College Council Agenda

Date: 2.21.20| Begin: 12:00 p.m. End: 12:45 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 February 7, 2020, meeting have been posted for review; please contact Laura Lundborg with comments or corrections
Diversity, Equity & Inclusion (DEI) Strategic Plan	Jaime Clarke, Klaudia Cuevas & John Ginsburg	20 min	
ISP Read	Sue Goff	5 min	• ISP 481, Recognition of Academic Excellence – 1st Read
Budget Process Update	Alissa Mahar & Jeff Shaffer	10 min	
Association Reports 1. **ASG** 2. **Classified** 3. **Part-time Faculty** 4. **Full-time Faculty** 5. **Administrative Confidential**		5 min	

	Announcements		5 min	

	Assigned Action Items	Assigned to	Notes	

	Upcoming Meeting Dates	Start Time	End time	Location
	March 6, 2020	12:00 p.m.	12:45 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 Pruyn (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 to	Deferred

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

College Council Meeting Minutes

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

Attendees
Cynthia Risan – Committee Chair, Laura Lundborg – Recorder, Kevin Anspach, Denice Bailey, Dustin Bates, Irma Bjerre, Katrina Boone, April Chastain, Bob Cochran, Alexandra Dela Torre – ASG, SD Dewaay, Beverly Forney, Duncan Garcia – ASG, John Ginsburg, Sue Goff, Shalee Hodgson, Robert Keeler, Jason Kovac, Jane Littlefield, Alissa Mahar, Lupe Martinez, Lauren McGuire, Jennifer Miller, Lisa Anh Nguyen, Lizz Norrander, Sunny Olsen, Leslie Ormandy, David Plotkin, Brian Puncocher, Lisa Reynolds, Jeff Shaffer, Dru Urbassik, Matt Warren, Max Wedding, DW Wood, Mickey Yeager

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.
ISP Reads	Sue Goff	ISP 171: Academic Use of CCC Brand and Logo – 2nd Read. The document establishes guidelines to ensure Board approved guidelines for using logo and brand, while also allowing for academic freedom for faculty and student use. Matt Warren shared changes to since the last College Council review. Comments and Requests – • Requested to add language in Standard 3 to clarify that "event location" is not identified in course outlines. "Event location" refers to which specific campus the said event or class is being held. Identifying specific campus helps students avoid arriving at wrong location. • ISP may not be in line with the board approved Brand Guidelines. Requested to check on rules of overriding Brand Guidelines that require use of logo to be reviewed before printing to insure materials ~~has non-altered logo and is copyright free.~~ being reviewed meet minimum requirements of logo usage, accurate class description/campus location(s) and accommodations statement.

ISP Reads (continued)		- Standard 5 and 6 speak to adhering to the Guidelines for non-academic use and work shared outside the college environment. - Suggested to include a link to the Brand Guidelines once ISP has been approved which outlines new policy for student created work. - Use of academic freedom and creativity may result in purposefully altered branding. This extends beyond the classroom, for example students get work published that may have CCC branding. To help protect the integrity of the CCC logo the following language is suggested *"Logos will remain unaltered and proportionately scaled to prevent skewing/distortion."* - Suggested to check with other schools to determine best practices. This work has been done by College Relations and Marketing, and will be provided prior to next ISP meeting. - Addition of a Standard 7 to outline procedure for removing/updating postings that display inaccurate class description/campus location(s), missing accommodations statement, or altered/distorted/skewed logos. Document will go back to ISP committee for further review.
Budget Process Update	Alissa Mahar & Jeff Shaffer	Jeff shared two PowerPoints that will be presented to the Board of Education next week. Both the *Forecast* and the *Tuition & Fees* presentation can be found in the BoardBook. Questions, comments, feedback – Q: If our enrollment doesn't drop as much as other Oregon community colleges, will that help with the portion of state funding that goes to CCC? A: Yes. Q: Will some of the fee proposals still result in a deficit? A: Yes, such as the college service fee. Other factors taken into consideration to determine overall proposal for tuition and fees. More information about the budget process can be found at clackamas.edu/budget-process. The Academic Program Reduction Elimination Process is also on the budget process page.

Space Relocation and Expansion Processes	Jason Kovac & Bob Cochran	Jason and Bob shared that a new process is being created to address relocating to open spaces on campuses. There will be a checklist relocation and expansion that will aid in a more equitable process. Checklist forms are on the F:drive under Temporary/Space. Please provide feedback. The process is expected to go live on March 1, and a map of available areas will be provided.
Guided Pathways Educational Focus Areas (EFA)	Lisa Reynolds & Max Wedding	Lisa and Max provided an overview of Guided Pathways and the new EFAs. Note – this is first version to launch, will continue to assess and make improvements. EFAs will be first available to new students, then a process will be taken to get information from existing students to assign an EFA. This process will be beneficial to refine the academic plan, guide undecided students, and provide transfer students with more information about career fields. Q: When are EFAs available? A: April 14, for new students. Throughout this year and next for existing students. Q: Are EFAs specific to CCC or something all colleges have? A: Many community colleges are interested in Guided Pathways, but each creates processes that work best, not a specific statewide process.
Association Reports 1. **ASG** 2. **Classified** 3. **Part-time Faculty** 4. **Full-time Faculty** 5. **Administrative Confidential**		**ASG** – Next week is Wellness Week and many activities are happening. Flyers around campus. Most are in the Community Center. **Classified** – No report. **Part-time Faculty** – In bargaining. **Full-time Faculty** – In bargaining. Faculty Senate will meet with the Budget Advisory Group (BAG) to discuss the additional positions that were not initially approved through the Position Opening Request (POR) process. Faculty Senate reviewed a draft cell phone policy at Presidents' Council. A draft will be brought to College Council and Presidents' Council. Tim Cook advised that Shared Governance review will pause until bargaining is complete. **Admin/Confidential** – No report.

Announcements		**Food Service Survey** – Mickey shared that the Food Services Committee will send out a survey about food service options in preparation of upcoming Request for Proposals. **Wellness Week** – John shared that students report being stressed during mid-terms and request support. Reminded group of Counseling and Crisis Support hours. **One City One Book** – Lupe shared about the events happening in partnership with Oregon City Library related to *The Girl Who Fell from the Sky*. The author will be at the college February 27, at 6:30PM. **Harmony Campus and Food Pantry** – Sunny asked for donations of lightly used coats to hand out to students in need at Harmony Campus. **Instant Enrollment** – Jeff advised that the backdoor registration payment method will not work with Colleague and the College is working to find another vendor.

Assigned Action Items	Assigned to	Notes
None reported		
Upcoming Meeting Dates	**Time**	**Location**
February 21, 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 Pruyn (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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DEI Strategic Plan Update

Education That Works

Clackamas Community College

Where we have been

- Spring 2019
  - Campus Climate Survey
  - Visioning Sessions
  - Focus Groups
- September 2019
  - Progress Report
    - Highlighted concerns of underrepresented populations feeling less welcome
  - Data Review
    - Retention/Completion rates lower for students of color
- October 2019
  - Development of Priorities, Goals, Objectives
  - Feedback Sessions

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Where we are

- Winter 2020
  - Incorporated feedback on goals and objectives
  - **Finalizing action steps and timeline to accomplish the goals**
  - **Communicating with departments (ISPD, CRM), committees (ARC, ISP), initiatives (GP, SEM) who will be partners with goals and action steps**
  - Working with consultants to compile plan document

Three Strategic Priorities

1. Build a diverse, equitable and inclusive culture

2. Eliminate equity gaps for students

3. Align the instructional culture with well-researched and data-supported principles and practices of equitable and inclusive teaching and learning

Strategic Priority 1: Build a diverse, equitable and inclusive culture

Goal	Objective	Action Items	Responsibility	Timeline	Success Measures/Indicators
Build capacity for DEI Work at CCC	Create an Office of Diversity, Equity and Inclusion to coordinate, synergize and enhance DEI-related efforts				
	Provide the DEI Committee/Subcommittees with ongoing funding				
	Implement structural changes (role clarification, organization etc.) to the DEI Committee and Subcommittees needed for the DEI Committee to successfully support DEI strategic and operational work for the College				
Develop a DEI lens that works for CCC	Build the knowledge and skills needed for the DEI Committee to create and implement a DEI Lens	Identify & Provide necessary training Research potential models and plans Create the Lens Establish a DEI Lens Team to support training, use of and tracking of the Lens			
Utilize the DEI Lens to create a more diverse, inclusive and equitable experience for students and employees and to sustain cultural change over time	Collaborate with College Committees and initiative groups to ensure the Lens is applied to the strategic work of the College	Establish collaborative planning strategies that utilize the Lens			
		Partner with the Lens Team to apply the Lens to the College's strategic initiatives			
		Revise initiatives as needed to incorporate Lens results			
	Apply the DEI Lens to college(Board, Operational, Department?) policies	Identify student and employee centered policies and procedures which create inequities			
		Partner with the Lens team to apply the Lens to policies			
		Revise policies to eliminate or mitigate inequities			
	Utilize the DEI lens to evaluate and revise informal college processes	Identify systemic informal processes which create inequities			
		Partner with the Lens Team to apply the DEI Lens to informal processes			
		Revise informal student or employee based processes to eliminate or mitigate inequities			

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Build a diverse, equitable and inclusive culture

- Build capacity for DEI work at CCC

- Develop a DEI Framework that works for CCC to apply across systems

- Utilize the DEI Framework to create a more diverse, inclusive and equitable experience for students and employees and to sustain cultural change over time

Build a diverse, equitable and inclusive culture

- Provide learning opportunities to grow cultural competency and enable employees to incorporate DEI principles into their work

- Ensure the employees of the College reflect the diversity of the students we serve

Eliminate equity gaps for students

- Reduce barriers for recruiting and onboarding underserved students

- Improve the sense of belonging for our diverse student body

- Increase persistence and completion for underserved students

Align the instructional culture with well-researched and data-supported principles and practices of equitable and inclusive teaching and learning

- Create and revise instructional policies and procedures to prioritize equitable and inclusive teaching practices by recognizing and eliminating unconscious and conscious systemic biases and barriers and replacing them with conscious efforts toward inclusion and access

Align the instructional culture….

- Build institutional capacity to implement equitable and inclusive teaching practices throughout the Clackamas Community College faculty culture

- Create and support instructional materials, resources, spaces and environments that promote equitable and inclusive teaching and learning.

Things to keep in mind

- Multi-year plan
- Intersections with departments
- Collaborate to inform each other's work
- Identifying overlaps in the data and dashboards

ISP 481
Recognition of Academic Excellence

PURPOSE

Establishes regulation and conditions for recognizing students who achieve a measure of academic excellence.

SUMMARY

Students will be recognized for their academic excellence each term and at the College's commencement ceremony.

STANDARD

1. The Enrollment Services Office will post to the student's transcript an Honor Roll or President's List notation for each term a student has met all the following conditions. Students must:
   For term recognition:

   a. Complete a minimum of 6 credits with grades of A, B, C, or D. (A grade of P is allowed as long as there are a minimum of 6 credits of A, B, C, or D.) Earn a term GPA of 3.5-3.749 to be recognized as part of the Honor Roll.
   b. Earn a term GPA of 3.5-3.749 to be recognized as part of the Honor Roll. Earn a term GPA of 3.75 or greater to be recognized as part of the President's List.
   c. Earn a term GPA of 3.75 or greater to be recognized as part of the President's List. Students must complete a minimum of 6 credits with grades of A, B, C, or D. (A grade of P is allowed as long as there are a minimum of 6 credits of A, B, C, or D.)

2. At the commencement ceremony, Honor Roll and President's List students whose cumulative GPA is 3.5 or higher on total credits earned at Clackamas will be recognized. The honors status of Spring term graduates is determined by cumulative GPA through the proceeding preceding Winter term. Honor and President's List students will be recognized at graduation.

REVIEW HISTORY

ISP Committee	Updated format	August 3, 2016
College Council	Reviewed	February 20, 2015
College Council	Reviewed	May 19, 2006
College Council	Reviewed	May 23, 2000
Instructional Council	Adopted	February 20, 1996