

College Council Minutes

March 9th, 2018

1:00 – 3:00 p.m.

Room 140, Central County Campus, 400 SE College Way Newport, OR

- Call to order – 1:02
- Attending: Ann Way, Darci Adolf, Ren Whipple, Spencer Smith, Alyssa Squiers, Waverly Sudborough, Patrick Misiti, Sarah Marquez, Linda Mollino, Diane Jacobs, Cindy Carlson, Ann Wales, Blake Hagan, Colleen Doherty, Marge Burak, Robin Gintner, Debbie Spicer, Dan Lara, Marion Mann, Lucinda Taylor, Tabitha Hoadley
- Review of minutes, Motion by Ann Way, Second by Kim, Approved
- Adjustments to the agenda – Birgitte adding to PTK announcement

Announcements

- PTK – Laura Hamilton – invitation to donate more movies, books, and music to the PTK donation drive. Book sale in May, exact date to come. Awarded 12 free gold stoles (? Ask Laura), students awarded invite to PTK for good grades. Birgitte— huge honor for the stoles. Presented to Laura 5-year PTK advisor pin.
- SNO sweet treats success; look for another fundraiser before Mother’s Day – thanks to everyone for buying sweets. Another fundraiser in May, to be announced by Lynn. Made over \$100 from bake sale.
- Medical Assistant program changed from Nationally Certified Medical Assistant Program (because PCC), but can’t use “certified” though (because of actual certifying body), so now it’s Medical Assisting Program
- Inclusion and Multicultural Engagement display -new table by library services. Will change each month theme-wise, this month is Women’s History Month.

Information

- 1. Centering activity – Sarah Marquez**
 - a. Everyone took a few minutes to mediate and do a small chair yoga exercise.
- 2. Senior nursing interview volunteers – Linda Mollino**
 - a. Nursing student seniors reaching capstone
 - b. April 5-6 for mock interviews for students. 20 min interview with team then get constructive feedback, work in teams 3-4, standardized questions but vary use to students; they get benefit from interviewing with people they’re

not familiar with and most of these students have never had a professional interview or experienced group interviews. They will need resume, cover letter, and to “dress for success”. Passed sign-up sheet around for people to sign up as interviewers.

3. Pearls of Wisdom – Lucinda Taylor, quick update

- a. Event May 19, lots have offered to create activity stations, still looking for faculty and staff volunteers; we already have a number of sponsors; Lucinda is still reaching out to restaurants. Working on a possible black/white formal theme.

4. ASG update – Waverly Sudborough, Katherine Meredith

- a. Focus on a few upcoming events: finals week game night March 15 1-5pm in commons, beach cleanup march 24 (more details to come), partnered with Lincoln County food share to set up food table for students who don't have the money to eat a meal, calling it “forgot your lunch” (to avoid feelings of guilt/shame); goal is to have it up by first week of spring term, can be found in ASG office, possibly at the CTRC desk when ASG office isn't open.

5. Student Services update – Student Services team

- a. Ren reminds everyone of welcome week and passes sign-up sheet around.
- b. Ben talks about Oregon Coast Scholars for 3.5 GPA or higher getting free tuition for 2 years for high school students; 2nd annual CTE day coming up, great example of partnership with LCSD, there are several tours coming up in spring and student services wouldn't mind some volunteers to help guide tours.
- c. Kim for Aviso talks about quarterly calls with them to work on how data feeds into it and populates it, working on some issues, Commencement is coming up, planning committee invites coming up soon.

6. Process for student accommodations – Cindy Carlson

- a. Disability services: What's the process for deciding student accommodations? Students need to provide documentation of disability to Cindy, and how does it impact them academically? Once ascertained, Cindy determines appropriate and reasonable accommodations. When do students do this? Ongoing as these changes can appear at any time. While Cindy determines accommodations, they can't fundamentally alter the course or lower their standards.
- b. If you have questions on specific accommodations, ask Cindy. Most common accommodation? Extra time for testing and quizzes, time and half usually, sometimes double time, and distraction reduced spaced. What disabilities relate mainly to these? All of them; anxiety disorders, autism spectrum, ADD/ADHD... Another common accommodation is preferential seating, which relates to sensory, auditory, visual issues, etc. in addition to the previously listed.
- c. Documentation requirement is on signed letterhead (from physician or therapist for example), can't just say they have a disability. Student's documentation can transfer from high school to OCCC but not accommodation, that needs to be re-evaluated as federal guidelines for college accommodation are different from high school accommodation.

7. Instructional Leadership Team update – Dan Lara

- a. Has been reviewing those things we need to build on our path to become independent. Student services ex: financial aid is awarded via PCC so that's something we'll have to provide here eventually.
- b. Key components? Assessment. Comprehensive institutional learning outcomes. Confident that when student completes a degree at OCCC they'll be achieving these things—what will ours be? Discussion to be continued at spring in-service.
- c. What does it mean to look at program review for non-instructional team. We have someone from PSU for to help that: Mark Figueroa. For Instructional side. And the curriculum process is being looked at as well and what that may look like doing it ourselves. When we adopt new courses for the coursebank for ex. What does that look like at accreditation standpoint? Once independent, all curriculum adopted from PCC will make transition with us, then we have 3 years to approve everything or decide to not continue with it. In the meantime, we have the time to look over PCC's courses to see what we might want to try.
- d. Academic policies, developing capacity? This is a conversation that needs to be held and a committee is to be formed for academic policies—the syllabus falls under this. PCC has required syllabus elements and suggested elements, what will this look like for us? We will be sending out syllabus survey to faculty to see what's working/not working and take that info back and create a work group to rebuild, then bring back to Coco, and try to have it done for start of next academic year (18/19).
- e. Instructor qualifications is another important field we're working on. How do we determine now? PCC's qualifications. We'll need to develop our own. Only ones we don't currently need to build are nursing, medical assisting, and aquarium science—already have these. Who at PCC sets the qualifications? SAC (subject area committee—each works on their own area). PCCs qualifications are very specific for them and our needs will be different once independent (urban vs rural for ex.). Might keep some same, might adjust others. Who makes that decision here? OCCC has no SACs. Qualifications need to be appropriate to field according to NWCCU. We are hiring math position, closing next week. Posting for ECE is now out. When we have vacancy, we look at what are our needs and evaluate any changes may need to be made. Jody's position is being remolded into an Associate Dean of Instruction—will take on Title II, will also be working with associate faculty. This position will begin next fiscal year. Two new medical faculty positions will be posted as Debbie Spicer is retiring and Diane Jacobs going $\frac{3}{4}$ time, so looking to cover those classes.
- f. Review of [COM 228](#) for adoption into curriculum at next CoCo.

8. Achievement scorecards for mission fulfillment – Dan Lara

Action items

9. Adopt LIB 127
 10. Adopt BIO 141 & 143
 11. Accept the [OCCC Self-Evaluation Report](#) for candidacy
- Approved all at once- Motion by Marion, Second by Diane. Unanimous approval.

Discussion Items

12. National School Walkout – Matt Fisher

- a. Not sure of K-12, or if college doing this too. National School Walkout is planned nationally for next week, in response to gun violence and the school shooting in Florida. PCC sent memo out that it's ok for students, staff, and faculty to support this on March 14, for 17 minutes at 10am. Is OCCC doing anything in regard to a potential walkout?
 - i. Discussion ensued, various viewpoints expressed. Birgitte offered to provide employee guidance via email, as follows:
 1. Asking that faculty allow students to participate,
 2. To allow faculty and staff to participate,
 3. To clarify not a college organized event but rather a student led event
- b. Motion by Debbie, Second by Matt, for Birgitte to issue statement in support of OCCC participating in walkout.

13. Deep Dive Topic: Shared Governance / System of Governance

- a. Getting into six groups of between 4-6 to discuss shared governance and the comparison of systems at comparable Oregon community colleges. This information will be gathered and examined at next CoCo.

Remaining College Council meetings:

- April 13
- May 11
- June 08

- Meeting over at 3:03pm