

College Council Agenda

Date: 11.06.20 | Begin: 12:00 p.m. End: 2:00 p.m. | Location: via Zoom

Topic/Item	Presenter	Allotted Time	Key Points Briefly provide expected outcome
Minutes		N/A	Minutes from the October 16, 2020, meeting have been posted for review; please contact Laura Lundborg with comments or corrections.
ISP Read	Sue Goff	5 min	<ul style="list-style-type: none"> ISP Policy 492: Multiple Degrees/Certificates of Completion – 1st Read
Draft Expressive Conduct Policy and Administrative Regulation (AR)	Jennifer Anderson & John Ginsburg	15 min	Review and provide feedback on the draft policy and AR
Academic Calendar	David Plotkin	5 min	Review and provide feedback on the proposed 2020-21 through 2023-24 Academic Calendar
Cultural Arts Committee	Kathleen Hollingsworth & James Eikrem	10 min	Review and provide feedback on committee charter and request to reinstate committee – 2 nd Read
Teaching Technology Workgroup and Online Learning & Educational Technology Update	Katrina Boone & Larry Rosenberg	15 min	Receive information about a new option to submit requests through the service desk ticketing system

Academic Program Reduction and Elimination Process	David Plotkin	40 min	Review of process, focus on initial financial analysis <ul style="list-style-type: none"> • Link to F drive: F:\Academic Reduction-Elimination Process • Link to One Drive: https://studentclackamas-my.sharepoint.com/:f:/g/personal/david_plotkin_clackamas_edu/EoVV36vqM1tMsmD5p7HZF9kB-jZqCI2D10e01LlkTLzvw?e=CxL2G4 	
Association Reports <ul style="list-style-type: none"> • Associated Student Government • Classified • Part-time Faculty • Full-time Faculty • Administrative/Confidential 		10 min		
Announcements		10 min		
	Upcoming Meeting Dates	Start Time	End time	Location
	November 20, 2020	12:00PM	2:00PM	Via Zoom
College Council Minutes can be found online at: http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body				

College Council Meeting Minutes

Date: 10.16.20 | Begin: 12:00 p.m. End: 1:30 p.m. | Location: Zoom Video Conference

Attendees

Cynthia Risan – Committee Chair; Laura Lundborg – Recorder; 100+ Participants – employees and students

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.
Information Security Update	Larry Rosenberg & Mike McLaughlin	<p>Larry shared that October is Cyber Security Month, flyer filed on College Council site. He reviewed best practices for security, with emphasis on creating multi-factor authentication (MFA). Flyer has resources for additional information.</p> <p>Mike shared about a phishing test that will randomly be sent to employees to see whether the link or attachment is opened. If opened, the employee will be directed to a site explaining the dangers of phishing emails and how to handle them.</p> <p>CCC Outlook email has a tool to click to report phishing emails and/or ask if a link or attachment is secure. Once you close your Outlook and restart, the icon will appear in top right Home toolbar tab.</p>
College Council Update	Cynthia Risan & David Plotkin	<p>Recent discussions have been had around making sure the college is informing our community through the right formats with the right people attending. It was suggested that information normally shared at the VP meetings could be shared at College Council instead, a venue reaching more people.</p> <p>Cynthia and David proposed ending the VP Meeting for this year and extending College Council by 30 minutes. No objections from the group; meetings will be extended by 30 minutes.</p>

<p>Academic Reduction and Elimination Process</p>	<p>David Plotkin</p>	<p>David shared a PowerPoint and two documents about the criteria, process steps, and timeline, as well as questions and answers from previous conversations.</p> <p>The concept came a few years back in discussions around curriculum sustainability and a need to provide data that leads to program improvement.</p> <p>This process will be completed in four phases:</p> <ul style="list-style-type: none"> • Phase I: establish criteria and process (Complete). • Phase II: initial financial analysis and rubric (Fall 2020). • Phase III: application and criteria (Winter 2021). • Phase IV: college dialogue (Winter 2021). <p>The group reviewed questions and answers previously documented and David asked for feedback and questions.</p> <p><u>Questions and Comments</u></p> <p>Q: If a program is reduced or eliminated will we consider how that affects college/support services?</p> <p>A: Yes, part of the analysis looks at systemic impact.</p> <p>Comment: It is important to be authentic in our meetings and speak with respect and think about others in the room and being able to elevate their concerns. Thank you David for creating that environment.</p> <p>Comment: Request that documents are shared in time for review before a meeting.</p> <p>Response: That is a valid request and normal practice; apologized for delay. There will also be continued time at College Council and other venues to discuss.</p> <p>Comment: Concerned with using language about possibly not cutting programs. It is hard to hear we might go through this rigorous process and robust conversations to have an outcome of no change in program reduction/elimination, but then go with a different process to address budget issues.</p> <p>Response: David is hearing that he may have ideas of what to reduce/eliminate and wants it to be made clear that we are looking hard at everything and we do not know at this time whether anything will be cut.</p> <p>Q: Are there any ideas on how to mitigate anxiety about the process?</p> <p>A: Moving forward so people can start getting information will help. David will show up whenever he can to answer questions. He will not promise things he cannot follow up on.</p>
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<p>Unit Planning Update</p>	<p>Jason Kovac, Lisa Anh Nguyen & Jeff Shaffer</p>	<p>Jason shared a PowerPoint about changes to the planning process. Will sync with budget processes and align with other timelines. Will be later in year to provide more time on assessment and to allow time for budget reduction conversations to happen. We will then be positioned to think about unit planning and prioritize what we want to spend time and limited funds on.</p> <p><u>Outside of and before Unit Planning</u></p> <ul style="list-style-type: none"> • The Position Opening Request (POR) process will be separated from Unit Planning. More information soon. • Want to create a space to discuss essential needs – resources programs cannot continue without. Will have a process to roll out this fall so we can begin conversations. • There will be a group discussing how to improve/streamline our efforts toward continuous quality improvement. • Jason will be working closely with the Grants Office and the Foundation to include questions in the unit planning that may lead to opportunities to combine efforts.
<p>Human Resources Policies & Procedures</p>	<p>Vicki Hedges</p>	<p>As a second reading at College Council, Vicki shared updates to policies and procedures as a result of changes to laws at the state and federal level. Documents are on the College Council website to review. Vicki reviewed the <i>Policy and AR Summary Page</i>. Changes related to:</p> <ul style="list-style-type: none"> • Title IX changes • Oregon House Bill 3415 • Oregon Senate Bill 726 <p>She shared what was updated and the responsibilities of employee reporting requirements sex-based issue. Always report an incident if it involves an employee. Can choose not to report if it involves a student and they do not want information to be shared.</p> <p>Trainings and resources will be made available to employees. The Student Handbook has been updated to reflect changes.</p>

<p>Association Reports</p> <ol style="list-style-type: none"> 1. Associated Student Government (ASG) 2. Classified 3. Part-time Faculty 4. Full-time Faculty 5. Administrative & Confidential 		<p>ASG – Felicity Orrell – ASG grants have been awarded for fall term. Applications for winter term begin November 1. Food boxes continue to be available. Students can contract the ASG office to request a box. October is Domestic Violence Awareness month. Please wear purple next Thursday in support.</p> <p>Classified – Kelly Lawrence – working on a memorandum of understanding (MOU) for fall term related to the pandemic. Participating in the Budget Advisory Group (BAG) and budget process.</p> <p>Part-time Faculty – Leslie Ormandy – working on an MOU for fall term related to the pandemic. Working on other MOUs as well. The next association meeting is Oct 25.</p> <p>Full-time Faculty – Mark Yannotta – ratified MOU for fall term related to the pandemic. Negotiations went well. Association leaders met with new full-time faculty, Jessica Kissler, Ellen Garcia, and Kari Hiatt.</p> <p>Admin/Confidential – no report.</p>
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Upcoming Meeting Dates	Time	Location
November 6, 2020	12:00 – 2:00PM	Zoom video conference
Meeting Minutes & Documents		
College Council minutes and supporting documents can be found at http://webappsrv.clackamas.edu/committees/collegecouncil/index.aspx?content=meetings#body		

ISP 492

Multiple Degrees/Certificates of Completion

PURPOSE

Establishes regulation and conditions for awarding multiple associate degrees and/or certificates of completion.

SUMMARY

A student may earn multiple or subsequent associate degrees and/or certificates of completion.

STANDARD

1. Multiple degrees/certificates may be earned.
2. Students must satisfy all the requirements for each degree or certificate.

3. Students cannot receive two degrees or certificates with the same title (e.g. cannot receive two Association of Oregon Transfer degrees or two Associate of Science degrees with the same concentration.) Exceptions: the Employment Skills Training and Occupational Skills Training certifications.

(Note: For the procedure, please see Appendix M of the ISP Manual.)

43. The student must request each award earned.

REVIEW HISTORY

ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	February 20, 2015
College Council	Reviewed	June 9, 2006

Clackamas Community College

Expressive Conduct

Clackamas Community College recognizes, values, and supports freedom of speech, thought, expression, and assembly. The exercise of these freedoms is central to the fulfillment of the College's academic mission.

All expressive conduct activities must comply with federal, state, and local laws as well as campus regulations related to the time, place, and manner of the activity.

Definitions

"Expressive Conduct" refers to behavior designed to convey a message, including speech-making, communicating symbolically, petitioning, picketing, leafletting, demonstrating, and rallying.

"Time, place, and manner" refer to a set of boundaries in which expressive conduct is permitted.

"Demonstrations or rallies" refer to an action by a mass group or collection of groups of people in favor of a cause or people partaking in a protest against a cause of concern.

Applicability

This policy applies to all College employees, volunteers, clients, students, visitors, vendors, and contractors.

Locations

This policy applies to property owned or controlled by Clackamas Community College. In the case of leased or rented property, it applies only to the confines of the property under control by CCC, not to a greater property area outside of CCC control and owned by a third party.

Enforcement

CCC College Safety, in partnership with the Student Life and Leadership and Events and Conference Services offices, shall enforce the provisions of this policy.

Reference: Board Policy INC: Presentations on Campus Expressive; Conduct AR; Rallies and Demonstrations Registration Form

END OF POLICY

Clackamas Community College

Expressive Conduct - AR

PURPOSE

All expressive conduct activities must comply with federal, state, and local laws as well as campus regulations related to the time, place, and manner of the activity. In support of its academic mission, the College defines the time, place, and manner for expressive conduct. Such expressive conduct includes, but is not limited to, petitioning, leafletting, speech-making, demonstrations, and rallying. Note that demonstrations and rallies are specific types of events where expressive conduct occurs that require additional procedures, also defined herein.

DEFINITIONS

“Expressive Conduct” refers to behavior designed to convey a message, including speech-making, communicating symbolically, petitioning, picketing, leafletting, demonstrating, and rallying.

“Time, place, and manner” refer to a set of boundaries in which expressive conduct is permitted, as outlined in the regulations below.

“Demonstrations or rallies” refer to an action by a mass group or collection of groups of people in favor of a cause or people partaking in a protest against a cause of concern.

REGULATIONS

All expressive conduct activities must comply with the following regulations related to the time, place, and manner of the activities.

1. Time:

- When classes are in session, expressive conduct activities are limited to the hours of 8:00 am - 10:00 pm, Monday-Friday. When classes are not in session, expressive conduct activities are limited to regular business hours of the College on days that the College is open (Monday-Friday, 8:00 am – 5:00 pm or Summer Schedule hours Monday-Thursday). Expressive conduct activities are not permitted on weekends, College holidays, or days the College is scheduled to be closed.

2. Place:

- Expressive conduct activities may take place on College grounds outside of campus buildings, and at least 25 feet from building entrances, as long as such areas are not designated for authorized or limited access only. Expressive conduct activities may not occur in areas dedicated to a specific purpose that would be disrupted, such as parking lots, athletic areas, or walking trails.
- No expressive conduct activity may take place in a location which has already been reserved. It is the responsibility of those engaging in expressive conduct to check with either the Student Life and Leadership or Events and Conference Services offices regarding the availability of the intended campus location.

- Interior locations may not be used for expressive conduct unless for invited speaker and sponsored events.

3. Manner:

- No expressive conduct activity may impede pedestrian and vehicular traffic or unreasonably disrupt regular or authorized activities in classrooms, offices, laboratories, and other College facilities or grounds.
- No expressive conduct activity may be at a volume that disrupts the normal use of classrooms, offices, laboratories, and other College business.
- No expressive conduct activity shall be conducted in a manner that is unlawful, endangers the safety of the College community or public, causes damage to College facilities and property, violates College policy or procedures, or misrepresents/implies that the College sponsors, supports, or endorses any view, belief, or statement being expressed.
- Information may be distributed as long as it does not advocate unlawful conduct or anything that would violate College policies and/or codes of conduct. Individuals or groups who distribute information are highly encouraged to include contact information on any materials in case questions arise. Flyers may not be left on cars.
- Material cannot be forced upon any member of the College community or guest who comes in proximity to the expressive conduct activity; nor may individuals verbally or physically harass anyone in proximity of the expressive conduct activity. See Student Rights and Responsibilities and Board policy GBNA/JFCF for more detail regarding definitions of harassment.
- All sites used for expressive conduct activity must be cleaned up and left in their original condition and may be subject to inspection by a representative of the College after the activity. Fees may be assessed against the sponsoring organization for the costs of damage or extraordinary clean-up.
- College-affiliated student or employee groups wanting to use tables or chairs for their expressive conduct activity need to make reservations through the Events and Conference Services process at least one week in advance.
- Non-College groups may rent campus facilities in accordance with Events and Conference Services policies and practices and remain subject to this policy.

Additional Regulations for Rallies and Demonstrations

1. Rallies and demonstrations are restricted to outdoor locations only and must follow all other requirements above. Organizers of rallies and demonstrations must submit a completed Rally and Demonstration Form to the Student Life and Leadership Office at least 24 business hours prior to the start of the rally or demonstration. The form must include the name of the sponsoring organization (if any) or group purpose of the rally or demonstration.
2. The Rally and Demonstration Request Form will be reviewed by a Director, Associate Dean, or Dean to ensure structures are in place for the event to occur.
 - a. If the requested space is already reserved, the sponsoring organizers will work with designated CCC personnel to identify an alternate location.
3. Organizers for rallies and demonstrations must check in with the Student Life and Leadership office (or with College Safety if this office is closed) upon arrival to the campus for the start of the rally or demonstration.

4. The specific expressive conduct activities of rallies and demonstrations shall not occur on the dates of the following occasions: In-Service days, All-Staff Recognition, Orientation, Student Kickoff, and Graduation days.
5. Rallies and demonstrations are limited to a single day for a maximum of 12 hours or until the College closes.

Additional Regulations for Invited Speakers & Sponsored Events

1. Student organizations and campus departments may invite speakers to address audiences on campus or facilitate organized activities where expressive conduct may occur.
 - a. Associated Student Government-recognized clubs and organizations will reserve rooms through the Student Life and Leadership Office.
 - b. CCC departments will reserve facilities through Events and Conference Services.
 - c. Non-College groups may rent campus facilities through Events and Conference Services for this purpose.
2. Invited speaker activities may take place within designated spaces that are typically used for such purposes, including classrooms and auditoriums. Regardless of location, the event may not interfere with the College's mission of instruction and related services and business operations.
3. The right of speakers to speak and audiences to hear free from undue disruption and interference shall be protected. Members of the community who wish to engage in expressive conduct related to an invited speaker must follow all Expressive Conduct regulations.
4. Sponsoring groups must not imply the College's endorsement of the invited speaker or the speaker's views, unless so indicated by the College's Public Information Officer or designee.
5. Promotional materials, including advertisements for events, must not use the College logo unless the College's Public Information Officer has given written consent or permission to advertise on behalf of the College.

Applicability

This policy applies to property owned or controlled by Clackamas Community College. In the case of leased or rented property, it applies only to the confines of the property under control by the College, not to a greater property area outside of College control and owned by a third party.

Posting on College bulletin boards is not considered expressive conduct falling under this policy. For bulletin board information, please see the College's Poster Guidelines maintained by College Relations and Marketing.

Enforcement

CCC College Safety, in partnership with the Student Life and Leadership and Events and Conference Services offices, shall enforce the provisions of this policy.

RESOURCES

- Board Policies
 - Community Use of College Facilities: <http://policy.osba.org/clackcc/KL/KG%20D1.PDF>
 - Facilities Use and Term Conditions: <http://policy.osba.org/clackcc/KL/KG%20R%201%20D1.PDF>
 - Firearms, Destructive Devices, and Other Dangerous Weapons on College Property
<http://policy.osba.org/clackcc/E/ECA%20R%201%20D1.PDF>
 - Hazing/Harassment/Intimidation/Bullying/Menacing: http://policy.osba.org/clackcc/G/GBNA_JFCF%20G1.PDF

- Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedures
http://policy.osba.org/clackcc/G/GBNA_JFCF%20R%20G1.PDF
- Student Rights and Responsibilities: <https://www.clackamas.edu/about-us/accreditation-policies/student-rights>
- CCC Poster Guidelines
- [Events and Conference Services](#)
- [Student Life and Leadership](#)
- Rally and Demonstration Form (available through ASG)

END OF AR

APPROVALS

Maintained By	
	Date:
	Date:
	Date:
	Date:
	Date:
	Date:

DRAFT

Academic Calendar

2020-2021 through 2023-2024



	2020-2021*	2021-2022*	2022-2023*	2023-2024*
Summer Term				
Term Begins	Mon., June 22	Mon., June 21	Mon., June 20	Mon., June 26
Holiday – College Closed	Thurs., July 2	Mon., July 5	Mon., July 4	Tues., July 4
Term Ends	Sat., Sept. 4	Sat., Sept. 4	Sat., Sept. 3	Sat., Sept. 9
Holiday – College Closed	Mon. Sept. 7	Mon., Sept. 6	Mon., Sept. 5	Mon., Sept. 4
Fall Term				
Inservice Week	Mon.–Fri., Sept. 21–25	Mon.–Fri., Sept. 20–24	Mon.–Fri., Sept. 19–23	Mon.–Fri., Sept. 18–22
Term Begins	Mon., Sept. 28	Mon., Sept. 27	Mon., Sept. 26	Mon., Sept. 25
Holiday – College Closed	Wed., Nov. 11	Thurs., Nov. 11	Fri., Nov. 11	Fri., Nov. 10
Holiday – College Closed	Thurs. & Fri., Nov. 26 & 27 **	Thurs. & Fri., Nov. 25 & 26 **	Thurs. & Fri., Nov. 24 & 25 **	Thurs. & Fri., Nov. 23 & 24 **
Finals Week	Mon.–Sat., Dec. 7–12	Mon.–Sat., Dec. 6–11	Mon.–Sat., Dec. 5–10	Mon.–Sat., Dec. 4–9
Term Ends	Sat., Dec. 11	Sat., Dec. 11	Sat., Dec. 10	Sat., Dec. 9
Holiday – College Closed	Thurs., Dec. 24	Thurs., Dec. 23	Fri., Dec. 23	Mon., Dec. 25
Holiday – College Closed	Fri., Dec. 25	Fri., Dec. 24	Mon., Dec. 26	Tue., Dec. 26
Winter Term				
Holiday – College Closed	Fri., Jan. 1	Fri., Dec. 31	Mon., Jan. 2	Mon., Jan. 1
Term Begins	Mon., Jan. 4	Mon., Jan. 3	Mon., Jan 9	Mon., Jan 8
Holiday – College Closed	Mon., Jan. 18	Mon., Jan. 17	Mon., Jan 16	Mon., Jan 15
Holiday – College Closed	Mon., Feb. 15	Mon., Feb. 21	Mon., Feb. 20	Mon., Feb. 19
Finals Week	Mon.–Sat., March 15–20	Mon.–Sat., March 14–19	Mon.–Sat., March 20–25	Mon.–Sat., March 18–23
Term Ends	Sat., March 20	Sat., March 19	Sat., March 25	Sat., March 23
Spring Break	Mon.–Fri., March 22–26	Mon.–Fri., March 21–25	Mon.–Fri., March 27–31	Mon.–Fri., March 25–29
Spring Term				
Term Begins	Mon., March 29	Mon., March 28	Mon., Apr. 3	Mon., Apr. 1
Skills Contest	Thurs., Apr. 15 ***	Thurs., Apr. 21 ***	Thurs., Apr. 20 ***	Thurs., Apr. 18 ***
Holiday – College Closed	Mon., May 31	Mon., May 30	Mon., May 29	Mon., May 27
Finals Week	Mon.–Sat., June 7–12	Mon.–Sat., June 6–11	Mon.–Sat., June 12–17	Mon.–Sat., June 10–15
GED & Adult High School Graduation Ceremony	Thurs., June 10	Thurs., June 9	Thurs., June 15	Thurs., June 13
College Certificate & Degree Graduation Ceremony	Fri., June 11	Fri., June 10	Fri., June 16	Fri., June 14
Term Ends	Sat., June 12	Sat., June 11	Sat., June 17	Sat., June 15

* The 2020-2021 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on April 11, 2018. The 2021-2022, 2022-2023, 2023-2024 dates were approved by the College Council, Presidents' Council and subsequently the Board of Education on _____.

** On the Wednesday evening prior to Thanksgiving, evening classes beginning at 4 p.m. or later are canceled.

*** Day classes canceled at the Oregon City and Harmony campuses. Evening classes, beginning at 4 p.m. or later, are held as scheduled.



**TEACHING TECHNOLOGY WORKGROUP &
ONLINE LEARNING & EDUCATIONAL
TECHNOLOGY **UPDATES****

November, 2020



Clackamas
Community College

Teaching Technology Workgroup

- Subcommittee of Educational Resources & Student Technology (ER&ST)
- **Current Members:** Larry Rosenberg, Jason Kovac, Katrina Boone, Kierstin McDowell, DW Wood, & Rick Carino
- Meets once per term to review **proposed new or alternative software** that would like to be considered for campus.





🌐 Search the client portal 🔍

Sign In

Here is where you submit your ideas for future projects involving ITS.

Secure File Transfer

Secure File Transfer Protocol (SFTP) is used to safely transfer large or sensitive files to or from CCC to partners outside the college system.

➔ Software Proposal Request ←

Where to propose new or alternative software that you think should be considered for campus use.

What's New

support.clackamas.edu



[Knowledge Base](#) / [ITS](#) / [Software](#)

Software

Software related articles



Articles (4)

[Available Software List A-Z](#)

[Available Software List by Category](#)

[How to install Adobe Acrobat DC \(end user installation guide\)](#)

This is the installation guide to how to install Adobe Acrobat Pro DC.

[New or Alternative Software Scoring Rubric](#)

Popular Articles

[How to submit a ticket](#)

[Communication plan matrix](#)

[FAQs for New Administrative Staff](#)

[FAQs for New FT Classified Staff](#)

[Available Software List A-Z](#)

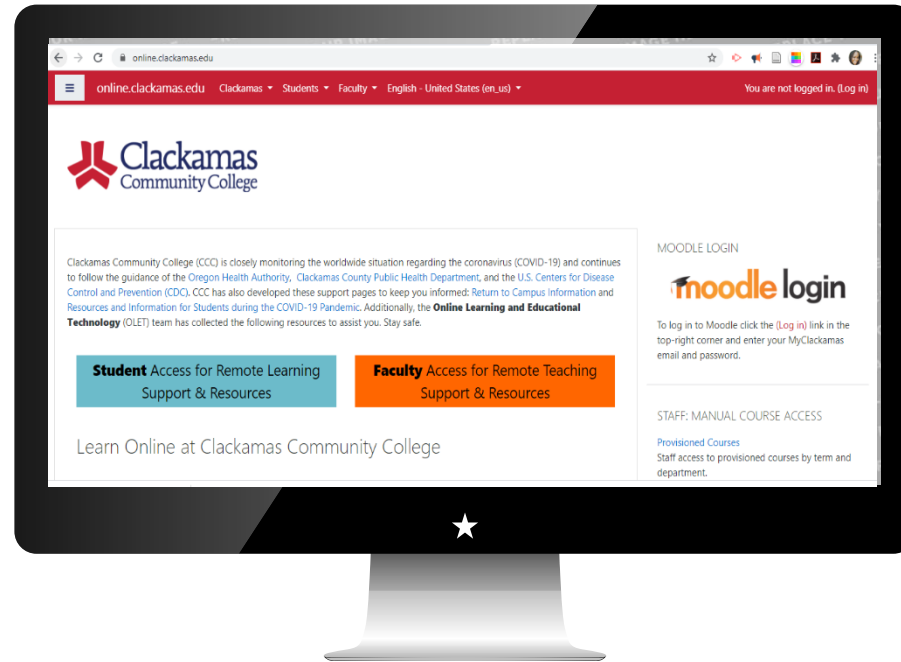
[View All Popular Articles >](#)

Online Learning & Educational Technology (OLET)

Upcoming Training & Workshops 

Login to Moodle (LMS) 

Searchable Moodle Knowledge Base 



online.clackamas.edu

 Help Guides and Resources for Students and Faculty

 Access to Moodle 101 Self-Guided Courses

 Coming Soon – OnDemand Video Tutorials



Online Learning/Moodle Support

The **Online Learning & Educational Technology (OLET) team** includes Learning Management System (LMS) assistance, instructional design (course development), and educational technology specialists who support online teaching via the College's LMS: Moodle. Please sign-in to access a complete list of our supported services, [submit an OLET Ticket](#), or view helpful articles in the [OLET Knowledge Base](#).




Service Hours

Monday - Thursday
7:30 a.m. - 5:00 p.m.



Welcome to Moodle

Get started, discover common tools, and see what Moodle can do for your classroom

 [Submit an OLET Ticket](#)

What's New

support.clackamas.edu

QUESTIONS?



Academic Program Reduction and Elimination Process

Documents for review at November 6, 2020, College Council:

- Link to F drive: <F:\Academic Reduction-Elimination Process>
- Link to One Drive: https://studentclackamas-my.sharepoint.com/:f:/g/personal/david_plotkin_clackamas_edu/EoVV36vqM1tMsmD5p7HZF9kB-jZqCI2D10e01LllkTLzvw?e=CxL2G4