

Oregon Coast Community College
CoCo Minutes
November 17, 2017

- Meeting Called to Order at 1:00 pm.
- Introductions made.
 - Attending: Ann Wales, Amanda Zerr, Alyssa Squiers, Marion Mann, Marge Burak, Darci Adolf, Joy Gutknecht, Ben Kaufmann, Cindy Carlson, Kimberly Jones, Will Quillian, Dan Lara, Tabitha Hoadley, Patrick Misi, Blake Hagan, Jody Becker, Laura Hamilton, Spencer Smith, Chris Rogers, Birgitte Ryslinge, Linda Mollino, Dave Price, Sharon Hahn, Alberto Flores, Robert Rodgers,
 - Guests: Itchung Cheung (from Hatfield Marine Science Center), Stephanie (nursing student to speak on bake sale)
- Reviewing minutes, corrections made. Motion by Birgitte, Second by Spencer.
- Adjustments to agenda: none.

Information and Discussion Items:

1. Academic ties: Hatfield Marine Science Center & OCCC – Itchung Cheung

Starts with introduction of HMSC guest Itchung Cheun and introduction of all CoCo attendees. Itchung's business cards were passed around for those who like to contact him in the future. His phone number is (541) 867-0380 and his e-mail address is itchung.cheung@oregonstate.edu.

Itchung is a Senior instructor of Biology and Academic Programs Manager with HMSC and he's trying to bridge community colleges with access to higher ed. with research into marine sciences. He does a lot of outreach and program development for all grades. One of his goals is to create a partnership with OCCC, via field trips, labs, internships, research tours, research projects, guest speakers at HMSC. He also wants OCCC to know that HSMC has a great library space perfect for meetings (COCO) and if we'd like to hold a meeting there he could then give us a behind-the-scenes tour afterwards as well. HSMC still holds seminars weekly as well, open to everyone; these are generally every Thursday around 3:30 and available online via streaming.

The suggestion of HSMC students coming to speak to OCCC students is brought up as well, and well-received. If anyone would like to set this up, they can contact Itchung.

3. Math program review/assessment with Amanda Zerr

Amanda and Marge discuss the design and implementation of math maniacs, along with the current math program pathways; students can start at basic math and go into applied class. Shortened path of one term and someone is ready to graduate with math requirement. This is still being analyzed by the data guru at Linn Benton but it's taking some time as they're still trying to decide what sorts of questions should be asked to define the data, as well as how to present said data in graphs that are easy to read and understand. The data shows that the some people will put math off as long as they can, but that drives up their anxiety over the course material, and one of the reasons these new pathways are being created is to avert this trend.

2. Holiday gift cards for Lincoln County foster teens – SNO/Lynn Barton continued...

Guest speaker Stephanie, a nursing student, introduces the foster teen gift program and the upcoming bake sale. The gift program is welcoming at least two \$10 gift cards for each teen, with a

\$1500 goal. The huge bake is sale Monday, November 20, between noon and 3pm, and again Tuesday, December 5, noon to 3pm.

The foster teen gift program is something SNO has been doing for years (SGA and PTK are also involved) and it's only grown and become more successful, with every year including more kids. The idea is introduced that maybe next year OCCC can gift some classes to the kids, as this is a group in which a smaller percentage go on to higher ed.

4. Aviso update with Cindy.

Ben and Cindy introduce the recent updates to AVISA, working off of the topics of student success, early alerts, and ways for faculty to address concern students. An academic planning module is in the works as well, with a hopeful soft rollout in the winter term. They would also like to eventually add tags for cohorts as ways of identifying groups of students, as that's a helpful way of tracking issues and will help in creating predictive analytics. Full implementation and analysis will require at least a year of data, however.

Currently, AVISO is working great. Concern students are being addressed sooner than ever and solutions are being found. This is especially great as it's catching students before the deadlines for withdrawal and drop. It's easier now to track the reasons for student issues. It is discussed how long alerts stay "open", however, and it's explained that AVISO alerts stay open on the advisor side for about 48 hours, and after that they undergo a "soft close", which means the advisor has done what they can but the alert still remains open. While alerts are "closed", it doesn't mean they're fully closed, just that all the actions that could be carried out have been carried out.

Reviews of the AVISO program, by both students and faculty, have been overall very positive. The feedback is especially focused on how detailed and helpful AVISO is.

5. Professional development program with Joy.

Joy discusses professional development. She's looking for people who want to be part of the professional development committee. She wants this group to be a cross-section of all employees so that it meets all needs. Dave offers to help her on this, and the two of them will report back on the project in a future meeting.

6. CoCo charter reflection/discussion led by Ann Wales

Ann introduces the homework on CoCo charter/reflection discussion from the previous meeting. Everyone takes a few minutes to get in groups and talk about what we reflected on. Groups separate for 15 minutes of independent discussion. (refer: CoCo charter handouts)

ON RETURN, ANN asks each group to report succinctly given lack of time to go too far in depth.

MARGE, DARCI, JOY, MARION group: needs to be more inclusive for all staff and faculty, almost there, not quite. More opportunity to share ideas that be given info. Not enough conversation and not enough time to conversation, though that seems to be changing recently and it's a good thing.

BEN, CINDY, KIM, did we agree to COCO model on handout? They think we don't follow it, re: agenda or talking about it. Student success should always be on agenda. Ditto to inclusiveness. Good to have clarity on decision-making authority and transparency on how things happen.

WILL, ALYSSA, AMANDA, student success ditto. Needs more meetings to address everything.

DAN, TABITHA, LAURA, PATRICK, ALBERTO, DAVE, ROBERT, how the circles (on handout) would exist outside CoCo, i.e. need individual groups/committees. Student success ditto (need students in COCO), presenting more of the material before, via handouts, so more questions can be asked rather than spent on presenting.

LINDA, BIRGITTE, SHARON, CHRIS, SPENCER, purpose statement for COCO is great, membership section good but probably need to review student representatives section to reflect whatever process

we end using to appoint students, and under design of meetings, using tech to be more inclusive, bubble model ditto, i.e. subcommittees to ease time constraints, and might be worth looking at ICAT stuff in bubbles.

Ann mentions she'll collect these ideas, think on them, and brainstorm next steps for the next meeting.

7. / 9. / 10. Planning topics for discussion, ICAT follow-up, Eleven-year planning matrix, presented by Birgitte.

Item 8 delayed for as items 7/9/10 all presented by Birgitte, so done all at once.

Birgitte introduces the idea of "deeper discussion" topics for future meetings. This is the idea of spending 30min-1hr on a single topic that needs more in-depth discussion than COCO generally allows for, though this wouldn't be for every meeting (maybe 6/7 meetings a year). The idea of preparing and sending out materials ahead of time to allow less introduction and review of materials for more discussion of materials is also brought up and well-received.

An update is given on ICAT initiative implementation and where OCCC is on the 11-year plan calendar for accreditation (refer: calendar handout). The final year (Year 11) will be OCCC's first year running independently.

Birgitte has two announcements: 1) heard from Northwest and candidacy visit has been scheduled for April 9-11. OCCC, and 2) consortium was approved for 200k to fund early education programs, one for early childhood education and one for K-12 education, from Meyer Memorial Trust Grant. This is a partnership with local schools; "grow your own teacher" pipeline, like the approach with nurses that has been a success locally. The project is almost fully funded now.

8. Instruction Leadership Team update by Dan

Dan introduces an ILT team update. There is currently a review of policies between OCCC and PCC, for current use and for the future with regards to independence from PCC. There is a policy approval process in development; currently peer institutions are being reviewed for comparison.

Tutor liabilities and finals week plans are discussed, with regards to a questionnaire that will be sent to faculty (see: survey handout).

Dan reminds everyone that course evaluations are next week for fall term, and encourages faculty post survey link to CANVAS and to use class time to have students fill out the surveys for better response. Room requests, for any reason, can go to Tabitha, so if teachers would like to reserve a computer room for surveys they can ask her.

Spring term is going to be worked on soon.

Dan segues into discussing how the CANVAS contract was recently evaluated and rewritten/improved.

Lastly, Dan makes a call for more faculty to join ILT.

11. Student members of CoCo, presented by Cindy

Discussion begins on the student members of COCO, with recommendations brought up, along with discussion of how and when students should participate in COCO.

- Action item: nominate and vote on student representatives

MARGE nominates Waverly Sudborough, Second by Linda. All aye.

MARGE nominates Katherine Meredith, Second by Laura. All aye.

CINDY will pass on to Colleen that Waverly and Katherine were appoint student representatives to CoCo. Students will be expected to attend next CoCo meeting in December.

- Announcements:
 - Chorus concert December 12th at noon in Newport campus commons
 - **LAURA** would like to thank those who brought books, and that more can be taken, either to her or at the library. Book sale was postponed and will now happen in spring, so much material but need more! Students have been brought in to organize.
 - **KIM** announces that Jody is leaving OCCC for Lincoln County School District.
 - **LINDA** reminds everyone about mental health first aid. Dec 1st, if you have time, join in. 9am-4:30pm in community room. Email Linda if interested to join. Also brings up how SEAL workers were injured and is wondering if there's first aid policy/help. Ann Way will be offering first aid class Feb 2nd 12pm-3pm, tuition dollars can be used. If popular may be held again. Mentions that Chris has first aid kits for the school.
 - **JOY** adds on SEAL injuries. Is working on developing decision tree on what to do next regarding issue. Workers' comp not appropriate as they're not employees, so Joy will make clear path on what to do should it happen again. **DAN** asks if there's a SEAL supervisor training? JOY says not yet but would like to. Also mentions the website will be updated with injury info for staff as well. **CINDY** mentions training was a thing long ago, and that Lucinda will know. **LINDA** seconds. **JOY** says she'll follow up with Lucinda.

- **ANN** recommends this issue be added to next CoCo's agenda and closes meeting.

- Meeting adjourned at 3pm. Next meeting is scheduled for December 8th.

Minutes taken by Tabitha Hoadley, Administrative Assistant, Office of Academics and Workforce