

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 Norrander, 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	A suggestion was made at Curriculum Committee 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. Q: How will this affect Guided Pathways. A: The course is not required for any degree or certificate. Course will still be available.

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