



Curriculum Design and Learning Assessment

Educational Pathways

Campus and Community Enrichment

# College Council

Staff, Faculty, Administrators, Students

Excellence in Teaching and Learning

Student Success

# College Council

## **Purpose**

The College Council is a forum for all constituencies to discuss college-wide issues in an open and inclusive atmosphere. The council promotes cooperation and mutual understanding among the various campus groups and committees as it considers matters related to fulfilling the college mission. Guided by OCCC's stated values, individuals and groups share expertise, ask pertinent questions, develop recommendations, and advise the president on issues that affect the college.

## **Membership**

All staff, faculty, and administrators are College Council members. Both full- and part-time faculty are strongly encouraged to attend these monthly meetings. There will be up to two student representatives elected to the College Council by the regular council members.

### *Student Membership:*

The student role in the College Council is to provide updates on current and upcoming club-based events, feedback from the student perspective regarding college changes, as well as suggestions for student-centered college activities. The student(s) will work directly with the College Council chair(s) and/or a designated member to establish student-based agenda items and steps for gathering input from student groups when the College Council discusses items pertinent to the student body at large.

Student participation will be a minimum of once per quarter, fall through spring, and on an as-needed basis. The student-based items will be placed at the beginning of the meeting agenda. Students will be encouraged to remain at the meeting until a time when confidential issues arise. They will then be excused from the College Council meeting.

### *Selection of Students for College Council:*

Students beyond the first term of enrollment and from majors across campus are eligible to participate in the College Council. The College Council Chair and members will provide nominations for open student seats each fall. Any current student participating in the College Council may elect to continue for up to, but not more than two years. The College Council will review the names and qualifications of nominated students and vote them into the student membership role. There will be a two student maximum for College Council student seats.

## **Design**

Any staff, faculty, or administrator may attend the College Council meetings, which brings together members of various communities of interest throughout the college. Each Community of Interest is a loosely organized network of committees and workgroups that share common goals. These groups are intentionally overlapping and membership is self-defined and fluid. The value of equity is an intrinsic element of all groups and an essential component of the work that builds this college community.

### *Campus and Community Enrichment*

This group is composed of those interested in or connected with Community Education, the Small Business Development Center (SBDC), Disaster Preparedness, and the Safety Committee. This group is responsible for coordinating community outreach such as guest lectures, service projects, wellness activities, parties, and for guiding the activities of our clubs.

### *Curriculum Design and Learning Assessment*

This group is composed of those interested in and focused on program and degree assessment, as well as alignment of outcomes with classroom practice. Review of new curriculum, changes in current

program design, and preparation of material in these arenas for approval by the College Council is also part of this group's domain.

### *Educational Pathways*

This group is composed of those interested in and connected to our established Career and Technical Education (CTE) programs, to the Transfer Advisory Board, and to any related work groups. It also connects to workforce education and the Career and Transfer Readiness Center (CTRC).

### *Excellence in Teaching and Learning*

This group is drawn primarily from the ranks of faculty members and is intended to provide regular opportunities for peer support. It offers a sounding board for questions about student engagement and encourages discussions about how best to achieve excellence in teaching. It also considers issues like mentoring of new faculty by volunteers drawn from more experienced faculty. In addition, it will be tasked with coordinating internal and external professional development opportunities for faculty and staff.

### *Student Success*

This group is charged with coordinating actions that increase persistence, equity, retention, completion, and care of students. The work of this group is not merely the measurement of these goals, but the promotion and facilitation of them. There are evident overlaps between this stated goal and the goals of the CTRC, the CTE programs, the advisors, the faculty, and indeed, all who see the connection between their everyday work and the success of students. It may include future efforts to attract new populations and to actively recruit students. Time-limited work groups, such as Achieving the Dream and the Developmental Education Curriculum Re-Design team, are associated here.

## **Chair and Vice Chair**

The role of chair and vice-chair are two year positions, with each being determined in alternate years. Should several people indicate interest in the open position, the membership in attendance at the May meeting will vote to decide who should fill this role. If one of the chairs finds him or herself unable to complete the two year commitment, an alternate may be selected by the members of the College Council in attendance at the meeting following this announcement.

## **Point Person for each Community of Interest**

As a part of each year's in-service event, volunteers will identify themselves as interested in taking on the responsibility for serving as point person for each Community of Interest. Should more than one person step forward, those college employees who consider themselves part of this group will vote by email on who they wish to represent them. If a person serving in this position finds her or himself unable to complete the year's commitment, an alternate may be selected by the members of the College Council in attendance at the meeting following this announcement.

At this point, during fall in-service, employees will have the chance to identify which Communities of Interest they feel a part of. This affiliation may change during the course of the year, and the individual is responsible for briefing all concerned, including the Point Person, so she or he is included in the dissemination of information related to the new group(s).

## **Point Person Definition**

The community of interest Point Person facilitates the flow of information from the individual communities to the College Council (CC) directly, and from the CC back to the interest communities. The individual who commits to, and acts out Point Person duties directs the suggestions and concerns in the appropriate directions; upward, downward, and horizontally.

For example: If a faculty had a concern, idea, or questions they may approach the Excellence in Teaching and Learning Point Person to gather information, find support, and possibly bring the topic of concern forward for discussion and shared community.

No individual will serve as Point Person for more than one Community of Interest. The duties of Point Person for the Community of Interest are primarily to conduct information to the College Council from the various groups and committees included in that area and to ensure that members of those groups and committees are informed of actions and announcements made at the College Council session that particularly pertain to the members. If a group or committee wants to speak separately from the larger Community of Interest about work being done, decisions taken, or questions to be asked of the greater whole, then a designee from the committee will contact the Chair for a separate slot on the agenda.