc. This is the location for a one stop for hiring information.
CCC Non-Graduates Survey	Lisa Anh talked about a CCC non-graduate survey that is being piloted this winter term to see what students are doing after they leave CCC. This survey will be sent out during week 8, and the results won't be ready until the end of spring term.
ISP Reads	**ISP 181 Related Instruction** – first read. This ISP has been updated to reflect accurate language.
Committee Reports 1. **ASG / Angel Orozco** 2. **Classified / Ali Ihrke** 3. **Part-Time Faculty / Leslie Ormandy** 4. **Full-Time Faculty / Casey Sims** 5. **Administrative Confidential / Sue Goff for Jaime Clarke**	1. **ASG:** ASG has movie ticket packets for sale for $20 that includes two tickets, a small popcorn, and a small drink. ASG is busy now planning for upcoming events. 2. **Classified:** The association began bargaining January 1, with the official start date of February 22. James Logan attended a meeting in Salem to lobby for funding for community colleges. 3. **Part-Time Faculty:** No report. 4. **Full-Time Faculty:** John Larson from OEA is encouraging everyone to attend the March for Students on Monday in Salem. There will be a special senate meeting on March 7 with a consultant from the DEI committee. We have met with administration twice to bargain. 5. **Admin/Confidential:** Skills competition is upcoming.
Announcements	**Sue Goff** – There is an Innovation Challenge Completion. **Jaime Clare** – Currently, 850 students have signed up for the Skills Competition. A new addition to the competition this year the CCC Amazing Race where students will visit each building on campus to learn what CCC has to offer. **Matt Goff** – As of February 19, Connections with Business and Industry (CBI) will be housed in Clairmont.
Present	Sue Goff (Chair), Vicki Hedges, Robert Keeler, Ida Flippo, Lizz Norrander, Matt Goff, Sunny Olsen, Laurette Scott, DW Wood, Lisa Anh Nguyen, Laura Lundborg, Esther Sexton, Dave Gates, Leslie Ormandy, Denice Bailey, Jaime Clarke, Tom Landeen, Larry Marian, Amy Cannata, Dru Urbassik, Cole Jones, Matthew Fox, James Logan, Kelly Lawrence (Recorder)

College Council Minutes

Date: 3.1.19| Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Item/Presenter	Minutes
Minutes	Minutes from the meeting held on 2/15/19 are ready for review. Any comments and/or corrections, please contact Beth.
College Council Communication	Sue Goff asked for feedback from attendees if would like to continue to receive calendar invites to College Council through spring term to which they agreed.
Tuition and Fees Update	Jeff Shaffer shared that the college has been looking at tuition and fees increases for 2019-20 since it is uncertain what we will receive from the state for funding. Currently, we are using $590M to base our biennium budget, since this is the only figure the state has revealed. This amount would be a reduction from our current service level. If we receive this amount from the state, we would need to raise tuition more than the usual increase of $3 a credit, which was shared with the Budget Advisory Group. At the next Board meeting, Jeff will present a recommendation to the Board to increase of $7 per credit in order to offset taking larger reductions. In addition to the tuition increase, both the technology fee and student fees are scheduled to increase taking the $8 per credit charge to $9. There will be no change to the College Services fee of $28. Even with the $7 increase to tuition, the college is still looking at approximately $1M in possible reductions.
Administrative Regulation	Thomas Sonoff, the Campus Safety Director, came to discuss the proposed updates to the Administrative Regulation, ECD-AR: Motor Vehicles Code. In a recent Leadership Cabinet meeting, there was a discussion on restricting bicycle riding within the core campus. Thomas was tasked with some research and developing sample language to use. He pulled injury reports that had taken place on campus, but he was unable to find any that involved bicycles. Thomas asked our Campus Safety Officers if there had been complaints, unsafe bicycle riding, or any other issues involving bicycles on campus. He found out that this is very rare. With that information, Thomas proposed an addition to the College's Vehicle Code, Section C. His suggested language on advised that individuals riding bicycles should do so in a safe and courteous manner through campus. During his inquiry, he discovered there were more complaints about the number of vehicles that drive through the campus and park. Additional language was included to Section D regarding driving and parking motor vehicles in the area of the core campus buildings. Campus Safety is not saying you can't drive into the core and park, but you need to keep the following in mind: travel no faster than walking speed, activate your hazard lights, and notify College Safety prior. Thomas indicated that they are working on a communication plan to update the college community on this updated policy.
ISP Reads	**ISP 181 Related Instruction** – second read. There was no feedback from the first read. The updates made reflect accurate language and clarified related instruction.

| Committee Reports Diversity, Equity and Inclusion (DEI) Committee Presidents' Council | **Diversity, Equity and Inclusion (DEI) Committee**: John Ginsburg reported that the committee has accomplished many goals and objectives this year so far. The consultant group Global Leadership Solutions, LLC, and Transcend Consulting Group, LLC, is working with the college to develop a comprehensive DEI Plan. An assessment will reach across the College community through surveys and in-person meetings. By May, the assessment work will be complete, and the college will begin to draft work on the strategic plan. The final strategic plan will be presented to the Board by December. We have far surpassed our goal to provide at least one training per term. Staff trainings that have been conducted include four Safe Zone Trainings, Bias Training, Veterans Training, Disability Resource Center Training, and two Immigration/Deferred Action for Childhood Arrivals (DACA) Trainings. Subcommittee involvement has resulted in over 50 people participating in the six subcommittees. Recently, at Winter Inservice, the college watched and discussed the film "Unlikely." John asked the attendees of College Council to answer this question to another. What does it mean to be Culturally Competent? Many insightful conversations transpired from this exercise. The committee continues to be transparent with the DEI work to keep the community informed about related progress with newsletters, canvasing campus bulletin boards, and the updating their Moodle page.

Presidents' Council: We reviewed a couple of Access, Retention and Completion (ARC) policies: ARC 300 Credit Load and ARC 403 Registration/Late Registration. Thomas Sonoff presented the proposed additions to the Administrative Regulation, ECD-AR: Motor Vehicles Code. |
|---|---|
| Association Reports 1. ASG 2. Classified/James Logan 3. Part-Time Faculty/ Leslie Ormandy 4. Full-Time Faculty/ Laurette Scott 5. Administrative Confidential/Sunny Olsen | 1. **ASG:** March is Women's History Month. ASG will celebrate International Women's Day by asking students to share how we can make a more gender balanced world by writing on the empowerment vision board. Mid-March, ASG will host a Kindness Event, one day for each campus, distributing goodie bags and carnations. During the Skills Competition ASG hosted a successful Lego competition, coordinating campus tours, as well as a recruitment table. 2. **Classified:** On President's Day, twenty attendees from CCC marched at the state capitol during the March for Our Students. The association is in the process of bargaining. 3. **Part-Time Faculty:** Our bargaining team has yet to meet with management due inclimate weather. Two of our members have completed CPR trainings provided by the college. The association had members represented at the rally at the state capitol. 4. **Full-Time Faculty:** We enjoyed Skills Day and look forward to work with Jaime Clarke and Max Wedding next year. At the Senate meeting, we welcomed Thomas Sonoff as a guest. David Plotkin stopped by to talk about some faculty concerns regarding duplication and display of student work. We anticipate meeting with the DEI consults in the near future. The association continues to bargain with management. 5. **Admin/Confidential:** Planning the All-Staff Breakfast on March 23 and have scheduled our winter term meeting with our group on March 14. |

Announcements	**Max Wedding** – Thank you to everyone that was involved with the Skills Competition. This was a full campus effort to host approximately 870 local high school students with about 100 volunteers. Surveys will be distributed to gather feedback as we look ahead to next year's event. Be sure to join us for the award ceremony for the winners of the 2019 Clackamas Regional Skills Competition on March 21, 6:30-7:30 p.m. at the Harmony Campus.
	David Plotkin – Congratulations to the Automotive Department for receiving their specialized accreditation.
	Tim Cook – Make time to join the open forums for Chief Human Resources Officer.
	Sue Goff – Be sure to check out the cougar DNA wall that has been included on the new DeJardin addition.
Present	Sue Goff (Chair), Leslie Ormandy, Jennifer Miller, Robert Keeler, Tim Cook, James Logan, Mary Jean Williams, Jason Kovac, Jennifer Andersen, Matt Goff, Thomas Sonoff, Jaime Clarke, Jeff McAlpine, John Ginsburg, Esther Sexton, Cole Jones, Duncan Garcia, Matthew Fox, Jeff Shaffer, Justin Montgomery, Ida Flippo, David Plotkin, Brian Puncocher, Max Wedding, Sunny Olsen, Laurette Scott, Lisa Reynolds, Beth Hodgkinson (Recorder)

CCC is currently at or above thresholds for 19 out of 25 indicators.

Academic Transfer

	Indicator	Threshold	2017-18		2018-19	
1.1	Credit students satisfactorily attain program learning outcomes and general education outcomes; if not, there is a documented plan for improvement.	70.0%	53.0%	🔴	87.0%	🟢
1.2	Programs are engaged in the institution's assessment cycle with identified conclusions and actions each year.	80.0%	100.0%	🟢	100.0%	🟢
1.3	Students are ready to succeed at a four-year school based on graduation rates at transfer institutions within three years of transfer.	57.2%	61.0%	🟢	*Coming soon*	
1.4-1	Rates of completion at CCC and/or transfer to four-year institutions within two years of starting at CCC.	25.4%	33.2%	🟢	34.8%	🟢
1.4-2	Rates of completion at CCC and/or transfer to four-year institutions within six years of starting at CCC.	48.2%	53.9%	🟢	53.8%	🟢
1.5	Rates of student completion and/or transfer compared to the demographic of the overall CCC student population. [Gender, age, race/ethnicity--14 demographic groups]	14 groups	13	🟡	11	🟡

Career and Technical Education

	Indicator	Threshold	2017-18		2018-19	
2.1	Credit students satisfactorily attain program learning and related instruction outcomes; if not, there is a documented plan for improvement.	70.0%	63.0%	🟡	73.0%	🟢
2.2	Programs are engaged in CCC's assessment cycle with identified conclusions and actions each year.	80.0%	83.0%	🟢	83.0%	🟢
2.3	Percentage of CTE concentrators who complete a degree, certificate, or credential.	44.0%	38.3%	🔴	42.2%	🟡
2.4	Rates of CTE concentrators employed at 2nd quarter after exiting program.	68.8%	80.5%	🟢	73.4%	🟢
2.5-1	Rates of CTE completion at CCC and/or transfer to four-year institutions within two years of starting at CCC.	25.4%	33.2%	🟢	34.8%	🟢
2.5-2	Rates of CTE completion at CCC and/or transfer to four-year institutions within six years of starting at CCC.	28.6%	34.4%	🟢	38.7%	🟢
2.6	Rates of CTE student completion and/or transfer compared to the demographic of the overall CCC student population. [Gender, age, race/ethnicity--14 demographic groups]	14 groups	14	🟢	11	🟡

🟢 At or above the threshold   🟡 Within 90% of the threshold, but below the threshold   🔴 Below 90% of the threshold

Clackamas Community College
Mission Fulfillment
Core Themes Scorecard

CCC is currently at or above thresholds for 19 out of 25 indicators.

Essential Skills

	Indicator	Threshold	2017-18		2018-19	
3.1-1	Percentage of developmental education students who take and complete writing levels required for their degree/certificate intent.	63.6%	69.4%	🟢	74.4%	🟢
3.1-2	Percentage of developmental education students who take and complete math levels required for their degree/certificate intent.	28.8%	32.0%	🟢	35.1%	🟢
3.2	Rates of educational functioning level gains for ESL students.	2 EFL Gains	5	🟢	4	🟢
3.3	Rates of educational functioning level gains for adult basic education (ABE), General Education Development (GED), and Adult High School Diploma (AHSD) students.	2 EFL Gains	0	🔴	5	🟢
3.4	Percentage of students who attained high school diploma at CCC, who then reach a credit momentum milestone of taking and passing 15 credits.	10.0%	0.0%	🔴	20.0%	🟢
3.5	Percentage of students who attained General Education Development (GED) at CCC, who then reach a credit momentum milestone of taking and passing 15 credits.	13.4%	14.9%	🟢	12.0%	🟡

Lifelong Learning

	Indicator	Threshold	2017-18		2018-19	
4.1	Community offerings in credit and non-credit courses provide career advancement, life and wellness skills and employment support to Clackamas County population age 18 years and older.	3.7%	3.4%	🟡	3.5%	🟡
4.2	Workforce grant funding goals are met or exceeded.	Met	Met	🟢	Met	🟢
4.3	Annual number of CEUs granted college-wide.	2,838	2,931	🟢	4,612	🟢
4.4	Percentage of Customized Training students who are satisfied with the overall value of the course.	80.0%	91.7%	🟢	100.0%	🟢
4.5	Percentage of Customized Training employers who are satisfied with the value of the training.	80.0%	82.1%	🟢	93.3%	🟢
4.6	Percentage of Community Education partners who are satisfied with the partnership.	80.0%	80.3%	🟢	100.0%	🟢

🟢 At or above the threshold 🟡 Within 90% of the threshold, but below the threshold 🔴 Below 90% of the threshold

ISP 270
Use of Testing Center for Make-up, Challenge, and Other Student Exams

PURPOSE

Allows faculty and students to use Testing Centers on campus for the purpose of taking exams.

SUMMARY

The Testing Centers on the Oregon City, Harmony, and Wilsonville Campuses can be used by students to complete a number of different exams when the department cannot otherwise arrange for the student to complete the exam. The Testing Centers can also provide exam settings that allow students to properly utilize accommodations provided by the Disability Resource Center.

STANDARD

1. Instructors planning to use a Testing Center must provide all required information to the Testing Center before students can take the exam (see ISP270P for required information).
2. The Testing Centers cannot accommodate exams that require specialized equipment or computer software.
3. Due to space limitations, the ~~Oregon City Campus and Harmony Campus~~ Testing Centers may not be able to accommodate large ~~numbers~~ groups of students (10 or more) completing exams at the same time. ~~The Wilsonville Campus Testing Center may not be able to accommodate more than 5 students completing exams at the same time.~~ Whenever possible, contact the Testing Center at least one week in advance if you are considering sending groups of students to the Testing Center to complete an exam.

REVIEW HISTORY

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

ISP 270P
Use of Testing Center for Make-up, Challenge, and Other Student Exams Procedure

PURPOSE
States procedures for use of a Testing Center by faculty and students.

SUMMARY
The Testing Centers on the Oregon City, Harmony, and Wilsonville Campuses can be used by students to complete a number of different exams when the department cannot otherwise arrange for the student to complete the exam. The Testing Centers can also provide exam settings that allow students to properly utilize accommodations provided by the Disability Resource Center.

This procedure describes the process faculty may use to arrange for students to complete exams using the Testing Center.

PROCEDURE
1. For instructors using a Testing Center to allow a small number of students to complete an exam, the instructor must:
    a. Fill out a separate Testing Services Proctor Request Form for each student.
    b. Submit a physical or digital copy of the Testing Services Proctor Request Form and the test materials to the Testing Center prior to the exam date. For online exams, exam access instructions can be included in the "Additional Instructions" section of the Testing Services Proctor Request Form.
2. For instructors using a Testing Center for online classes, the instructor must:
    a. Fill out a Testing Services Proctor Request Form with the "Student's Name" area left blank and online exam access instructions in the "Additional Instructions" section of the form.
    b. Submit a physical or digital copy of the class roster (including student ID numbers for all students completing the exam at the Testing Center) and the Testing Services Proctor Request Form to the Testing Center prior to the exam date.
3. For instructors using a Testing Center for a large number of students (10 or more ~~at the Oregon City and Harmony Campuses and 5 or more at the Wilsonville Campus~~), the instructor must:
    a. Contact the Testing Center at least a week in advance if possible to determine whether accommodations can be made for a large group.
    b. Fill out a Testing Services Proctor Request Form with the "Student's Name" area left blank.
    c. Submit a physical or digital copy of the class roster (including student ID numbers for all students completing the exam at the Testing Center) and the Testing Services Proctor Request Form to the Testing Center prior to the exam date. For online exams, exam access instructions can be included in the "Additional Instructions" section of the Testing Services Proctor Request Form.
4. The Testing Services Proctor Request Form can be found at the [Testing Center website](#), in a Testing Center, or can be requested by emailing a Testing Center (Oregon City Campus: testing@clackamas.edu, Harmony Campus:

testing.harmony@clackamas.edu, Wilsonville Campus: testing.wilsonville@clackamas.edu).

5. The instructor can specify dates between which the student may take the test.
6. The instructor or designated representative will pick up exam materials by the end of the term or tests will be returned to the instructor.
7. The student will test during general testing hours, will be asked to show photo I.D., and will sign in. It is the student's responsibility to know when the general testing hours are held.

REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	March 7, 2014
College Council	Reviewed	October 18, 2002
Instructional Council	Adopted	November 17, 1992

Instructional Standards & Procedures Committee
2018-19 Update

Education That Works | Clackamas Community College

Committee Charge

The Instructional Standards and Procedures (ISP) Committee is charged with the task of regularly reviewing as well as updating, adding and making changes to the Instructional Standards and Procedures of Clackamas Community College. This committee works to maintain a fair and thorough process in the consideration, evaluation and decision-making related to Instructional Standards and Procedures.

Membership

- Current Chair: Sue Goff
- Members: Representative across divisions, majority faculty
- 3 year rotation
- Meeting Schedule: 2nd and 4th Fridays, 8-9:30
- Agendas, Minutes, and ISP documents are found on the ISP Committee Portal Site

Education That Works | Clackamas Community College

Committee Goals for 2018-19

- Currency
  - All ISPs reviewed at least every 5 years
- ISP/ARC Relationship and Work Flow
- Create New ISPs as needed
- Calendar Project
- Website Project

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