

# College Council Minutes

January 12th, 2018

1:00 – 3:00pm

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

- Call to order – 1:00
- Introductions – ice break question  
Attending: Diane Jacobs, Ann Wales, Spencer Smith, Kathleen Andrews, Marge Burak, Ren Whipple, Marion Mann, Cindy Carlson, Patrick Misiti, Lucinda Taylor, Ben Kaufmann, Waverly Sudborough, Debbie Spicer, Katherine Meredith, Alyssa Squiers, Larry Boles, Linda Mollino, Darci Adolf, Kimberly Jones, Bill Lilley, Dan Lara, Will Quillian, Blake Hagan, Tabitha Hoadley, Robert Rodger, Alberto Flores
- Review of minutes, corrections made. Motion by Marion, Second by Marge. Approved.
- Adjustments to the agenda: Kim doing the note on emails rather than Cindy.

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## *Information and Discussion Items*

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### • **Instructional Leadership Team (ILT) update – Dan Lara**

Course/program approval process: Currently ILT reviews structure of courses and programs and then advances them to CoCo for consideration. CoCo is curriculum approval body, then goes to President, with board having final approval (when approving a program-courses' final approval is President). As PCC is the contracting college, all approved curriculum must also run through PCC. In parallel the state needs to approve a new degree program.

Once independent we'll need to sit down and discuss curriculum creation—scope, sequence, breadth and depth in approval process. Definitions to come. Over next 18 months, ILT will bring curriculum process proposals to CoCo for review: "This is what we're looking for at OCCC when reviewing curriculum"; the process was done for us via PCC in the past. We haven't identified our own criteria so we need to do that. First item will be a flowchart.

Digging down into four new classes for education path, and the classes for the early education career pathway certificate. Funding from different sources for adding transfer path for ed. and less than one year certification for early ed. pathway. We need to add four classes for students to continue onto 4-year college to complete the education pathway. MTH 211/212/213 already exist and are approved. The four new ones are ED112, ED224, ED251, and HE 295. Working with Lincoln county school district and their 7 schools, plus Tillamook, to get students for classes. Will have opportunity for high school students to take some courses for dual credit. Come to us to start, go on to Western Oregon University for year 3 and then come back to Lincoln County for cohort for year 4 for their in-class practicums. 15 students ideal for WOU cohort.

Budget for setup provided by grant and Lincoln County School District. LCSD providing space for practicum (cubby preschool) and Headstart partners. One new faculty for those classes. Lauren Sigman (ECE Coordinator at LCSD) and Jamie Rodrick (ECE Chair at PCC) are assisting with initial program planning and practicum set-up. PCC and LCSD subcontracting to help us prepare till we've hired the full-time staff member.

For Early Childhood Education, LCSD currently contracts with Chemeketa for Dual Credit. Counting both dual credit and on-campus students, the ECE Certificate can serve up to 30 students.

For the Education Transfer Pathway, Tillamook will deliver the Math Education courses for the pathway while OCCC will deliver the Education Theory courses. LCSD very interested in grow your own teacher idea. They're going to sponsor 5 students through program and 30 applications. Full time faculty will be for ECE not K-12 ED.

Instructor Qualification for both ECE and ED courses will follow those recommended by the PCC SACs (see [PCC Instructor Qualifications](#)).

The ECE – 36 credits, with prerequisites to get into program. WR115 or IRW115 and MTH20. Need to pass background check, possess Oregon food handlers card. 13 classes they need to take of ECE120, ECE121, ECE121I, ECE123P, ECE124, ECE130A, ECE130B, ECE131A, ECE131B, ECE133, ECE134, ECE196, HE112, HE262, HEC201.

15 high school students interested in participating already. Looking to recruit another 15 from community. Want to secure outside funding for program cost (about \$4k). About \$11.64 average for salary in this field in this area. PCC already gone through approval process for classes, CoCo just needs to approve. Then goes to President and then to board for approval.

**ACTION ITEM:** Motion to approve 4 new courses for K-12 ED path.

Motion for vote: Patrick, Second by: Will

Vote: abstain, 2; yes 10; no 0

**APPROVED**

**ACTION ITEM:** ECE pathway:

Motion for vote to send to BR: Will, Second by: Bill

Vote: abstain, 2; yes 10; no 0

**APPROVED**

Discussion of actions: Program should be self-sustaining by year 3 or 4. High churn at high school from out-of-area instructors, plus high need for ECE people for daycare etc. Potential hires less likely to want to move to area because of issues like finding a home, weather, small community, etc Would be better for community for new hires to already be from area.

Outreach to Samaritan for funding and assistance? Good Samaritan may have some interest in providing funding to help community expand childcare offerings.

• **Student Services updates.**

**New weekly email – Kim Jones**

Constant Contact is now used to send the emails. Layout/format changed/updated/modernized. Also used by Clatsop Community College. Easier for pictures, links, and has a polling feature. Analytics data also tracked for open and click rate. Average open rate is 16% nationally; ours is 35%. Our click rate though is only 2%, when higher ed. average is 9%. Work to be done to figure it out and improve.

**College Connect Day – Kim Jones**

On Tues Jan 16. Volunteer sheet passed for calling students to see if their term is off to a good start. CCD is about making sure students are doing well, if they need any assistance, letting them know about upcoming BBQ. The calls are like a “proactive early alert”. Lunch is provided. Very helpful when new LMS was introduced, as it prevents at least some kids from falling through the cracks. Is a full day, so you can start any time after noon. A sheet will be provided with talking points.

**Navigate program – Ben Kaufman**

See Navigate handout. Overview. Is at high school on continuous basis. Arrangements were made with each individual high school so dates of visits vary from more to less. Talks still ongoing so there are hopes to grow program at each location. Benjamin Constantino is no longer with us.

**College Applications – Cindy Carlson**

Following four-year model of acceptance with a packet and an email from BR. Outreach events for filling out financial aide and in the hs's. A final event called "check us out" open house— maybe combine forces with Lucinda's idea of an open house.

• **Pearls of Wisdom, foundation event (May 19, 2018) – Lucinda Taylor**

Replacing Oyster Cloister fundraising event will be Pearls of Wisdom this summer. This is a friendraiser and a fundraiser. When an event no longer meets needs, it needs to be changed or updated. Lucinda went to several different events over the years and spoke with people to find what we need—the big idea being to inform the community of all the great things we do (re: classes). Raise funds and awareness of all the good we do in the community.

Pearls of Wisdom will feature different booths/stations through the college highlighting departments. It will be a fun, festive, social, formal, and interactive event. Faculty, in creating booths, ask what do we want to represent "us", try to be interactive, i.e. talking mannequins from nursing dept. or creating haikus for writing, or block print notecards for art. "Event" booths starting on, perhaps, the half hour. Event/activity should last 15/20 minutes to allow for movement between booths and socializing. Different restaurant and/or wine/beer represented at each booth. Finale goes back to commons for a paddle raise.

Already working with organizations to sponsor. Beer and wine already secured. Wine pull an option as well. Thinking about \$100 a ticket. Maybe two weeks later hold an open house at no cost with cookies and punch to pull in the rest of the community; maybe have raffle baskets at that open house events. If you'd like to help, contact Lucinda ([lucinda.taylor@oregoncoastcc.org](mailto:lucinda.taylor@oregoncoastcc.org)) by Fri Jan 26. You could also drop by. Need help putting together booths and staffing the event. Wants to raise enough money to cover scholarships for ECE students or for a program to award grants to faculty for special programs.

Suggestions about possibly adding a culinary competition at the event.

• **Writing 246: Editing and Publishing, Waves – Patrick Misiti**

Going onto 14<sup>th</sup> edition of Waves. Student, faculty, and staff submit to it and students help with editing/publishing. WR246 is a new editing and publishing class that works partially on Waves. Create a system for future sustainability. Possibly creating a student-driven newsletter with a sustainable system as well.

If anyone has connections or tools with publishing/editing (print, social media, web, etc) or ideas for projects they could help with, contact Patrick ([patrick.misiti@oregoncoastcc.org](mailto:patrick.misiti@oregoncoastcc.org)), i.e. running a mini ad campaign. Anything really with layouts.

Sitting around 5 non-student contributions each year and would like to increase to 10. Waves publishing party in June. Wouldn't mind speakers coming into class to discuss relevant material as well. Submissions can include photography, art, fiction, poetry. More details will be found on the webpage and in advertisements. There will be a selection committee, so if you don't want to submit anything you could be on the selection committee.

The newsletter is being run as club; sort of like a student newspaper but a bit smaller.

• **Facilities and first aid kits – Chris Rogers**

Changes being made with regards to first aid kits. All have been replaced, except north campus which will be done on Sunday. Five more been added to central campus. All meet ASI standards. They're on contract and will be replaced by Fastenal every 3-4 months. An AED inspection once a year. Training on AED usage in talks/planning. Signage identifying everything is the last step and will be done soon. Carpets were cleaned over winter break. Preparedness efforts under way. Rocket stove on the way. Aquarium donated 1000 uniforms. Solar panels being discussed. Ham radio has been installed. Chris will have a ham radio license in 12 weeks.

• **Aviso – Cindy Carlson**

No updates this week.

• **Deep Dive Topics for 2018 – Dan Lara**

See deep dive handout regarding previous CoCo meetings decision-making activity on what topics we'll be going over in deep dives. Shared governance is the topic at next meeting (Feb). March, April, May next topics. Possible addition of June.

Possibilities (from handout):

- Becoming a Student Ready College (group read book) - maybe save for after summer break to give people enough time to read
- Emerging models in delivery of instruction
- Commitments for student success statements
- Co-curricular activities - Cindy offers the idea of a monthly thing, lecture, etc of co-curricular activities. These are things we think would be interesting and important for students as well as for us (guest speakers, etc). Marge thinks that should come from student interest. This is a gap area for us re: accreditation.
- Colleen brings up the importance of the company culture topic and that the following topics should fall under it: intentional approaches to org. culture, sharing of org. chart, ensuring collaboration of policy, role clarification. Possibly all of this falls under shared governance?
- Equity and Inclusion should be part of every discussion not just deep dive. Viewing actions through an equity lens.

**February** is shared governance, **March** is co-curricular activities. At next CoCo we'll decide on April and May.

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*Action items*

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Done during **Instructional Leadership Team (ILT) update – Dan Lara.**

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*Announcements – From Ann (pulled from site calendar)*

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- Scholarship application opens January 29. Due March 11, 2018
- Oregon Transfer Days: January 23, 10:00 a.m. – 1:00 p.m. in the commons. 13-14 schools sending representatives. WOU among them for first in long time.
- AFT-OCUE: faculty contract negotiations will begin soon; we are always accepting
- new members (faculty and staff). Contact Ann Wales, [ann.wales@oregoncoastcc.org](mailto:ann.wales@oregoncoastcc.org).

NEW:

From Ann – if anything found on shared governance for comm colleges, send to Ann.  
From Colleen – women's leadership conference. Students going. We sponsored one student last year. Very intensive program that takes place in June. Posters pasted among campus.

From Lucinda – marketing team will be updating whats going on around town. If you have program coming up send info to Lucinda or Dave and they can include it in press release.

From Sharon – new OCCC swag in store. Staff/Faculty get 15% off.

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*Remaining College Council meetings:*

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- Meeting closed at 3:01pm.

- Next meeting will be Feb. 09.

**LOCATION CHANGE:** we will meet at HMSC. Look for further details in the upcoming CoCo reminder e-mail, regarding lunch and travel to and from meeting.

Mar. 09

Apr. 13

May 11

Jun. 08