

College Council Minutes

May 10, 2019, 1:00 – 3:00 p.m.

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

- Call to order: 1:01pm
- Attending: Darci Adolf, Kathy Andrews, Tom Boyce, Marge Burak, Cindy Carlson, Greg Dewar, Colleen Doherty, Matt Fisher, Joy Gutknecht, Laura Hamilton, Tabitha Hoadley, Diane Jacobs, Oscar Juarez, Marion Mann, Shannon McKibben, Patrick Misiti, Linda Mollino, Tony Noble, Karen Pfaff, Kimberly Puttman, Will Quillian, Birgitte Ryslinge, Steve Seney, Spencer Smith, Layton Spence, Waverly Sudborough, Alyssa Squiers, John Watson, Ann Wales, Alison Williams, Penny Williams
- Review of minutes: Motion to accept by Patrick Misiti, second by Shannon McKibben. All yay, April minutes approved.
- Adjustments to the agenda: Waverly doing Rainbow Riot announcement instead of Patrick, Diane has an announcement

Information & Discussion Items

1. **President's update – Birgitte Ryslinge (see handout for full details)**
 - a. Working on independence visit for October. A brief biography on the chair can be seen in the President's Update in the handouts. Self-evaluation report (SER) due six weeks prior to visit, all manager's group (AMG) is working on updating their respective sections. Standard 2, the biggest densest standard, is the current topic.
 - i. Reminder on the five recommendations from previous visit
 - b. Draft budget for next year is now complete. It will now go to the external budget community, as dictated by Oregon statutes. All positions, including vacancies remain. Two new positions coming: a part-time transcript evaluator, and a three-quarter time STEP coach. New budget also includes the \$10/credit increase and lowering the college's reserve.
 - i. Next Wed 6pm is the next budget committee meeting, all welcome to come.
 - c. In 2017 CoCo was involved in ICAT assessment and found 7 topics that were worthy to focus on. In June there will be a brief written update on where we are with those topics.
2. **Office of Instruction/ILT update**

Professional development application and rubric* – Marion Mann

 - a. Coming out of ILT. See handouts for the application and rubric. There was no consistent process and when it came to multiple applications there was no process, and it wasn't something done by peers. Rubric was created to make grading applications fair and complete in addressing needs for funds for professional development. This may not need voting by CoCo, but review is

appreciated and will be discussed at the next CoCo once everyone has had a chance to go over it. Final approval for adoption lies with the President.

- i. Just a note on the rubric. Some categories weighted more heavily than others, based on what's more important/higher priority when it comes to professional development.
- ii. Any questions can be sent to the subcommittee who put it together (all three please): Marion.Mann@oregoncoastcc.org, Alison.Williams@oregoncoastcc.org, and Paul.Lask@oregoncoastcc.org

Syllabus template* – Alison Williams

- The goal was to create an ADA accessible syllabus template. Alison put it together for ILT to review. Tables and images removed as they're unintelligible for screen readers. Content has been condensed with excess removed. Everything is clearer for students. Final approval lies with CAO and President. Any questions can go to Alison.Williams@oregoncoastcc.org

General education philosophy statement* – Patrick Misiti

- Assessment Task Force (ATF) worked on crafting PCC's general education philosophy statement for OCCC. Changes were made to adapt it to us. The goal is to have this ready for independence. This will hopefully be adopted via vote in CoCo next month.
 - Order could be re-thought for smoother transition between points.
 - The point of the document is to be referenced when looking at new general education courses and programs. Foundational principals but not a grading rubric. This is specifically for gen ed classes, not degree specific or CTE specific courses
 - For examples look at PCC's page: <https://catalog.pcc.edu/generaleducationdisciplinestudies/>
 - Questions can go to Patrick.Misiti@oregoncoastcc.org

3. Student Services update – SS team

- a. Dana says thank you to faculty for working with her on scheduling tests in the testing center
- b. Reminder to faculty to specify tutoring requests for students in its own alert through Aviso, rather than embedding that request in a general alert, so that Dana is notified
- c. High school matriculation project is the big project in student services right now. That's getting high school students registered. Holly has been out in the county getting students registered. This is to help alleviate 'summer melt' where students' decisions to go to college after senior year falter. Also offering a free texting service to help track these students.
- d. Theresa asked to pass on that the first two students in the education pathway certificate are moving on to WOU, as planned, this fall.
- e. This morning Theresa hosted a CIS (career information system) training to several college employees. If you have a need to assist students with CIS, you can contact her at Theresa.Harper@oregoncoastcc.org. The system has been revamped and there are new, great features.
- f. This is the time of year students tour OCCC so there are a lot of schools coming by in the next month.
- g. 2019-2020 academic calendar was approved by board and is now on the website. Next year's calendar is now being worked on.

4. Associated Student Government update – John Watson

- a. Earth Week was a success, and water bottle handout went well.
- b. There are still water bottles available so spread word that they are available for free at the ASG office. They will also now be available with the DoD in the evening for evening students. Staff and faculty can come pick up their water bottles now, still free but donations encouraged.
- c. SeaFans coral bleaching awareness event success
- d. Cinco de Mayo went great and had great participation. Plan is to hold it again next year.
- e. Upcoming: there is a student forum, on May 20 12-1pm in 151 at Newport, May 22 5-6pm in room 208 in Lincoln City.
 - i. Review of results from last student forum. Increase visibility of signage, inclusion of community, 'what we wish we knew', students wanted water bottle filling students (done!), mental health resource (improved!), ASL (voting today!), more hybrid courses
 - ii. If there are questions you think should be asked, contact John.Watson023@oregoncoastcc.org
- f. Rainbow Riot is the first gay straight alliance (GSA) group event. June is gay pride month, so Rainbow Riot will be held June 7. Color chalk throwing, water balloon fight, etc
 - i. Instructors can promote to students, along with the rest of June 7 event
- g. ASG is recruiting for new officers for next year, so share that news! Application is at the student services desk both in Newport and Lincoln City. Questions can go to Colleen.Doherty@oregoncoastcc.org

5. Equity and Inclusion update – Ben gone, update cancelled

6. Lessons learned from regional OER conference – Matt Fisher (seen handout)

- a. OER are textbooks and resources that are free for use
- b. Open Oregon Educational Resources lists all classes they know to be using OERs
 - i. Also lists available grants
- c. Rebus Community is a great place to find collaborators to work together with on OERs
- d. Not just textbooks available. There's also MyOpenMath, Virtual Biology Lab, and Open Learning Management Systems
 - i. At Carnegie Mellon there is the Open Learning Initiative, where they've built courses, which is a combination of OER text and homework system. It provides a lot of analytics for instructors based on student performance.
 - ii. Sort of a Canvas-type system but more course specific. Not as big, but students enroll into it.
- e. Open Pedagogy was a big topic: tailor student assessment to include projects that are openly shares, and modifiable by others (including future students), like wikis or student-authored textbooks/case studies
- f. The British Columbia Federation of Students were present at the conference, advocating for OERs.
- g. Questions can be sent to Matthew.Fisher@oregoncoastcc.org

7. Best practices for using Canvas – Darci Adolf

- a. Last year Darci met with Jan Bishop, Ann Wales, Jeanne Markle, and Alberto Flores, to adopt online instructional standards to adapt into a Canvas best practices. This is meant for all instructors, not just online.
 - b. Can be used as a checklist to encourage consistency across courses. These standards are based on Quality Matters rubric. Not for discussion, just informational. Will be on the website soon.
 - c. Questions can go to DAdolf@oregoncoastcc.org
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Action Items

Quorum Met

8. Adopt College Council Charter (see handouts for details)

- a. Removing phrase 'both full and part-time faculty encouraged to attend', it's repetitive
- b. Clarifying process of electing the chair and co-chair?
 - i. Will note announcement in April, nominations in May, voting in June
- c. Editing ILT for Office of Instruction under committees
- d. 3rd bullet point under voting structure, changing faculty to employees, same in design/membership. Say employee rather than specify.
- e. Specify a period for review: review voting structure at least every three years
- f. Remove the 'interested in public policy and governance' from student participation
- g. *Motion to accept by Laura, second by Shannon. All yay, no nay, no abstain, **approved** with changes noted above.*

9. Adopt CILO rubric for Communication (see handouts for details)

- a. *Motion to approve by Patrick, second by Karen. All yay, no nay, no abstain, **approved***

10. Adopt PCC's Academic Policies and Standards as OCCC's

- a. See here: <https://www.pcc.edu/about/policy/>
- b. *Motion to adopt Karen, second by Shannon. 13 yay, no nay, 1 abstain, **approved***

11. Curriculum Changes (see handouts for details)

- Adopt new courses: WLD 102 102 111 112 113 114 115 280A 280B 290 116A 116B 216A 216B 136A 136B 236A 146A 146B 246A 246B
 - *Motion to adopt courses and certificates by Will, second by Alison. All yay, no nay, no abstain, **approved***
- Adopt new courses: ASL 101 102 103
 - *Motion to accept by Waverly, second by Shannon. All yay, no nay, no abstain, **approved***
- Modify courses: ANTH 101 102 103
 - *Motion to accept by Shannon, second Diane. All yay, no nay, no abstain, **approved***
- Adopt new certificates: Shielded Metal Arc Welding Customized Career Pathway, Wire Welding Customized Career Pathway, Pipe Welding Customized Career Pathway
 - Voted under welding courses

Announcements

- Waves – Patrick Misiti – Waves publication party on June 7 from 5-7pm in the community room, all invited!
- GSA Rainbow Riot – Patrick Misiti – brought forth by Waverly under ASG update
- Phi Theta Kappa – Laura Hamilton – Induction ceremony June 7 at 11 in the community room, all welcome
- Mental Health First Aid – Diane Jacobs – brochures and resources at the welcome desk all this past week and got a great response, looking at other options for support for next year, email for work group will go out soon

Future Meetings

- June 07 (preceded by Celebrate Us and PTK Ceremony, and followed by Waves Publishing Party)
- Meeting closed at: 3:05pm

College Council Voting Representatives

Faculty

Lynn Barton – **absent**, Diane Jacobs sub
Greg Dewar – **absent**, Patrick sub
Patrick Misiti / Laura Hamilton
Karen Pfaff
Will Quillian
Alyssa Squiers
Alison Williams
Ann Way – absent, Linda sub

All Managers Group (AMG)

Larry Boles – **absent**, Darci Adolf sub
Ben Kaufmann – **absent**, no sub
Spencer Smith – **absent**, Joy sub

Classified

Shaneon Dinwoodie – **absent**, no sub
Colleen Doherty
Tabitha Hoadley
Shannon McKibben

Associated Student Government (ASG)

John Watson – Student – **absent**, Waverly sub