

College Council Meeting Minutes

Date: 03.19.21 | Begin: 12:00 p.m. End: 2:00 p.m. | Location: Zoom Video Conference

Attendees

Cynthia Risan – Committee Chair; Laura Lundborg – Recorder; 80+ Participants – open to 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.
College Agenda Template	Nora Brodnicki	<p>As second reading, Nora provided a draft agenda template that can be used college-wide.</p> <p><u>Group Feedback</u></p> <p>Group discussed use of ‘Category’ column. Some use, some don’t. It can be optional; the agenda will be in a format to adapt to specific needs.</p> <p>Discussed a place for notes, attaching documents, etc. The Key Points column can be adapted for attendees to make notes.</p> <p>Suggested a place for ‘parking lot’ topics; things that may not be addressed during meeting, or may be applicable to another group/committee. Suggested to list in the ‘Future Agenda Items for Meetings’ area.</p> <p>Final Draft will be sent back to Creative Services and Marketing to post on the Brand Toolbox page.</p>
ISP Reading	Jennifer Anderson & Chris Sweet	<p>ISP 191/191P, Administrative Withdrawal – 2nd Read</p> <p>ISP 280, Grading – 2nd Read</p> <p>Jennifer shared a PowerPoint of proposed changes. This is coming to College Council as part of regular review of ISPs and also per regulatory changes to financial aid – 34 CFR 668.22.</p>

<p>ISP Reading (continued)</p>	<p>Jennifer Anderson & Chris Sweet</p>	<p>Key points/changes can be found in PowerPoint presentation on College Council, as well as policy and procedure rafts with tracked changes based on the last College Council meeting.</p> <ul style="list-style-type: none"> • Clarifies certain grading requirements. • Federal regulation requires that when a student withdraws or stops participating, the Financial Aid Office must determine amount of aid the student is eligible for and document a last date of ‘academically related activity’. A date must be documented for: <ul style="list-style-type: none"> F – Failure N – No pass W – Withdrawal <p>Changes will be shared out by the Registrar and added to Self-Service. Also suggested to be shared through faculty associations.</p> <p><u>Questions and Comments</u></p> <p>Q: What to do if student continuously states they are going to participate, but they never do?</p> <p>A: During the add/drop period, it would be better to drop the student – it’s easier to add them back if needed. However, if after the add/drop period they are communicating, but not participating academically, the instructor may choose to withdraw them with a Y grade = never attended.</p> <p>Q: Can the last date be later in the term if withdrawing? Example: student gets close to end of course and realizes they will fail, but would rather withdraw than continue on.</p> <p>A: Yes, as long as it is documented.</p> <p>Q: Why is a last date needed for a grade F.</p> <p>A: The date will help Financial Aid determine eligibility. If the student receives a grade F, but the last date is the first week of term, that makes a difference in aid eligibility.</p> <p>Q: If student participates the first week then decides to stop, is it better to give a grade W or Y?</p> <p>A: If they participated at all, it would be better for the student to receive a grade W to be eligible for some financial aid, rather than none based on grade Y.</p>
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<p>Curriculum Committee Charter</p>	<p>Scot Pruyn</p>	<p>The committee recently ratified a charter. Includes language on who committee members are, voting guidelines, clarifies majority faculty led.</p> <p><u>Questions and Comments</u></p> <p>Q: Did the committee use the DEI framework on this? If not, would they apply it? A: The group had training and will be applying the decision making framework to the Outline Review Guidebook and other program review material, including this. Suggestion: Add language about percentage of faculty participant requirement. Q: Will an advisor be required as member? A: The Director of Student Academic Support is required, adding an advisor or the coordinator would be good to add as well. Suggestion: Both FT and PT faculty representation should be required. Suggestion: Consider that the quorum requirement be more than one-third. Comment: PTF president assigns committee members. To be more equitable, the committee chair should be a FT or PT faculty member, not only FT.</p>
<p>Budget Update</p>	<p>Alissa Maher & Jeff Shaffer</p>	<p>Alissa shared the Board meeting vote results. The Board approved a conditional increase in tuition. If the Community College Support Fund (CCSF) is:</p> <ul style="list-style-type: none"> • less than \$670 million – increase \$5 • more than \$670 million, but less than \$700 million – increase \$4 • more than \$700 million – increase \$3 <p>Approved a decreased technology fee.</p> <p>Jeff shared Department of Education announcement that we can backdate institutional federal stimulus funds to March 2020, rather than December 2020; \$2.3 million CRRSAA funding is available to offset costs due to pandemic.</p> <p><u>Questions and Comments</u></p> <p>Q: What about the 9.9 million in federal aid? A: The college is projected to be allocated \$9.9 million in federal aid from current administration, 50% aids students directly. More information available soon. Comment: The survey regarding the BAG process has a deadline that is first week of term; not sufficient time for faculty to provide feedback. Alissa responded that the date was most likely aligned with upcoming BAG meetings, but can certainly be extended.</p>

<p>Budget Update (continued)</p>	<p>Alissa Maher & Jeff Shaffer</p>	<p><u>Questions and Comments (continued)</u></p> <p>Q: How is the survey data going to be analyzed? A: Where there are defined answers, the data can be queried. Where questions are more open to comment, can group themes together.</p> <p>Upcoming dates of interest:</p> <ul style="list-style-type: none"> • April 5 - BAG is planning to score the budget savings and directions ideas that are outside of the Academic Reduction & Elimination (ARE) process. • April 9 – Budget and ARE Open Forum. • April 12 and 13th – Budget Forums to look at proposed budget savings ideas. Will be followed by a survey to capture all comments.
<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 – no report</p> <p>Classified – Matt Larkin</p> <ul style="list-style-type: none"> • Board Director Hunt requested endorsement for re-election. Association voted to endorse. • Voting on proposed bylaws and elections soon. <p>Part-time Faculty – no report</p> <p>Full-time Faculty –Jay Leuck</p> <ul style="list-style-type: none"> • Board Directors Woods and Hunt requested endorsement for re-election. The Association’s Political Action Committee and Faculty Senate voted to endorse. • Faculty Senate approved creation of ARE Action Committee. Created to support members going through ARE process; assess and analyze the process to ensure connection to DEI and shared governance; and propose fiscally responsible development and assessment of curriculum. <p>Admin/Confidential – Amy Cannata</p> <ul style="list-style-type: none"> • Working to have everyone receive Interim DEI Framework training by end of spring. • Next Hot Topics Q&A session is April 13. Year End Meeting is May 21. • Seeking representatives to lead meetings for next year.

<p>Announcements</p>		<p>John Ginsburg reported on student activities:</p> <ul style="list-style-type: none"> • Clubs and Resources Page – Week 1 – students will be hosting a virtual page of resources for new students: https://www.clackamas.edu/clubs-resources • International Week – Week 2 – the Multicultural Center will host with virtual events. • Sexual Assault Awareness Month (SAAM) – April – most activities will run the last two weeks of April. • Asian, Pacific Islander, and Desi American (APIDA) Heritage Month – May – the Multicultural Center is planning to send gift boxes to students. The Center and our Counseling Department quickly took action to be available to support students and staff following the recent tragedy in Atlanta. <p>Chris Whitten reported on Theatre Department Activities:</p> <ul style="list-style-type: none"> • Shakespeare Stew – tonight is a performance by theatre students. Airs 7:30pm on Facebook and YouTube.
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Upcoming Meeting Date	Time	Location
April 2, 2021	12:00 – 2:00PM	Zoom video conference