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	ISP 170, Textbook and Instructional Materials Adoption – 2nd reading 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. 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. Next step for policy review is Presidents' Council.
Cybersecurity Awareness & Initiatives	Saby Waraich	Saby shared and update on cybersecurity. Every month ITS facilitates a phishing simulation to raise awareness and education. 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. 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. The current insurer reviewed our security practices and recommended three things: • Implementing banners to identify non-CCC emails • Implementing two-factor authentication • Securing computer administrators rights 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.

Budget Process Update	Jeff Shaffer	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. Focus Groups: July 8, July 14, and July 15. Contact Jeff, Alissa, or Jessi to participate.
Curriculum Committee Chair and Member Responsibilities	Scot Pruyn	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. 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.
Return to Campus Update	David Plotkin & Tara Sprehe	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. 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. 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. 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.

Moodle 3.10 Update	DW Wood	DW shared a PowerPoint highlighting the updates of Moodle 3.10 and H5P Integration. Highlights: • 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. Training available during scheduled sessions or can request individual training through the Service Desk OLET ticket request.
Association Reports • **Associated Student Government** • **Classified** • **Part-time Faculty** • **Full-time Faculty** • **Administrative/Confidential**		**ASG** – John Ginsburg on behalf of ASG • Hiring for positions next year. • ASG President is Luciana Simon. **Classified** – Kelly Wilshire • Elections complete; Kelly White and Becky Fidler are President Co-Chairs. **Part-time Faculty** – Leslie Ormandy • Upcoming elections. • Working to extend terms of MOU related to working conditions as a result of the pandemic. **Full-time Faculty** – Jay Leuck • The ad-hoc committee, ARE Action Committee is finalizing a report, available soon. • Finalizing MOU for summer and fall term related to COVID. **Admin/Confidential** – Amy Cannata • Co-reps position nominations are open through the 11th.
Announcements		**Graduation** – June 11, 3-7pm at the Oregon City campus. **Music Dept Concert** – tonight at 7pm: https://www.youtube.com/c/ClackamasEduCollege.

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