

## College Council Minutes

December 13<sup>th</sup>, 2019, 1:00 – 3:00 p.m.

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

- Call to order: 1:00pm
- Attending: Darci Adolf, Larry Boles, Jason Bradley, Greg Dewar, Shaneon Dinwoodie, Colleen Doherty, Emily Fasnacht, Dana Gallup, Laura Hamilton, Tabitha Hoadley, Diane Jacobs, Tracy Jones, Oscar Juarez, Ben Kaufmann, Dan Lara, Bill Lilley, Marion Mann, Shannon McKibben, Patrick Misiti, Linda Mollino, Tony Noble, Karen Pfaff, Dave Price, Will Quillian, Birgitte Ryslinge, Steve Seney, Spencer Smith, Ann Way, Alison Williams
- Review of minutes and approval vote – Motion to accept by Karen, second by Shannon McKibben. All aye, minutes approved.
- Call for adjustments to the agenda – Patrick doing Ann Hovey’s item (Ann unable to attend), instead of ACS update, getting ATF from Laura, Action Items going in ILT update (EMS removed for further consideration by ILT due to more changes at PCC). Motion to accept changes by Alison Williams, second by Shannon McKibben. All aye, agenda changes approved.

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### *Information & Discussion Items*

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#### **1. President’s update – Birgitte Ryslinge (see handout)**

- a. Update on ongoing accreditation process
  - i. Official report available on the website for everyone to see soon
- b. Reminder of our commendations and recommendations, and an update on the progress of recommendations
- c. Congratulations to Darci Adolf and Chris Rogers in particular for the commendations they explicitly received from the team
- d. Migration to new ERP, CampusNexus, replacing SharkNet and Aviso
  - i. On the verge of going live. There are three modules: student, finance, and “engage” (student contact/contact manager, replacing Aviso). Student contact will be first to go live, then finance, then engage.
  - ii. There will be a few bumps as the transition process begins
  - iii. Trainings on how to use the modules will be planned, as close as possible to implementation
  - iv. There will be a lot of messaging to students on all of these changes and we all need to be on the same page, so please read handouts to stay informed

#### **2. Instructional Leadership Team — Dan Lara/Paul Lask**

- a. Major functions of ILT: curriculum, academic policies, core theme planning for educational pathways, and ILT advises the CAO on academic planning and practices. These are conversations had in ILT, which is comprised mainly of faculty, plus core members of related areas.
    - i. Working on evaluating core theme indicators for educational pathways
    - ii. Evaluating academic policy approval process at PCC and what it could look like for us and adapting that language to our language
    - iii. Looking at how core themes relate to programmatic success
      - 1. Evaluating area program reviews (Library, AQS, Science, Math, with Nursing and GED in process) in the lens of core themes
      - 2. Come January we'll be looking at departmental requests in response to these reviews, which then move on to CAO who will pass on to budget committee
  - b. Pulling EMS105/106 from consideration for action vote, as they're increasing in credits at PCC because PCC is creating a certificate that we haven't adopted. Linda Mollino would like to continue evaluating this before adopting.
  - c. Introduction of ALC53 as action item for January – Laura Hamilton
    - i. Been working with Paul Lask who formerly taught ALC53 at PCC to look at this class.
    - ii. Would like to make it a hybrid class (3 hours in-class, 3 hours out-of-class)
    - iii. Would be a companion class to WR115/WR121, with a hope that a student successfully completing ALC53 could move directly onto WR121
    - iv. Coming up for vote for approval in January
- 3. ~~Accreditation Steering Committee~~ — Ann Hovey Assessment Task Force - Patrick Misiti and Laura Hamilton**
- a. Evaluating tools and process of assessment
  - b. Planning trainings for faculty on how to complete assessments
    - i. Want to find a way to divorce the process of grading from assessment since assessment takes place at end of term, same time as final grades, and it's natural to adapt those to each other though that shouldn't be happening.
- 4. Student Services Management Team — Ben Kaufmann**
- a. Wrapping up the search for an advisor to replace Colleen, interviews done
  - b. OTD – Oregon Transfer Days coming up January 14<sup>th</sup>. Nine universities from around Oregon coming to speak with students about transfers, applications, etc
  - c. Theresa is moving offices to instruction, but will continue advising ECE/ED students. She will be planning activities for pre-in-service teaching development. Continuing universal design work and addition curriculum development in the education pathway.

- d. Navigate update: meeting students on a regular basis, even one-on-one, across LCSD. This is what Tracy Jones has been working on.
  - i. Over one thousand student interactions and a dozen events
  - ii. Tracy has also helped a lot in data tracking on students interested in, or considering OCCC. She's also tracking what programs students are interested in.

**5. Equity and Inclusion update — Ben Kaufmann**

- a. Still working on cultural competency bill implementation
  - i. Training being planned for current and incoming employees and making the training more consistent
    - 1. Also working on a standard vocabulary
  - ii. Planning on having two E&I meetings a month throughout 2020

**6. College Council charter re-evaluation committee — Chair/Co-Chair**

**— Faculty Forum Option**

- a. The idea is cleaning up the charter further and specifying more operational aspects of College Council, as adoption of charter had to move kind of quickly and now we have time to flesh it out.

**— Charter Language – Marion Mann**

b. Clarifying pathways, what goes where, what needs to go to CoCo, etc. Charters are legal documents created to bring an organization into existence as a legal entity. It creates an official body advising the president. But that doesn't clarify operations. By-laws also need to exist within a charter, which are the rules or laws established to regulate the body. Language for both the charter and by-laws need to exist. Is CoCo the place for anyone to bring anything up? Importance of identifying appropriate pathways. Should there be a Faculty Forum group, since other groups have their own meetings but faculty don't.

- Karen Pfaff suggests an organizational group flow chart of who reports to who and what their duties are, who makes decisions (a cross-process flowchart).

- The college has a structure common to most colleges. Employees, supervisors, processes, and policies, etc. The intention of a College Council is not to circumvent the normal processes, it's meant to be a place of discussion for issues that have cross-functional implications within the college, and it has in its power to make recommendations to the president. The president can also go to the council for advice or input on wide-ranging issues.

- There is a chart of responsibilities available on the website, along with a listing of various committees.

- The creation of a faculty forum (or senate) would be up to faculty
  - May be difficult to motivate some faculty, who already have representation in CoCo, to participate in a forum, which would bring questions on any decisions made or the pathways for address.

- There's a belief that faculty should just be getting together to share and learn from one another, not

necessarily to just fix problems. Teaching and learning activities, discussing curriculum, changes and more.

- This group could eventually become an advisory/reporting group like the others that report to CoCo, but that wouldn't have to begin right away.

- Could be useful to do a more thorough assessment of faculty thoughts on the creation of a faculty forum.

- If an email goes out asking for agenda items then what is the point of a faculty forum? Should the email be re-evaluated if all items come from committees rather than everyone. Can anyone ask for anything be brought CoCo or do chairs have a role as acting as filters, who direct people to more appropriate paths?

- Likely won't be resolved soon, and should be discussed further.

- Needs to be addressed through changes in the charter. Good idea might be to focus on each area of the charter one at a time.

- Alison William, Marion Mann, Ann Way, Tabitha Hoadley, Karen Pfaff, Oscar Juarez, all volunteer to be on committee, and Ashley Brust will be invited.

#### **7. Associated Student Government update – Dana Gallup, in place of Ashley Brust**

a. A big thank you for all the generous support the food drive the last week of term received. It was a hit with the students.

i. Ann Way suggests doing it again prior to Spring Break

b. ASG has sent out requests for classroom visits via email, to inform students on ASG, its role, what it does for students, and activities it creates.

#### **8. Reading Apprenticeship Update — Laura Hamilton cancelled for time**

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### *Action Items*

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#### **Quorum Met**

#### **9. Adoption of PCC Curriculum Changes — Course descriptions: (10 minutes)**

- ASL101, ASL102, BA209, LIB101, MTH58, MTH98, WR240
- Motion to approve courses as whole in a group by Ann Way, second by Shannon McKibben. All aye, no nay, no abstain.
  - **Approved**
- Motion to approve PCC curriculum changes by Karen Pfaff, second by Ann Way. All aye, no nay, no abstain.
  - **Approved**

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## *Announcements*

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- Pearls of Wisdom — Emily Fasnacht  
- March 7<sup>th</sup>, 2020, the 2<sup>nd</sup> annual event! Tickets are live on Eventbrite now! It'd be awesome for students to participate, if faculty could let students know. Also seeking faculty classroom hosts to volunteer to show/explain to guests what their class is and what they do. The purpose of the event is scholarship development over time, to court donors. The capacity for guests is about 100 people.
- Bill Lilley – added announcement that one of his students has been awarded a NASA grant for her project on micro-meteors in the winter term. They'll have to present at OSU in May in conclusion of the project.
- Birgitte Ryslinge – OSU's long-term president is retiring. Their new president will be F. King Alexander, coming from Louisiana State University. Looking forward to building this new relationship.

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## *Future Meetings*

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- Jan 17  
Feb 14  
March 13  
April 17 – is spring in-service, will be rescheduled  
May 15  
June 05
- Out at 2:50PM

### College Council Voting Representatives

#### Faculty

Lynn Barton – **absent**, Diane fill  
Patrick Misiti / Laura Hamilton  
Will Quillian  
Alison Williams  
Ann Way  
Tony Noble  
William Lilley  
Karen Pfaff

#### All Managers Group (AMG)

Ben Kaufmann  
Spencer Smith

Steven Seney

Classified

Shaneon Dinwoodie

Colleen Doherty

Tabitha Hoadley

Shannon McKibben

Associated Student Government (ASG)

Ashley Brust – Student, **absent** (Voting rights temporarily ceded to Dana Gallup — Student Services)