

COLLEGE COUNCIL MEETING AGENDA



Date: October 15, 2021 | Time: 12:00pm-2:00pm | Location: Zoom | Recorder: Laura Lundborg



COMMITMENTS				
Date	Who	What	Committed To	When

TOPIC/ITEM	Facilitator	Time	Key Points Provide 50 words or less on expected outcome	Category
Land and Labor Acknowledgement		5 mins	College Council opens with a time of acknowledgement and honor.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
Meeting Minutes			Minutes from the June 4, 2021, meeting have been posted for review; please contact Laura Lundborg with comments or corrections.	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
ISP Reading	Sue Goff	5 mins	<ul style="list-style-type: none"> ISP 190 Academic Honesty – 1st Read 	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
Part-time Faculty Name Update	MaryJean Williams	5 mins	The Association has changed their name from Part-time Faculty to Associate Faculty	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
Foundation Updates	Sara Dier & Sally Noble	10 mins	<ul style="list-style-type: none"> Employee Drive – open through October 15 GivingTuesday – beneficiary this year is Free Food Pantry Call for scholarship readers 	<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
Multifactor Authentication (MFA)	Mike McLaughlin & Kierstin McDowell	15 mins	Learn about MFA and implementation rollout timeline	<input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

Association Reports <ul style="list-style-type: none"> • Associated Student Government • Classified • Associate Faculty • Full-time Faculty • Administrative/Confidential 		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information
Announcements		10 min		<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Information

 FUTURE AGENDA ITEMS FOR MEETINGS				
Topic/Item	Facilitator	Key Points <small>Provide 50 words or less on expected outcome</small>		Category
				<input type="checkbox"/> Discussion <input type="checkbox"/> Decision <input type="checkbox"/> Advocacy <input type="checkbox"/> Information
 Upcoming Meeting Date	Start Time	End time	Location	
November 5, 2021	12:00pm	2:00pm	Virtual via Zoom	

MEMBERS	Deans, Association Representatives, two representatives from each division, all other interested parties, and a meeting recorder.
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CCC Land Acknowledgement

We acknowledge that the Clackamas Community College campuses reside on the traditional homelands of the Clackamas, Cascades, and Tumwater bands of Chinooks, as well as the Tualatin and Pudding River bands of Kalapuya and the Northern Molalla people. They lived and prospered by maintaining strong cultural ties to the land, and through wise management of resources. As signers of the Willamette Valley Treaty of 1855, they were removed from their homelands to the Grand Ronde Indian Reservation where they became members of the Confederated Tribes of Grand Ronde. Please join us in taking this opportunity to thank and honor the original caretakers of this land, their lives, and their descendants that live on as Tribal members today, still carrying on the traditions and cultures of their ancestors.



Labor Acknowledgement

We also acknowledge that our nation has benefited and profited from the free enslaved labor of Black people. We honor the legacy of the African diaspora and Black life, and the knowledge, skills, and human spirit that persevere in spite of violence and White supremacy.

Community Care Agreements

Guidelines for Interaction

Create a brave learning space

Acknowledge harm and impact of your behavior/comments

Discomfort is welcome

Respect each other's perspectives

If you experience yourself making judgments, ask yourself where those feelings came from

Listen with the intent to hear and understand, rather than to respond

Stay engaged

Consider your privilege

Step up, step back

Stories told stay here, knowledge leaves

Speak your truth--share your experiences, use "I" statements


Expect and accept non-closure

Center the experience of systemically non-dominant people in this space

COLLEGE COUNCIL MEETING MINUTES

Date: June 4, 2021 | Time: 12:00pm-2:00pm | Location: Zoom | Recorder: Laura Lundborg



 Agenda Topic	Facilitator	Meeting Minutes
ISP Reading	Sue Goff	<p>ISP 170, Textbook and Instructional Materials Adoption – 2nd reading</p> <p>Sue shared the policy as second reading. Created to provide faculty guidance with the following in mind: available to students when they register, accessible, affordable (encourage Low Cost Texts), and chosen with student learning outcomes in mind.</p> <p>Provided further definition of instructional material – workbooks, lab manuals, online homework software (e.g. MyMathLab, etc.), and codes or publisher-provided curricular materials for student.</p> <p>Next step for policy review is Presidents’ Council.</p>
Cybersecurity Awareness & Initiatives	Saby Waraich	<p>Saby shared and update on cybersecurity. Every month ITS facilitates a phishing simulation to raise awareness and education.</p> <p>Last month’s phishing simulation came from a fake Microsoft email. It prompted us to change our password by clicking on a link. A total of 64 people clicked on the link. If you recognize a phishing email, click on phishing icon in Outlook or send a message to abuse@clackamas.edu.</p> <p>Ransomware attacks on education sectors has increased 388%. Saby shared information about cybersecurity insurance required in case of a breach in data. We will receive a better premium for effectively following cybersecurity policies.</p> <p>The current insurer reviewed our security practices and recommended three things:</p> <ul style="list-style-type: none"> • Implementing banners to identify non-CCC emails • Implementing two-factor authentication • Securing computer administrators rights <p>The banners have been implemented. Next will be securing administrator rights. If an app or software needs to be installed in the apps folder, it should work without ITS assistance. If it needs to be installed on our college registry, it will require ITS assistance and a service desk ticket should be submitted. There will be a process to expand administrator rights as need presents.</p>

<p>Budget Process Update</p>	<p>Jeff Shaffer</p>	<p>Budget Improvement Process will be led by Coraggio Group. Had kick-off meeting last week with the CCC workgroup. A college-wide survey has also been sent out to provide suggestions. Coraggio Group will facilitate focus groups throughout the college following the survey.</p> <p>Focus Groups: July 8, July 14, and July 15. Contact Jeff, Alissa, or Jessi to participate.</p>
<p>Curriculum Committee Chair and Member Responsibilities</p>	<p>Scot Pruyn</p>	<p>Earlier this year a Curriculum Committee charter was shared with College Council and there were a lot of recommendations and feedback, in particular whether the chair should be full-time or part-time faculty. David Plotkin joined discussions with a group of full-time and part-time faculty to hear viewpoints and suggestions. The group made a recommendation to develop a job description for both the chair and members.</p> <p>Scot shared a document talking about chair and member roles and shared governance. While applying an equity framework, the committee will draft job descriptions to include roles, responsibilities, and guidance. Will bring back a draft to review next fall.</p>
<p>Return to Campus Update</p>	<p>David Plotkin & Tara Sprehe</p>	<p>Return to Campus Taskforce has been working to address questions and provide guidance to gradually have more people on campus in the fall and reopening in the winter. The taskforce met with instructional area divisions and plans to meet with other areas, including student groups, for Q&A sessions. All are encouraged to submit questions and comments on the Return to Campus page.</p> <p>The committee webpage is on myClackamas, under Resources > Committees > Complete Committee List > Return to Campus Task Force and the public facing webpage, Return to Campus Information.</p> <p>Tara shared information, resources, and the comment submission form online. David shared the idea of developing a FAQs document, updated as guidance and suggestions continue. Also developing procedures to respond to any changes presented by the external environment that might require a sudden pivot in process.</p> <p>More information from the state will be coming and will be shared out prior to the fall schedule deadline so that programs can make plans for delivery of instruction.</p>

Moodle 3.10 Update	DW Wood	<p>DW shared a PowerPoint highlighting the updates of Moodle 3.10 and H5P Integration. Highlights:</p> <ul style="list-style-type: none"> • Turning Editing On – much easier to see editing button. • Add an Activity or Resource – will show graphic icons and you can mark favorites. • H5P Implementation – interactive OER activities. There will be a content bank of all activities you have created, rather than searching individual courses. <p>Training available during scheduled sessions or can request individual training through the Service Desk OLET ticket request.</p>
Association Reports <ul style="list-style-type: none"> • Associated Student Government • Classified • Part-time Faculty • Full-time Faculty • Administrative/Confidential 		<p>ASG – John Ginsburg on behalf of ASG</p> <ul style="list-style-type: none"> • Hiring for positions next year. • ASG President is Luciana Simon. <p>Classified – Kelly Wilshire</p> <ul style="list-style-type: none"> • Elections complete; Kelly White and Becky Fidler are President Co-Chairs. <p>Part-time Faculty – Leslie Ormandy</p> <ul style="list-style-type: none"> • Upcoming elections. • Working to extend terms of MOU related to working conditions as a result of the pandemic. <p>Full-time Faculty – Jay Leuck</p> <ul style="list-style-type: none"> • The ad-hoc committee, ARE Action Committee is finalizing a report, available soon. • Finalizing MOU for summer and fall term related to COVID. <p>Admin/Confidential – Amy Cannata</p> <ul style="list-style-type: none"> • Co-reps position nominations are open through the 11th.
Announcements		<p>Graduation – June 11, 3-7pm at the Oregon City campus.</p> <p>Music Dept Concert – tonight at 7pm: https://www.youtube.com/c/ClackamasEduCollege.</p>

Upcoming Meeting Date	Start Time	End time	Location
October 1, 2021	12:00pm	2:00pm	Virtual via Zoom

ISP 190

Academic Honesty

PURPOSE

Defines academic honesty and lists options for instructors to consider when violations occur.

SUMMARY

Academic honesty requires students to generate work that is representative of their own personal abilities and original thinking. All students are expected to perform their academic work ethically and without recourse to plagiarism, cheating, or other dishonest behaviors.

Plagiarism occurs when a student submits work of another as his/her own or fails to credit words, works or ideas borrowed from another source. This may be intentional or accidental.

Cheating occurs when a student uses unauthorized notes to complete an exam, takes an examination for another student, copies answers from other students' examinations or engages in similar conduct intended to falsely represent, or that results in falsely representing, his/her academic capabilities. Students who knowingly provide material to another student for the purpose of committing (or assisting other students to commit) an offense against academic honesty are also subject to the provisions of this standard.

STANDARD

1. In each course syllabus, instructors should define academic honesty and outline expectations and consequences for behavior. [Some additional recommendations follow:](#)
 - a. [Explicit conversations: As part of class conversations, particularly when assignments are being explained, instructors and students explicitly discuss the meaning of plagiarism and academic honesty within and across disciplines.](#)
 - b. [Assignment design: When planning assignments and classes, instructors consider giving many lower-stakes assignments to assess learning, inviting student contributions to prompts and tasks, replacing tests with more interactive assessments, structuring assignments to include drafts, check-ins, and/or revisions, and regularly updating assignments between teaching sections of the same class. These steps have been shown to reduce the likelihood of plagiarism and cheating, which increase when a class grade depends on only a few tasks, with very high stakes.](#)
 - c. [The honor pledge: Before submitting assignments or tests, students write on their own paper a sentence such as "On my honor, I have not given or received any unauthorized help on this \[assessment\]." The pledge can be adapted for different forms of instruction \(for example, an online class\), as well as for different classes or assignments \(to](#)

[invite student conversation and shared agreement](#)). This has been [shown to reduce incidents of cheating and plagiarism](#).

2. For any infraction against the expectations of academic honesty, instructors will inform the student of the criteria by which plagiarism or cheating were determined.
3. According to the Student Conduct and Disciplinary policy stated in Clackamas Community College's Student Handbook, the instructor maintains the exclusive right and responsibility to determine grades.
4. In cases of cheating, plagiarism, or other violations, the instructor is responsible for discussing academic honesty with the student and deciding how to handle the situation. Among the instructor's options are:
 - a. Requiring that the assignment be redone;
 - b. Issuing a failing grade for the assignment on which the cheating or plagiarism occurred;
 - c. Issuing the student a failing grade for the class.
5. Depending on the situation, the instructor may also initiate the Student Conduct and Discipline process (as stated in the Student Handbook).
6. For any infractions, instructors should maintain the evidence and/or write an account of the incident in case of redress. According to the Oregon Secretary of State Archives Division (Chapter 166-450-0120), these records should be maintained for a minimum of one year, or until a contested grade is resolved.

REVIEW HISTORY

ISP Committee	Reviewed	February 9, 2018
College Council	Reviewed	February 2, 2018
ISP Committee	Reviewed	January 26, 2018
College Council	Reviewed	January 19, 2018
ISP Committee	Updated Format	August 3, 2016
College Council	Reviewed	May 16, 2014
College Council	Reviewed	March 3, 2006
ISP Committee	Reviewed/No changes	November 2, 1999
Instructional Council	Adopted	August 19, 1994

PTFA HAS A NEW NAME

- Yearlong process of outreach, theme analysis, vetting
- Voting completed Wednesday, September 22
- Declarations filed with OEA and NEA
- Please call us

- **Clackamas Community College Associate Faculty**

Thank you!

MaryJean Williams, President



Multifactor Authentication (MFA)

By Mike McLaughlin

What is MFA?

- **MFA, sometimes referred to as two-factor authentication or 2FA, is a security enhancement that allows you to present two pieces of evidence – your credentials – when logging in to an account.**



- In fact, you probably already use it in some form. For example, you've used MFA if you've:
 - Swiped your bank card at the ATM and then entered your PIN (personal ID number).
 - Logged into a website that sent a numeric code to your phone, which you then entered to gain access to your account. Like Netflix and other streaming services!!



Why is it important?

- Stops 99% of malicious attacks
- Required for Cyber Security Insurance
- Passwords aren't enough!!

Passwords aren't enough.

Start using multi-factor authentication – register at aka.ms/MFAsetup



Clackamas Community College

What is happening?

- We are rolling out by department
- You will be contacted via email a week before it happens
- Documentation will be supplied in the email (including screen shots)
- Zoom invite for morning of your changeover for further assistance



Timeline:

Group 1 - Done

- ITS, elevated users, F9 users

Group 2 – Oct-Nov

- HR, business office, financial aid, AIT, foundation

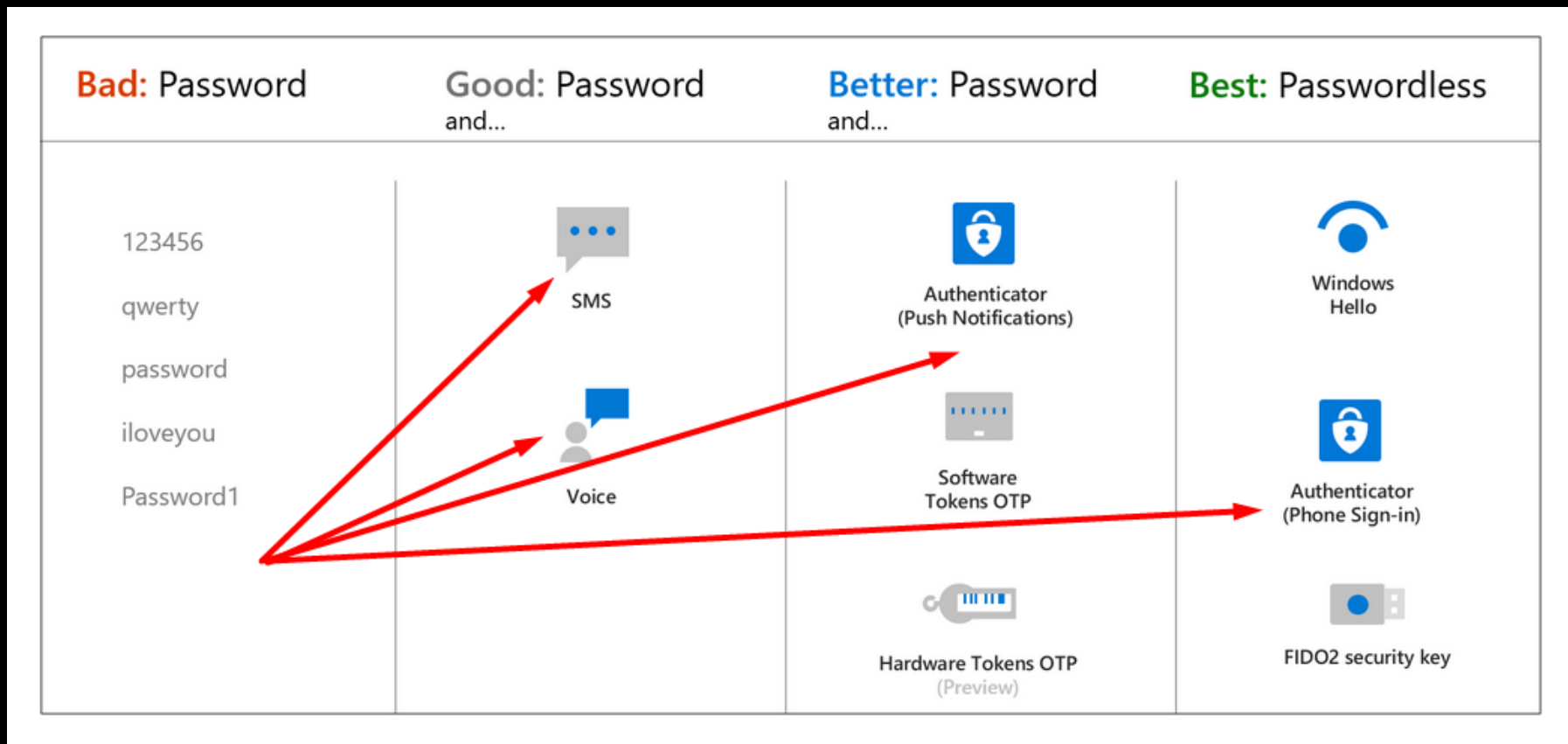
Group 3 – Nov-Dec

- Campus services, academic divisions

Group 4 – Dec-Jan

- Additional academic divisions

Authentication options





What does it look like?

Questions?

