

College Council Meeting Minutes

Date: 02.05.21 | Begin: 12:00 p.m. End: 2:00 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 meeting Chat Log is included with minutes. The agenda packet contains supporting material presented.
Land Acknowledgment	Beau Gilbert, Dasha Kolpakov, Daniela Leao & Jaime Clarke	A draft land acknowledgment was shared for feedback. The document included supporting information, such as tribal name pronunciations; resources about the land and people that lived here before us; and suggested uses for acknowledgment. Questions and Comments <ul style="list-style-type: none"> There was a chat message about providing feedback after the meeting on the manner in which acknowledgment used; forwarded to presenters.
Interim Diversity, Equity, and Inclusion (DEI) Framework	Stephanie Schaefer & Jaime Clarke	The <i>Interim Equitable Decision-Making Framework</i> document was shared. The document is ready to be used college-wide. Feedback requested to improve upon and finalize the process. Training is available to become familiar with the framework and applications. Feedback forms and training requests can be found on the DEI webpage: www.clackamas.edu/about-us/vision-initatives/diversity-equity-and-inclusion
ISP Reading	Taylor Donnelly, Tory Blackwell & Sue Goff	ISP Policy 281/281P: Grade Dispute – 2nd Read – Taylor shared the policy and procedure for students to appeal grade and for dean and faculty responsibilities. Also working on a student facing document that may be included in Student Handbook. Questions and Comments Q: At what point would language in the Student Handbook be incorporated and who will you partner with for that work? A: Information not decided yet; will discuss with AFaC associate dean. Q: Do you know approximately how many appeals are received a year? A: Not known. Faculty member stated importance of tracking for continuous improvement on grade appeal process.

<p>ISP Reading (continued)</p>		<p>ISP Policy 650/650P: Educational Research Involving Human Subjects – 2nd Read – Tory shared the policy and procedure for ethical research when using human subjects. Provides guidance for both CCC and non-CCC people involved in research on our campuses. The procedure includes additional resources from US Department of Health and Human Services.</p> <p><u>Questions and Comments</u></p> <p>Discussed that this procedure will be useful for faculty/staff to become familiar with when applying for grants, which may require information about how the college plans to collect and use data.</p>
<p>ARC Reading</p>	<p>Chris Sweet</p>	<p>Use of Student Legal and Chosen Name Policy – 2nd Read – Chris shared the policy and parameters where the chosen name can be used:</p> <ul style="list-style-type: none"> • Class Roster • ID Card • College email address • Awards and recognition • Diplomas • Colleague, Moodle, MyClackamas, Self-Service, Navigate, and other software systems <p><u>Questions and Comments</u></p> <p>Q: How long will it require for this name change process to go into in effect? A: Just a few days.</p>
<p>New Programs</p>	<p>Laurette Scott & Amanda Coffey</p>	<p>Dru provided background on agenda topic. House Bill 2998 approved to focus on streamlining transfer from community colleges to universities. The State is working on creating major transfer maps and the two documents today are a result of program changes to meet the bill requirements. Since the work resulted in major changes to the program, they are shared at College Council.</p> <p>The following documents were shared and can be found on the College Council meeting page:</p> <ul style="list-style-type: none"> • AAOT Elementary Education presented by Laurette Scott • AAT English Literature presented by Amanda Coffey. Will continue to maintain articulation agreements with our partner schools as well.

<p>New Programs (continued)</p>	<p>Laurette Scott & Amanda Coffey</p>	<p><u>Questions and Comments</u></p> <p>Comment: advising and supporting students is much easier with these documents. Q: Are the AAOT Education Electives limited for the amount of ED or EC classes allowed? Currently the AAOT only allows 12 professional technical credits, is this the same here? A: yes.</p>
<p>Budget Update</p>	<p>Alissa Mahar</p>	<p>Alissa reminded everyone that Tim sent out an update on the budget process Tuesday that details three budget forecast scenarios for 2021-2023 depending on community college state funding:</p> <ul style="list-style-type: none"> • CCSF \$641 million – result in \$3.9 million gap • CCSF \$673 million – result in \$1.2 million gap • CCSF \$702 million – result in balanced budget <p>These scenarios will be shared with Board of Education on February 17. Will also have first read on tuition and fees; second read scheduled for March.</p> <p>Alissa asked that we review Tim’s email and complete the budget reduction/efficiencies form by February 19. Details about the budget process can be found at www.clackamas.edu/budget-process. Contact Alissa for any questions or more details. Anyone interested in advocating for community colleges with the State legislature can Lori Hall or Alissa.</p>
<p>Strategic Enrollment Management (SEM)</p>	<p>Tara Sprehe</p>	<p>Tara shared a PowerPoint explaining what SEM is:</p> <ul style="list-style-type: none"> • Setting key enrollment indicators, benchmarks and targets • Anticipating and responding to economic, internal and external forces • Creating a plan to effectively enroll and retain students <p>CCC workgroup spent over a year collecting and analyzing data, resulting in a 66-page report, and established key enrollment indicator targets. Details found in PowerPoint slide on College Council meeting page.</p> <p>Next steps are to meet with campus community, prioritize indicators, confirm goals, create repository of recruitment and retention activities, and develop SEM plan.</p>

<p>Strategic Enrollment Management (SEM)</p>	<p>Tara Sprehe</p>	<p><u>Questions and Comments</u></p> <p>Q: Will departments have ability to update their own webpages? Some programs don't have a webpage. A: College Relations and Marketing is addressing missing web pages.</p> <p>Q: Do we look at fall to winter to spring for retention? A: Look at fall to winter in same year and fall to next fall.</p>
<p>Academic Program Reduction and Elimination Process</p>	<p>David Plotkin</p>	<p>David shared the timeline of most recent work and next steps in the ARE process. The application of the rubric has been applied to the programs and subject areas that moved to a next phase as a result of the financial analysis.</p> <p>Based on feedback made adjustments to the part-time faculty rate used in the financial analysis, which moved one program from a loss to a profit, thus out of the continued process of applying the rubric. The following will move to Phase 3 of the process:</p> <p>Career Technical Education:</p> <ul style="list-style-type: none"> • Welding AAS • Music Performance and Technology AAS • Horticulture Programs <ul style="list-style-type: none"> Landscape Management AAS Horticulture CC Landscape Practices CC Organic Farming CC Horticulture AAS Landscape Management – Arboriculture AAS • Nursing AAS • Computer Network and Administration AAS and CC • Microelectronic Systems Technology AAS and CC • Automotive Service Technology (AAS) • Geographic Information Systems Technology CC <p>Lower Division Transfer:</p> <ul style="list-style-type: none"> • Music • Music Performance • Theatre Arts • German • French

Academic Program Reduction and Elimination Process (continued)

The programs and subject areas will do a deeper dive into financial analysis and respond to narrative questions related to the effects a reduction/elimination will have on DEI priorities; evidence that external community expects CCC to offer the area of education; and factors and trends for the future that should be known.

Next steps:

- Before March 16, a draft of the ARE report that collects all of the information in the process will be shared with the CCC community.
- By April 9, a final version of that report will be provided to the Executive Team.
- In mid-April, Executive Team will make recommendations about reducing or eliminating programs and subject areas. Feedback opportunities scheduled.

Questions and Comments

Q: On the rubric results there is no score for 'Barriers'. What does that mean?

A: Points for Barriers column would be if a program/subject area was created specifically for intent of serving systemically non-dominant populations.

Comment: request to make norming data available so others can better understand the information.

Comment: we should be looking at the data in whole to determine where revenue generators are and how they may help other areas of the college that are in deficit.

Response: there is a dynamic between the revenue generators/neutrals and those that do not generate revenue. This is an institutional problem, not the particular programs at a loss. Feedback has been shared previously and David has been discussing it with deans about meeting with other departments to look at ways to save and/or contribute to revenue generating ideas. Budget Advisory Group (BAG) is also looking at overall ways we can save and generate revenue.

Comment: when students and community start hearing about the ARE process it may set the programs up for further failure.

Q: Do you look at our responsibilities to tax payers in regard to previous bonds?

A: The rubric about the bond was specific to recent support, but there will be opportunity in the narrative to share about support from bond measures, high schools, etc.

Q: How to BAG and ARE intersect?

A: They intersect through the executive team.

Q: Where on the timeline of ARE processes is there a place for students and community to provide feedback on how they might be impacted?

A: The community can provide support through the narrative and during feedback sessions. The sessions can be recorded.

<p>Academic Program Reduction and Elimination Process (continued)</p>		<p>Q: Also where is the opportunity to have an audience with the executive team? A: Executive team members will be in the feedback sessions in late March, early April. Q: How are we scoring relevance and community interest? A: Scoring related to direct support of the recent bond, programs specifically named in the bond. Also, interaction with high schools and data on whether the community expects us to provide a specific subject or program. All that information will be brought out in upcoming narratives and sessions. Q: Why are we waiting for group sessions to address commitments to voters about long term use of facilities. If that had been part of the rubric, some of the programs on this list wouldn't be on the list now and wouldn't have to go to donors, community, students for support letters. A: Do not need to wait for the group sessions, can provide support information in the narrative before the dialogue/feedback begins. Comment: concerned about time to be able to provide the information. It's intensive work and due right when finals are happening. Feeling overwhelmed and vulnerable. Comment: please prepare more context with the financial data so everyone has a clear understanding of what the numbers mean. Comment: as someone that is participating in an effort to be a voice for others, it appears the process has become more exclusionary. Concerns have been raised about needing opportunity and time for feedback prior to the winter break; did not receive response and now feel that a decision was made to not include faculty and others in the part of the ARE process to decide what programs move forward. The decision to do so causes concern that an institution would allow systemic exclusion of non-dominant populations. Response: The meeting was called due to time; however, David shared that he will take time to process the assertions to provide a meaningful response.</p>
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Association Reports

1. **Associated Student Government (ASG)**
2. **Classified**
3. **Part-time Faculty**
4. **Full-time Faculty**
5. **Administrative & Confidential**

ASG – no report.

Classified – no report.

Part-time Faculty – Lind Mizar – working with HR and IT paystubs issue.

- We are working with the other associations and Admin to regularize both committees reporting and encourage more strongly reporting back to the rep’s association via a report.
- We would appreciate any committee chairs present to remind our representatives that they are supposed to report back to our association via the water cooler (if they don't know how, there is a video on the water cooler). It is our belief that they can add the minutes taken to produce that report to their compensation request -- which is submitted to Sara Sellards.
- We have a contract talk upcoming with our association on Feb. 27, to discuss the most relevant areas of it, and the current MOU.
- A DEI training is planned for March, hopefully
- One of our priorities – health care for part time faculty – is up in House Education next Thursday (the 11th) at 1pm. We are asking everyone present here for their help. As a brief reminder, this would give health care to faculty.

Full-time Faculty – Jay Leuck – Thursday the Faculty Senate had a lovely discussion with Jennifer Andersen, A.D. for AFaC, and John Ginsburg, Director, Student Life & Title IX Coordinator for Students, about the Expressive Conduct policy draft. Faculty shared some suggestions for eliminating or replacing some of the language in this draft policy that we believe is problematic. I am super grateful, very thankful and very grateful for the opportunity to help develop this policy while it is still a draft! I am looking forward to collaborating with the other associations, ACE and PTF, as we develop this policy with the College.

Admin/Confidential – Amy Cannata – continuing with communication theme for the year, we will be hosting a Hot Topics Q&A session for our group on March 2, from 9-10 a.m. Planning is getting underway for the “All Staff Breakfast” which will be March 18, in the morning, exact time TBD. Since we won’t be able to have breakfast together, a new online format will be offered.

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Upcoming Meeting Date	Time	Location
February 19, 2021	12:00 – 2:00PM	Zoom video conference