Date: May 12, 2023
10:00 – 11:30am
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Seana Barry	Dan Alberghetti
Laurie Chesley	Allison Dickerson	Rachel Knox
Tracy Crockett	Alan Unger	Lilli Ann Foreman
Josh Evans		Darren McCrea
Faculty Forum Representative		Sharla Andresen
Kara Rutherford		Cory Darling
Dray Aguirre, ASCOCC President		Jessica Russell
		Christina Grijalva
Jennifer Peters, Recorder		Frank Payne

Meeting called to order at 10:00 am.

1. Old Business/Information Items
a. Minutes from April 14, 2023 – Kirsten Hostetler
    Motion to approve meeting minutes from the April 14, 2023 meeting.
    Motion made by Josh Evans, seconded by Tracy Crockett.
        ☑ Motion passed unanimously by all members present.

b. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 2nd Reading – Darren McCrea
    Motion to approve at 2nd reading revising GPM Policy 23-3-0 Network Technology Resources.
    Motion made by Kirsten Hostetler, seconded by Tracy Crockett.
        ☑ Motion passed unanimously by all members present.

c. Proposal to remove G-6.8.1.1 and G-6.8.1.2 and revise G.23.1 and G.23.2 the Technical Advisory Committee and the Technical Review Team subcommittee, 2nd Reading – Darren McCrea
    Motion to approve at 2nd reading the proposal to dissolve the Technical Advisory Committee and the Technical Review Team subcommittee..
    Motion made by Kara Rutherford, seconded by Josh Evans.
        ☑ Motion passed unanimously by all members present.

d. Proposal for Fall 2023 Inclusive Access Course Fees with the exclusion of CJ-101, 2nd Reading – Frank Payne and Jessica Giglio
    Motion to approve at 2nd reading the proposal for Fall 2023 Inclusive Access Course Fees with the exclusion of CJ-101.
    Motion made by Tracy Crockett, seconded by Josh Evans.
        ☑ Motion passed unanimously by all members present.

e. Proposal for revisions to G-6-2 College Affairs Committee charge and proposal forms, 2nd Reading – Kirsten Hostetler

Motion to approve at 2nd reading the proposal for revisions to G-6-2 College Affairs Committee charge and proposal forms.
Motion made by Josh Evans, seconded by Kara Rutherford.

☑ Motion passed by all members present with Kirsten Hostetler abstaining from the vote since she was the originator of the proposal.

2. New Business

a. Proposal to revise GPM G-6-3.2 College Curriculum Committee, 1st Reading – Jessica Russell
- Proposing edits – nothing that changes the policies and procedures.
- Remove "Assessment of student learning outcomes" bullet point from the webpage – it's not a primary function of the committee to approve additions, suspensions or modifications of the assessment portions of student learning outcomes.
- Combine DS to Gen Ed/Related Instruction bullet point: "General Education (Discipline Studies and Foundational) and Related Instruction".
- Remove "course and program mapping".
- Reword number 3: "provide feedback to support faculty in development and improvement of curriculum".
- Capitalize College Now.
- Spell out ITS – Information Technology Services.

Motion to approve at 1st reading the proposal to revise GPM G-6-3.2 College Curriculum Committee.
Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

☑ Motion passed unanimously by all members present.

b. Proposal to add a Narcan/Naloxone Policy and Procedure to the General Procedures Manual, 1st Reading – Sharla Andresen
- Narcan nasal spray is currently in all AED boxes on campus.
- Since the medicine is already on campus the Campus Safety and Risk Management departments recommend that the proposed policy and procedure is added to the college's General Policy and Procedure Manual.
- Policy states that the college will follow all Oregon Health Authority Guidelines.
- Procedure states that Residence Hall and Campus Safety staff will complete the OHA training regarding the administration of the medication.
- Recommend adding a link in the policy to the OHA Guidelines.
- Recommend the policy is listed under the General section as G-30-1 and the procedure under the HR section of procedures as HR-19-0.

Motion to approve at 1st reading the proposal to add a Narcan/Naloxone Policy and Procedure to the GPM with the above recommendations.
Motion made by Tracy Crocket, seconded by Kirsten Hostetler.

☑ Motion passed unanimously by all members present.

c. Proposal to add G-32-0 Workplace Fairness Policy to the General Procedures Manual (state requirement), 1st and 2nd Reading – Rachel Knox

- COCC is currently non-compliant with an Oregon mandated Workplace Fairness Policy – this policy would bring the College into compliance.
- Policy covers workplace discrimination, retaliation, harassment, and sexual assault specifically from an employment perspective.
- Policy differentiates from Title IX and clarifies retaliation related to this and other policies and connects to COCC's incident/concerns reporting procedures.
- HR requests the policy be identified as G-32-0 and replace the text currently on the website at that location.
- Most of the language comes from a model policy on workplace fairness that BOLI puts out but is customized to be specific to connect to the College's current policies.
- Suggest adding students to the first sentence of the third paragraph – "COCC employees, customers, clients, contractors, <mark>students</mark>, and visitors to COCC………"
  Motion to approve for 1st and 2nd reading the proposal to replace the sentence currently in G-32-0 with the proposed policy with the addition of "students" as outlined above.
  Motion made by Kirsten Hostetler, seconded by Josh Evans.
  - ☑ Motion passed unanimously by all members present.

d. Proposal to revise ART course fees and establish fees for DSGN courses, 1st Reading – Lilli Ann Linford-Foreman
- Proposal to adjust fees per the spreadsheet attached to the proposal.
- Current course fees are not covering the cost of consumable classroom materials or life models.
- Request to raise fees for in-person studio art courses and art courses requiring Adobe Creative Cloud licenses.
- Committee recommends having a chart that shows a comparison of what the current course fees are and what the proposed fees will be.
- Committee recommends providing a dollar range (equal to or less than) where fees are listed as "varies" on the proposed fee spreadsheet.
- Committee recommends listing a cap for the fees, which may vary by class, - either a set dollar amount or a percentage - before the department would need to return and ask for approval for another fee increase.
  Motion to approve at 1st Reading the proposal to revise ART course fees and establish fees for DSGN courses with the above recommendations.
  Motion made by Kirsten Hostetler, seconded by Josh Evans.
  - ☑ Motion passed unanimously by all members present.

e. Proposal to increase course fees for MA-110 and HIM-103, 1st Reading – Shannon Waller and Christina Grijalva
- Proposed fee increase would provide a subscription to EHRGo – a real-life web-based electronic health record.
- HIM recently had an accreditation site visit from CAHIIM and one of the recommendations was to implement a software into the program so students get experience in a simulated EHR (electronic health record).

- MA has accrediting standards from CAAHEP that an EHR needs to be used as well.
- Costs for MA students for a 40-week subscription is $110 and HIM students need a 2-year subscription that costs $200 and would replace current fees.
- Recommend adding to the Student Impact section of the proposal that this could potentially eliminate the purchase of some textbooks.
- Recommend adding a cap amount for future increases without having to come to College Affairs for approval.

  Motion to approve at 1ˢᵗ Reading the proposal to increase MA-110 and HIM-103 course fees with the above recommendations.

  Motion made by Kirsten Hostetler, seconded by Tracy Crockett.

  ☑ Motion passed unanimously by all members present.

Josh Evans made a motion to adjourn the meeting - meeting adjourned at 11:21am.

NEXT MEETING: Friday, June 9, 2023, 10:00-11:30am via Zoom

Meeting Recording:
https://cocc.zoom.us/rec/share/wYbiM1DVMBeUK-gBfF-El4JR86oa9I1MdHfRLOpfxN__r-N_V3fo56T-eVPjSmCS.hL7l2xlVn5a7tHyW