

# College Council Minutes

December 8th, 2017

1:00 – 3:00pm

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

- Meeting Called to Order at 1:03 pm.
- Introductions made.  
Attending: Birgitte Ryslingle, Cindy Carlson, Tabitha Hoadley, Ben Kauffman, Ren Whipple, Darci Adolf, Joy Gutknecht, Kim Jones, Alyssa Squires, Matt Fisher, Linda Mollino, Debbie Spicer, Ann Way, Lynn Barton, Colleen Doherty, Ann Wales, Marge Burak, Sharon Hahn, Laura Hamilton, Marion Mann, Blake Hagan, Lucinda Taylor, Dan Lara, Alberto Flores, Robert Rodger, Waverly Sudborough, Katherine Meredith
- Reviewing minutes, corrections made. Motion by Birgitte, Second by Linda. Approved.
- Adjustments to agenda: Linda, Laura, Birgitte, and Darci all add announcements.

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## *Information Items*

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- **Films on demand, Library – Darci Adolf**  
New tool for films on demand in Canvas. Darci gave us a demonstration in Canvas.
- **Welcome Week Signup for winter term – Darci Adolf**  
With Jody gone, Ren is taking over Welcome Week with help from Darci. Still looking for sign-ups for first week of winter term; would like it filled before everyone leaves for winter break. Form is available online as well, and hours have been expanded 7:30-6:30. ASG students might join staff at the table but won't be taking official shifts.
- **Departmental Change Workshop, Biology Department – Matt Fisher**  
In October the Biology department went to Seattle for 3 days where they participated in a Departmental Change Workshop, supported by the National Science Foundation, about how to make effective changes in how science is taught. Will be thinking about implementing these changes (ex: how evolution is taught, student success with new program, etc). Were trained in "systems approach/thinking" and wanted to inform CoCo as it may help other faculty.
  - Institutions are very complex and need to think about that complexity in implementing change. Can be difficult to push through changes. Matt recommends asking himself, Alyssa, or Marion if anyone is interested in learning more about the approach. They have rubric's and posters to share as well.
  - Marion adds that this workshop came at the right time as they're currently working on building and improving the department.
  - How to implement. 4 frames: structural, HR, political, and symbolic. If you really want to implement change, you need to consider those four frames and how they apply. "Levers of change in different frames", to make sure changes really take hold and are followed through.

- **College Application Week, Student Services – Cindy Carlson and Ben**

Update on academic planning component of AVISO: not quite ready but are planning on updating CoCo at each meeting with the progress made. At Bakersfield National Best Practice they learned about a process to attract more high schools and double FTE goal.

- This process affects "Summer melt"; students apply for college after senior year and yet for some reason don't end up going to college. 40% of student experience this, with community colleges experiencing it at higher rates. Work issues, less support after high school, first generation students unaware of steps to take for starting college, all contribute to the issue. Last year Newport HS tried to lower this by inviting graduating seniors back to school during the summer to check in on their college admission and readiness progress.

- College Appreciation Week. 116 applicants from high school in 10 days, at NHS, THS, Waldport, and Siletz. First steps from us after this: email from student services, then letter from Birgitte. During the year then will be financial aid events, "check us out" sort of open house event in spring, and orientation/registration event at the high schools. During summer will be "summer melt" events throughout LCSD, plus Shark Bytes. This process is for everyone but mainly to follow this targeted group (HS students + their parents and family).

- Question: How to connect Navigate/Student Services to faculty for helping these HS students just starting. Reach out to Ben with specific issues and ideas for resolutions.

- **Instructional Leadership Team update – Dan Lara**

No update, as no meeting last week because of Accreditation visit. Next time though will be a look at metrics and the new education certificates (pathways for both early education and k-12 education). Will be practice for developing our own pathways. New classes will be brought to CoCo for approval/evaluation in January.

- **Follow-up on CoCo Charter Reflection/Discussion – Ann Wales**

See: Handout on CoCo Council: Feedback and thoughts for next steps.

- Handout is a starting point. College Council original charter approved in June 2015 and is outdated. New charter doesn't refer to decision-making guidelines so currently refer to previous CCI (original CoCo) guidelines. If consensus not found on an issue, then vote needs to be taken. Looked over strengths and changes needed (see handout). Need to look at and define shared governance-- for future meeting. Can refer to NWCCU standards of governance for now. Resources shared (in handout) on where to find more information on shared governance and related standards. Ann Wales would appreciate any evaluative/scholarly articles and information found on shared governance within smaller institutions/community colleges.

Birgitte mentions that NWCCU visitor Val Martinez was pleased that this (shared governance) is a question we're asking and evaluating for implementation at an appropriate level for our organization. Possible future deep dive topic, in anticipation of future NWCCU/accreditation visits.

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*Discussion Items*

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- **Deep Dive Topics for 2018 – Birgitte Ryslunge**

Setting parts of the agenda for meetings for the rest of the year. Choosing and finding topics for future deep dives, based on recommendations.

- Activity: everyone got into groups to look at different topics placed on the walls and rated with stickers for what they most want to discuss. Top rated topics will be first discussed.

Birgitte will review and let everyone know what those topics will be at the next meeting.

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*Action items*

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**None**

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*Announcements*

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**Lynn** - Fundraising for Foster Teens of Lincoln County, hit mark to provide two gift cards per teen! Bake sale success!

**Marge** - Chorus concert: Tues. 12/12 @ 12 pm, Newport commons

**Debbie** - As you go into winter holiday, will take donations of winter clothes. Winter party at St Stevens Church. Women's March coming up, email if interested

**Laura** - See Laura for receipt for taxes if you've donated books. Books still being accepted. Also taking dvds and cds.

**Birgitte** - Thanks everyone for work and commitment during the year and wishes everyone a great winter holiday and reminds everyone about the holiday party on Dec 15 1-4

**Darci** - Will try to bring some of the new books and movies in the library to each CoCo for staff to preview. Lincoln County Library District meet monthly and at the last one Darci attended she was recommended some games to lend to students. Games must stay in building and are lent for one day at a time. New games, in addition to chess and checkers, are Sorry!, Cards Against Humanity, and Pandemic.

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*Remaining College Council meetings:*

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- Meeting closed at 2:58pm

- Next meeting will be Jan. 12

Feb. 09

Mar. 09

Apr. 13

May 11

Jun. 08

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