

College Council Agenda

Date: 2.7.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Topic/Item	Presenter	Allotted Time	Key Points Provide 50 words or less on expected outcome
Minutes		N/A	Minutes from the January 17, 2020, meeting have been posted for review; please contact Laura Lundborg with comments or corrections.
ISP Reads	Sue Goff	10 min	ISP 171: Academic Use of CCC Brand and Logo – 2 nd Read. Review and provide feedback on standard.
Budget Process Update	Alissa Mahar & Jeff Shaffer	30 min	Receive an update on the budget process and timeline.
Space Relocation and Expansion Processes	Jason Kovac & Bob Cochran	20 min	Discuss and provide feedback on draft processes that inform the College’s approach to relocation and expansion in the future.
Guided Pathways Educational Focus Areas (EFA)	Lisa Reynolds & Max Wedding	15 min	Learn about Version 1.0 EFA icons, descriptions, and launch timeline. Learn how different groups of students will benefit from EFAs.

Association Reports 1. ASG 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative Confidential			10 min	
Announcements			10 min	Roundtable announcements from attendees
	Assigned Action Items	Assigned to	Notes	
	Upcoming Meeting Dates	Start Time	End time	Location
	February 21, 2020	12:00 p.m.	1:30 p.m.	Community Center - CC 127
Membership				
College Council Members 2019-20: Cynthia Risan (Chair), Laura Lundborg (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Scot Pruyne (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC), Bob Keeler (AS), Mickey Yeager (CS), Jennifer Miller (IEP), DW Wood (IEP), Dion Baird (ITS), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Josh Henson (TAPS), Joyce Gabriel (TAPS), All Association Presidents, All Deans				
Notes			Deferred	
College Council Minutes can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body				

College Council Meeting Minutes

Date: 1.17.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: CC127

Attendees

Cynthia Risan – Committee Chair, Laura Lundborg – Recorder, Jennifer Anderson, Karen Ash, Dustin Bates, Irma Bjerre, James Bown, James Bryant-Trerise, April Chastain, Bob Cochran, Tim Cook, Andrea Csavajda, Beverly Forney, Jarett Gilbert, Matt Goff, Sue Goff, Josh Henson, Shalee Hodgson, Robert Keeler, Kim Kirchhofer, Jason Kovac, Jay Leuck, Alice Lewis, Alissa Mahar, Lupe Martinez, Lauren McGuire, Jennifer Miller, Lisa Anh Nguyen, Lizz Norrande, Sunny Olsen, Leslie Ormandy, Debora Perrault, Lindsey Pierce, David Plotkin, Brian Puncocher, Lisa Reynolds, Larry Rosenberg, Jamie Sale, Laurette Scott, Jeff Shaffer, Tara Sprehe, Dru Urbassik, Wryann Van Riper, Andrea Vergun, Max Wedding, DW Wood

Topic/Item	Presenter	Meeting Minutes
Meeting Minutes and Supporting Material		Meeting minutes contain a summary of what was presented, group Q&A, and any commitments made at the meeting. The agenda packet contains supporting material presented.
Computer Replacement Cycle	Larry Rosenberg	IT will be replacing old computers with new Dell desktops. VDI will still be used for student computers. The project will be completed in phases, approximately 100 machines replaced every quarter. Remote access will still be available.
ARC Read	Jennifer Anderson	ARC 406 & 406P, Funding for VA Educational Recipient – 2 nd read. To comply with federal requirement, CCC will not impose penalties when student funding is late due to delayed disbursement by the VA. Policy and procedure reviewed; no changes or comments made.
COMM-112	Alice Lewis	<p>During ISP review, a suggestion was made to remove COMM-112 from the list of required courses for the AAOT and ASOT degrees. Most students are interested in COMM-111, which covers a variety of oral communication methods.</p> <p>Q: How will this affect Guided Pathways. A: The course is not required for any degree or certificate. Course will still be available.</p>

<p>Budget Process Update</p>	<p>Alissa Mahar & Jeff Shaffer</p>	<p>Information about process and timelines is online at clackamas.edu/budget-process, or on the main page of the Business Office website. Site was reviewed, showing all meetings with summary of topic, where to find details and documents on budget process. Can send questions or comments to budget@clackamas.edu.</p>
<p>Academic Budget Reduction</p>	<p>David Plotkin</p>	<p>This is second review at College Council. Draft has also been reviewed by Presidents' Council. Changes since last review are in tracked changes (colored font).</p> <ul style="list-style-type: none"> ○ David reviewed criteria, process, and timeline, asking for questions and comments along the way. ○ Draft with tracked changes can be reviewed on the College Council website, under this meeting date. ○ Next steps include recommendations for a rubric. Associations have recommended a workgroup. <p>Process is a phased approach, first of which is to determine what programs are revenue neutral or better. Identified programs will not proceed to next set of criteria.</p> <p>Once rubric is created, analysis will be done by David and deans, collaborating with departments for information. Draft will be presented to Presidents' Council and College Council, then Budget Advisory Group (BAG).</p> <p>Elimination of any program would need to go through the formal shared governance cycle then to the Board for final approval.</p> <p>Q: What does 'shared financial analysis' mean in Process Step B? A: This has partially happened through open forum sharing of assumptions that go into the analysis. There will be further opportunity for review, comments, questions. Requested to include that information in the document. Q: Will we know which of the programs are considered for review in the financial analysis, regardless of whether they end up being eliminated? Transparency requested. A: Yes, information will be available.</p>

<p>Academic Budget Reduction (continued)</p>		<p>Requested to add Curriculum Committee into process steps in event a program will be eliminated. Curriculum office has list of state program consortiums; will share with David to include in process.</p> <p>Q: Will this be a process to start using in Program Review? A: This process will be in replacement of curriculum sustainability processes this year. A review will be completed at end to determine what will work for future curriculum sustainability processes. This process will not replace Program Review.</p> <p>Q: What is the timeline for the review? A: Draft timeline reviewed. Note: feedback received to not go through steps too quickly. Program elimination can't be easily undone. Great care is placed in the work, communication, and discussions; therefore, timeline may be adjusted.</p> <p>Q: Can there be an adjustment of program rather than elimination? A: Yes, that should be discussed. Requested to add Curriculum Committee into process steps to review program if changes are made.</p>
<p>Person & Organization Entry Standards Guide from the Data Integrity Group</p>	<p>Lisa Anh Nguyen, Lindsey Pierce & Stephen Brouwers</p>	<p>The group shared the importance of accurate entry of names in Colleague. Incorrect data can negatively affect reporting, including loss of FTE reimbursement. The group reviewed the highlights of the Standards Guide. They discussed need to improve 'backdoor registrations', using non-Colleague software and forms.</p> <p>Q: ESL students fill out forms by hand and there have been errors on manual entry into Colleague. Can that be improved upon? A: There is an online admissions application for ESL students.</p> <p>Q: Will the Standards Guide help with the issue of students identifying by another name than is in Moodle? A: There is a Chosen Name field and a workgroup is looking into how best to use that.</p> <p>Q: Online Learning Department finds errors in Colleague. Who should they report to? A: If an error to correct, enter an IT ticket. If an actual name change needs to happen the student must contact Admissions.</p> <p>It was requested to contact staff using backdoor registrations to learn of their processes.</p> <p>Email Lisa Anh Nguyen with any questions or comments.</p>

Naming the New Student Services Building	Tara Sprehe	<p>The bond project group finished a 2-week process to get suggestions from students on naming the building. Students led discussions with a DEI lens. A survey is open January 17-24. So far the top two names are Student Services and Welcome Center. Next steps are to survey employees.</p> <p>Q: Will the building be named after a person? A: Not right now, but it could include the name of a persons the future.</p> <p>Any questions or comments can be sent to namethebuilding@clackamas.edu.</p>
Association Reports <ul style="list-style-type: none"> • ASG • Classified • Part-time Faculty • Full-time Faculty • Administrative Confidential 		<p>ASG – no report. Classified – no report. Part-time Faculty – bargaining continues. Full-time Faculty – bargaining continues. Administrative/Confidential – committee will meet to plan all staff breakfast. Discussing a service project for spring – possibly cleaning up the ELC.</p>
Announcements		<ul style="list-style-type: none"> • Automotive Expansion Open House: Please join in the celebration Friday, January 31, from 3:30-5:00pm. • State of the College Address: Please join the address at the Harmony campus, Thursday, January 23, from 3-4pm in Harmony West Community Room.

Assigned Action Items	Assigned to	Notes
None reported		
Upcoming Meeting Dates	Time	Location
February 7, 2020	12:00 – 1:30PM	Community Center – CC127
Attendance		
College Council Members 2019-20: Cynthia Risan (Chair), Laura Lundborg (Recorder), Tara Sprehe (AFaC), Molly Burns (AFaC), Esther Sexton (AFaC), Scot Pruyne (AFaC), Andrea Vergun (AFaC), Darlene Geiger (AFaC), Bob Keeler (AS), Brian Puncocher (CS), Jennifer Miller (IEP), DW Wood (IEP), Dion Baird (ITS), Sue Caldera (TAPS), Ida Flippo (TAPS), Jarett Gilbert (TAPS), Sunny Olsen (TAPS), Josh Henson (TAPS), Joyce Gabriel (TAPS), All Association Presidents, All Deans		
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ISP 171

Academic Use of CCC Brand and Logo

PURPOSE

Establishes guidelines for uses of the CCC logo and/or brand materials to create designs or promotional materials for academic use.

SUMMARY

The Clackamas Community College logo and brand are the intellectual property of the college and their public use is monitored by Marketing and College Relations. However, when the primary function is to facilitate learning (that is, to allow students to engage with ideas and skills within a discipline with the freedom to grow their understanding through interaction and iteration), faculty or students may use the logo and/or brand materials in designs for use within the college environment. This includes the creation of posters or promotional materials whose function is the advancement of teaching and learning. These uses do not require the overview of Marketing and College Relations.

STANDARD

1. Academic use of the CCC brand and/or logo is defined as any designs or materials whose primary function is connected to teaching, learning, or other educational outcomes. Such academic use includes but is not limited to classroom activities focused on design, the display of student work on a department bulletin board, and the posting of flyers on college property when they are for educational purposes.
2. Any images or text on said materials must be licensed for public use.
3. Any information on said materials (such as course names or event locations) must be accurate and in accordance with the currently approved course outline~~be accurate~~.
- ~~3.4.~~ All materials will include accessibility as part of their consideration. Materials promoting an event will include contact information for the Disability Resource Center for accommodations.
- ~~4.5.~~ Any non-academic use of the College brand or logo must submit to the normal procedures of review with Marketing and College Relations.
- ~~5.6.~~ If student work is to be shared or distributed outside the college environment, it must either remove all uses of the brand or logo or submit to the normal procedures of review with Marketing and College Relations.

REVIEW HISTORY

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

New processes for relocation/expansion



Education That Works



What's this all about?

Shoring up our approach to evaluating and assigning vacant space(s) or rearranging departments to benefit the college.

Staying up-to-date with who is where, so databases reflect reality.

Why are we changing things?

Currently there is no process = space assigned if you are in the front of the line or who you know

New process = Equitable opportunity and making strategic choices

Who does this affect?

Everyone!

How does it work?

Eventually, process docs will be posted on an internal website.

Available now at F:\Temporary\Space

In short, make your pitch to your Dean*; if they're game, forward your pitch and their endorsement to the Space Allocation Team (moves@clackamas.edu)

**If you report to someone higher than a Dean, that's the person to whom you make your pitch.*

What's this all about?

In the shared drive (F:\Temporary\Space), Bob and Jason have highlighted the spaces that are currently vacant.

We'll try and keep this up-to-date (which will get easier, as we get better at applying this process).

When does this take effect?

Looking for your final feedback between now and the end of February.

We'll go live with the “final” process on March 1.

Questions?

bobc@clackamas.edu, x6790

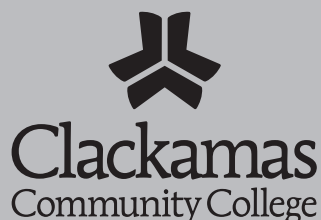
jason.kovac@clackamas.edu, x3390

Educational Focus Areas

As a part of Guided Pathways, CCC is preparing to launch its new Educational Focus Areas (EFAs) by the 2020-2021 academic year.

EFAs are groupings of similar programs that CCC offers. With EFAs, new students who have not yet decided on a specific program of study will have the opportunity for more guided exploration with the help of career guidance, foundational coursework, and assigned professional advisors.

For more information about Guided Pathways and EFAs, please contact guidedpathways@clackamas.edu.



Business: This EFA allows students to learn about career and transfer options while exploring the fundamentals, theories, and processes of business such as managing money, projects, and people.



Creative Arts, Communication & Humanities: This EFA is intended for students interested in creative expression and learning about the stories, ideas, and writings that form human culture and help us make sense of our lives.



Health Professions: This EFA allows students to explore a wide range of health careers and transfer opportunities while completing essential health courses such as medical terminology and human anatomy and physiology.



Industrial Technology & Automotive: This EFA is designed for students who are interested in careers involved in making or fixing things. These students will be creating and turning raw materials into finished products and/or using current tools and technologies commonly found in industry.



Natural Resources: This EFA is for students interested in working for and within the environment. These students will be applying scientific and management principles in careers related to the production, care, or protection of the environment and natural resources.



Social Sciences, Human Services & Criminal Justice: This EFA provides access to a range of career exploration and transfer programs for students interested in the study of human society, human behavior, and social relationships.



Science, Technology, Engineering & Mathematics (STEM): This EFA is intended for students who are interested in learning about and exploring career and transfer options in the STEM fields. STEM careers involve applying critical thinking and analytical skills to solve complex problems.



Teaching & Education: This EFA is intended for students who are interested in becoming teachers or other education professionals.