

College Affairs Committee
Friday, December 9, 2022
10 a.m. – 11 a.m.

Virtual Zoom Meeting

Click the following link to attend via Zoom:

<https://cocc.zoom.us/j/95003036749>

1. Old Business

- a. Review minutes from November 10, 2022 meeting – Tom Barry
- b. Proposal to add policy G-32-12.7, Paid Leave Oregon to the GP Manual, 2nd reading – Rachel Knox
- c. Proposal to edit G-32-12 Leave of Absence Policies, 2nd reading – Rachel Knox
- d. Proposal to add policy G-32-12.5, Military Leave to the GP Manual, 2nd reading – Rachel Knox
- e. Proposal to add policy G-32-12.6, Safe Leave to the GP Manual, 2nd reading – Rachel Knox

2. New Business

- a. Proposal for Student Communications Policy G-33-8, 1st reading – Tyler Hayes
- b. Vaccination Requirements, Discussion Item – Tom Barry, Laurie Chesley
- c. Opening Conversations on Campus-Wide Issues, Discussion Item – Tom Barry

Next Meeting: Friday, January 13, 2023, 10:00-11:30am via Zoom

<https://cocc.zoom.us/j/91956886292>



Date: November 10, 2022

10:00 – 11:00am

Location: Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Alan Unger	Rachel Knox
Seana Barry	Kathy Smith	Steve Broadbent
Laurie Chesley	Taleah Zueger, Student at Large	Adrian Syrell
Tracy Crockett		
Allison Dickerson		
Josh Evans		
Matthew Novak		
Kara Rutherford		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Meeting length for College Affairs meeting – Tom Barry

There was discussion on lengthening the meetings to 1-1/2 hours. The committee unanimously decided that adding the additional 30 minutes would be beneficial as it would allow the committee more time to discuss campus-wide issues.

ACTION: Starting January 1, 2023 the College Affairs Committee meeting will be the second Friday of each month, 10:00-11:30am.

b. Minutes from October 28, 2022 – Tom Barry

Motion to approve meeting minutes from the October 28, 2022 meeting.

Motion made by Seana Barry, seconded by Josh Evans.

Motion passed unanimously by all members present.

c. Proposal to eliminate G-16-0 Raffles and edits to G-31-7 Acceptance of Gifts or Donations, 2nd reading – Adrian Syrell

Motion to approve at 2nd reading the proposal to eliminate G-16-0 Raffles and edits to G-31-7 Acceptance of Gifts or Donations with the following changes:

- Change the dollar amount for awards/gifts from \$100 to “up to \$250” and anything above that amount would require approval from the appropriate SLT member.

Motion made by Tracy Crockett, seconded by Allison Dickerson with Drey Aguirre abstaining from the vote.

Motion passed by all members present.

d. Proposal to modify course fees for PSY-261 Indonesian Field Study 1: Prep to Study Abroad Course Fees, 2nd reading – Matthew Novak

Motion to approve at 2nd reading the proposal to modify PSY-261 course fees.

Motion made by Josh Evans, seconded by Seana Barry.

Motion passed unanimously by all members present.



e. Proposal for Edits to G-22-0 Acceptable Use of Information Technology Resources (AUP), 2nd reading
– Steve Broadbent

Motion to approve at 2nd reading the proposal to modify G-22-0 as revised to remove the section on Student Communication which will be added to a new policy under Student Policies.
Motion made by Allison Dickerson, seconded by Josh Evans.

Motion passed unanimously by all members present.

2. New Business

a. Proposal to modify the language concerning “Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual” – Discussion Item – Tom Barry

- Suggested changes in language due to title changes (e.g. – VPI is now VPAA)
- There have been changes in the timeline as to when changes to the GPM need to be made
- The need to include documentation when changes are made to the GPM
- Suggested adding a section to the College Affairs Committee Presentation/Proposal Form that would list impacted stakeholders and their support of the proposal

ACTION: All committee members were in support of adding the section so Tom and Kara will add the suggested section to the form and bring it back to the committee at the next meeting.

Since this is a discussion item there is no action required from the committee.

b. Proposal to add policy G-32-12.7, Paid Leave Oregon to the GP Manual, 1st reading – Rachel Knox

c. Proposal to edit G-32-12 Leave of Absence Policies, 1st reading – Rachel Knox

d. Proposal to add policy G-32-12.5, Military Leave to the GP Manual, 1st reading – Rachel Knox

e. Proposal to add policy G-32-12.6, Safe Leave to the GP Manual, 1st reading – Rachel Knox

Motion to approve at 1st reading the above four proposals as required by the State of Oregon.

Motion made by Seana Barry, seconded by Tracy Crockett.

Motion passed unanimously by all members present.

Other Business

a. The committee had a discussion regarding state mandated policies.

- When there are policies that are mandated by the state, do they need to come to College Affairs for a first and second reading since the college must abide by the policy
- Use College Affairs as a sounding board to discuss ramifications from the policy that are specific to COCC
- Use College Affairs as the conduit to make the rest of the campus community aware of these policies and any potential impact

b. Changes in student fees – Tom Barry

- Tom had a conversation with Tony Russell who oversees the catalog production
- Program changes need to be made before the production of the college catalog and they may also impact financial aid, Veterans aid, etc.



- Course fees and textbook fees can be changed through the course of the year if necessary, but is not encouraged

Meeting adjourned at 10:57am.

NEXT MEETING: Friday, December 9, 2022, 10:00-11:00am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/RJFzz5ZsqqUhdGQCYRrkGXYsITUfG3E9yOJbgHaRYSFQrLT_78mum5ZkoRTMtqH.WcgM7jn0032fz_JR

DRAFT



Presentation/Proposal Form

[Add Title Here]

Student Communications Policy G-33-8

Name: Tyler Hayes

Date: 11-7-22

Department: Admissions and Records

Contact Information: thayes1@cocc.edu; 541-383-7299

- ❖ Complete Items 1-8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

Remove the "Communicating With Students Via-Email" policy from G-22-0 and add the proposed new "Student Communications" policy by creating G-33-8 under Student Policies.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
 - Procedure—*new* (Attach proposed procedure separately.)
 - Identify suggested location in *General Procedures Manual*: _____

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
 - Other: _____

3. BUDGET IMPACT

N/A

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

N/A

5. OPERATIONAL IMPACT

N/A

6. STUDENT IMPACT

A more coordinated effort around mass student communications.

7. ANTICIPATED IMPLEMENTATION TIMELINE

N/A

8. MOTION TO BE RECOMMENDED

N/A

Communicating With Students Via-Email: (Remove from G-22-0)

~~Mass email to all Central Oregon Community College students shall be limited to critical, time-sensitive communication (i.e. executive communications, campus emergencies, serious disruptions). The Marketing and Public Relations Office must approve any such mass email to students in advance. Other information intended for general circulation may be disseminated through the Marketing and Public Relations Office via the COCC Home Page, the COCC Student Electronic Newsletter or other appropriate means.~~

~~Academic departments or other College entities may send unsolicited email messages to a targeted sub-group of students with whom they have an official relationship without prior approval. Academic departments or other College entities wishing to send individual unsolicited email messages to a targeted sub-group of students with whom they do not have an official relationship shall be approved in advance by the Marketing and Public Relations Office.~~

STUDENT COMMUNICATIONS (Add G-33-8)

Mass student communications are distributed to credit and/or noncredit students within the COCC community through several channels, including email, website, social media, texts, learning management system, and the emergency notification system; mass communications could be sent to smaller subsets of students depending on the circumstances. This policy defines “urgent” and “regular” communications and outlines related guidelines and procedures for these types of mass communications.

Urgent Communications

Urgent mass communications are messages that the College has determined as critical and time-sensitive (immediate/same day). All urgent communications should be approved by a member of the Senior Leadership Team and/or Marketing and Public Relations prior to distribution.

Examples include messages related to:

- On-campus emergencies
- Critical operational disruptions
- College closings, delayed openings, or early dismissals

Regular Communications

Regular communications sent to all credit or non-credit students — or large subsets of either — are messages the College has strategically planned and scheduled in advance. All regular communications should be approved by a member of the Senior Leadership Team, Marketing and Public Relations, Director of Admissions/Registrar, or the Director of Student Life.

Examples include messages related to:

- Academic and institutional policies
- Enrollment dates and deadlines (add/drop, payment, registration, advising, financial aid information, etc.)
- Messages from the President or other member of the Senior Leadership Team
- Major College-wide events (e.g., Commencement)
- Mandatory notifications
- Student Government communications

Departmental Communications

Academic departments or other college entities may send unsolicited emails and text messages without prior approval to targeted sub-groups of students (all students within a particular major—e.g. nursing) with whom they have an official relationship

Examples include messages related to:

- Student club information and events
- Financial Aid
- Office of Diversity and Inclusion program information (Afrocentric, Latinx, etc.)
- Instructional Programs (e.g. Nursing)