


COLLEGE COUNCIL MEETING MINUTES

Date: April 16, 2021 | Time: 12:00pm-2:00pm | Location: Zoom | Recorder: Laura Lundborg



 Agenda Topic	Facilitator	Meeting Minutes
ISP Readings	Dru Urbassik	<p>Dru shared four ISP policies brought to College Council as part of a periodic review process. Changes are mainly for clarity and correction of steps in processes.</p> <ul style="list-style-type: none"> • ISP 161 Course Creation, Edits, Inactivation, and Reactivation – 1st Read • ISP 162 Program Creation and Approval – 1st Read • ISP 165 Program Suspension & Reinstatement – 1st Read • ISP 166 Program Amendment – 1st Read <p><u>Questions and Comments</u></p> <p>No questions or comments from the group.</p>
Curriculum Committee Annual Report	Scot Pruyne	<p>Scot shared a PowerPoint about the Curriculum Committee: membership; vacancies; committee mission and functions; work and projects completed so far this year; and goals for the upcoming year.</p> <p>The number of program amendments and changes to learning outcome is up, which speaks to guided pathways work.</p> <p>The committee has had training on equitable decision making and have applied the interim framework.</p> <p><u>Questions and Comments</u></p> <p>Q: Will changes in method/mode of instruction and the hours spent in each be a topic for Curriculum Committee revisions? For instance, how many hours of instruction are face-to-face, hybrid, remote, online.</p> <p>A: The Office of Community Colleges and Workforce Development (CCWD) does not require specifics about the course delivery method, only instructional method, such as lecture, lecture/lab, etc. The content should be the same no matter what delivery method is used.</p> <p>Comment: The current course outline shows the student contact hours. The new curriculum management program will also display hours related specifically to the instructor, such as clinical and practicum hours.</p>

<p>Access, Retention & Completion Committee (ARC) Annual Report</p>	<p>Jennifer Anderson</p>	<p>Jennifer shared a PowerPoint about the ARC Committee: charge; membership; structure; work completed this year; where to find policies and procedures; and subcommittees.</p> <p>Subcommittees:</p> <ul style="list-style-type: none"> • ARC Policy & Steering Subcommittee • ARC Access & Recruitment Subcommittee • ARC Retention & Completion Subcommittee <p>The committee connects work around college-wide initiatives, such as Guided Pathways, Strategic Enrollment Management (SEM), and Diversity, Equity & Inclusion (DEI). The committee received training on equitable decision making and identified strategic plan goals related to diversity, equity, and inclusion.</p> <p>A lot of work implemented relates to providing resources for students, making sure resources are known available and work to remove barriers, especially this year with changes around COVID restrictions.</p> <p><u>Questions and Comments</u></p> <p>Q: How many full-time faculty are on ARC and subcommittees? A: Currently have four. No limit and the committee often puts a call out for volunteers. Faculty can participate at the committee and/or subcommittee level.</p>
<p>Drive-Thru Commencement Ceremony</p>	<p>Jennifer Anderson & Chris Sweet</p>	<p>To maintain the health and safety of all, this year's commencement ceremony will be a drive-thru event like last year. Takes place at Oregon City campus on June 11, 3-7pm. Employees are encouraged to volunteer for the planning and/or event. Need a lot of cheer volunteers.</p> <p>There is still time to nominate a student for Outstanding Student. Nomination form: https://clackamas.co1.qualtrics.com/jfe/form/SV_ch2RxONUvzzB5mS</p> <p>Volunteer for gradation: https://docs.google.com/forms/d/e/1FAIpQLSdwNkdNnBbxUmAjSDwkyLnJkn7_bW2OW9lBMIMjIC5ygMZrCw/viewform</p>

<p>Phishing Simulation at CCC</p>	<p>Saby Waraich</p>	<p>Saby shared information about phishing attempts, explaining activity is high due to more people being online during the pandemic. ITS sends out a phishing simulation email to employees. If they click on a link they will be provided information about phishing and how to avoid future attempts.</p> <p>A simulation was sent in December – 177 opened the email and 54% clicked on it. The most recent simulation was more difficult and 95 people downloaded the link. Please be careful when clicking on links or attachments.</p> <p>Please report suspicious email to ITS by clicking on the red fish icon in email toolbar, or sending a message to abuse@clackamas.edu.</p> <p>ITS will be implementing a banner on emails to alert reader that sender is external.</p> <p><u>Questions and Comments</u></p> <p>Q: Is ITS training students? A: Not at this time, simulations go to employees only.</p> <p>Q: Is there a way to look at sender address without opening the email? A: It is okay to open the email to view content, DO NOT click on links or attachments.</p>
<p>College Navigator Team</p>	<p>Beth Wicklund, Tasia Sullivan, Daniela Castro</p>	<p>Beth introduced the team and shared a PowerPoint about roles and responsibilities as Navigators. Team also includes peer assistants, student interns from PSU and CCC, Title III Director, and AFaC Associate Dean.</p> <p>Title III grant supports the Guided Pathway model and aids traditionally underserved students. The College Navigator role is onboarding, case management, and creating Start Labs.</p> <p>Case management provides support and focuses on retention. Incorporates wraparound support model and helps establish relationships for best use of resources.</p> <p>Start Labs are available to all students: orient and connect new students to the CCC community and system. Start Lab sessions are provided as needed (e.g., week five session is about studying for mid-terms).</p> <p>So far this year the team has assisted in:</p> <ul style="list-style-type: none"> • 825+ welcome calls and assistance • 600+ student registrations

<p>Association Reports</p> <ul style="list-style-type: none"> • Associated Student Government • Classified • Part-time Faculty • Full-time Faculty • Administrative/Confidential 		<p>ASG – Luciana Simon</p> <ul style="list-style-type: none"> • Elections upcoming. • ASG Lives – online engagement via Instagram. More to come soon. • Asian Pacific Islander Desi American (APIDA) Heritage Month – April – the Multicultural Center is putting together gift boxes for engagement and education in upcoming events. To receive a box: https://docs.google.com/forms/d/e/1FAIpQLSfi8OZUt-olesJJEuzCvrxQsb2LpgdL-miAQ4DCau5y7uQzQ/viewform • Sexual Assault Awareness Month (SAAM) – April 29 – partnering with Clackamas Women’s Services for a Trivia Night to build awareness. <p>Classified – Kelly Wilshire</p> <ul style="list-style-type: none"> • Accepting nominations for upcoming elections; • Working on a peer referral program for new employees meet with a peer for training on specific processes throughout the college. <p>Part-time Faculty – Leslie Ormandy</p> <ul style="list-style-type: none"> • Upcoming Board of Directors meeting and All Association meeting. • Elections upcoming. <p>Full-time Faculty – Jay Leuck</p> <ul style="list-style-type: none"> • All Association meeting next week and Faculty Senate elections coming up. <p>Admin/Confidential – Amy Cannata</p> <ul style="list-style-type: none"> • Seeking nominations for next year’s representatives. • Group had a Hot Topics Q&A session this week, good participation. Notes are posted on the team’s site. • Planning for End of Year meeting on May 21.
<p>Announcements</p>		<p>Denim Day – April 28 – John shared a flyer with information. Please encourage students to apply.</p> <p>Multicultural Center Support – posted office hours for students needing support after hearing the news of the killing of Daunte Wright.</p> <p>Holy Month of Ramadan – the Multicultural Center is raising awareness and education of Ramadan through social media.</p> <p>Food Pantry Drop Boxes – operates on a weekly basis. Added a location at the Wilsonville campus in addition to the Oregon City campus location.</p> <p>Compose Creative Writing Conference – May 15 – event is online and free. More information can be found at https://www.clackamas.edu/landing-pages/compose-creative-writing-conference.</p> <p>Student Art Show – May 6 – virtual event and awards.</p> <p>Grants at CCC – orientations available from Grants Office. Contact Amy Cannata to learn more</p>