



## College Assembly Meeting Minutes

Bldg. 21, Rm. 107  
Tuesday, May 24, 2016

### PRESENT

Kezia Clark (Member)  
Kevin Kildun (Member)  
Jason Kruse (Chair)  
Patricia Lange (Member)  
Dr. Joyce Loveday (Guest)  
Kristin Martindale (Communications Officer)  
Mary McCune (Note Taker)

Myra Morales (ASG 2015-16 President)  
John Moyer (Member)  
Loreta Sandoval (Member)  
Maureen Sparks (Member)  
Kate Wendland (Member)  
Tiffany Windmeyer (Vice Chair)

### ABSENT

Daniel Creech (Member)  
Lisa Fortson (Member)  
Janet Holm (Member)  
Elaine Holster (Member)  
Cris-Jon Lindsay (Member)

Jen Peterson (ASG 2015-16 Vice President)  
Erica Sherwood (ASG 2015-16 Leg. Officer)  
Kathryn Smith (Member)  
Roxanne Sou (Member)

### CALL TO ORDER

Chair Jason Kruse called the meeting to order at 3:10 p.m.

### PREVIOUS MEETING NOTES

Chair Kruse asked for questions or comments on the minutes from the April 26, 2016, College Assembly meeting. None were noted. A motion to approve the minutes was made by Maureen Sparks, seconded by Patricia Lange, and approved unanimously.

### GUEST PRESENTATIONS

#### Policy Update: Student Concern Procedures

Dr. Joyce Loveday gave an overview of the proposed changes to the Student Concern Procedures (see handout # 1).

#### New Mission Statement

Dr. Loveday announced the Board of Trustees updated the College mission statement. The new mission statement is "Educating Tomorrow's Workforce." Feedback from the College Assembly was very positive. Dr. Loveday noted employees do not need to update business cards to reflect the new mission statement, as it will be printed on business cards when they are reordered.

### Strategic Priorities

Dr. Loveday stated the three (3) Strategic Priorities continue to resonate with the College and remain unchanged. The Strategic Priorities are:

- Increase student success and educational access.
- Respond to local community and business & industry.
- Become more entrepreneurial.

When the new Strategic Plan is developed next year, Dr. Loveday's goal is to align and meld the three (3) Core Themes with the Strategic Priorities. The Core Themes are:

- Workforce Preparation
- Student Success
- Institutional Excellence

### Expression of Appreciation

Dr. Loveday thanked the College Assembly for the vital work it is doing and expressed the importance of the College Assembly's role in the College's Shared Governance structure and practices. She is looking forward to strengthening that role and thanked everyone for persisting through the period of time when it was unclear exactly what the Assembly's role would be.

### Interim Vice President for Student Learning

Dr. Loveday announced Mabel Edmonds will serve as the interim Vice President for Student Learning. Dr. Loveday stated the Student Learning Division has a strong and capable team of administrators, which includes the Deans, Directors, and Department Chairs. Ms. Edmonds' exceptional organization and leadership skills will complement and contribute to the work of this team.

### Department Chair Pilot Program Update

Dr. Loveday reported the Department Chair Pilot Program has been extended for one (1) additional year. The Department Chair Task Force deemed more time was needed to allow the Pilot Program to achieve its full complement. The last two (2) Department Chair positions were posted and applicants are being reviewed. The last two positions to fill are:

- Human Services Department Chair
- Health Sciences Department Chair

## **REPORTS**

### Chair Report

Chair Kruse reported he was unable to attend the President Cabinet meetings. He encouraged the College Assembly members to read the meeting notes posted online.

### Vice Chair Report

Vice Chair Tiffany Windmeyer reported she attended the May 18, 2016, Board of Trustees meeting. She will continue to attend the monthly Board of Trustees meetings with the College Assembly Communications Officer, Kristin Martindale. Having representatives from the College Assembly in attendance at the Board of Trustees meetings will be extremely beneficial to the College Assembly.

#### Communications Officer Report

Ms. Martindale reported the College Assembly Leadership Team meets regularly to prepare for the Assembly's monthly meetings. Their goal is for the College Assembly meetings to be meaningful and beneficial.

#### Membership Committee Report

Ms. Lange reported the Membership Committee hasn't met in a while. Ms. Lange will contact the other committee members, Cris-Jon Lindsay and Lisa Fortson, to arrange a meeting.

#### Associated Student Government (ASG) Report

ASG President, Myra Morales, gave an update on upcoming ASG activities:

- Field Day is Wed., June 1, 2016, 11:00 a.m. to 1:00 p.m. on the field outside of Bldg. 23.
- Rainiers vs. Salt Lake Bees game is Thurs., June 2, 2016, at 7:05 p.m. at Cheney Stadium.
- Erina McGann will perform on Fri., June 3, 2016, 12:30-2:00 p.m. at the SLSC in Bldg. 23.
- Outdoor Movie Night is Sat., June 4, 2016, at 9:30 p.m. on the field outside of Bldg. 23.
- Leadership Luncheon is Tues., June 7, 2016. To attend, sign up at the SLSC.
- Ian Dobson will perform on Thurs., June 9, 2016, 12:30-2:00 p.m. at the SLSC in Bldg. 23.
- Car Smash is Fri., June 10, 2016, 10:30 a.m. to 12:30 p.m. outside of Bldg. 23.

#### Completion Campaign Committee Report

Ms. Martindale discussed the Completion Campaign-Faculty Survey and the Completion Campaign-Student Survey (see handout # 2). These two surveys are the first step in this campaign. Review and discussion followed.

### **OLD BUSINESS**

#### College Assembly Bylaws Proposed Amendment

The proposed amendment to the College Assembly Bylaws as presented at the March 22, 2016, College Assembly meeting to add Subsection (c) to Section 3.04 of Article III, was amended to reflect the verbiage "reasonable excuse" instead of "reasonable reason." A motion to approve the revised verbiage and add Subsection (c) to Section 3.04 of Article III was made by Ms. Lange, seconded by Ms. Sparks, and approved unanimously.

#### College Assembly 2016 Priorities Paper

Chair Kruse reported he has been unable to make progress on the Priorities Paper and asked for assistance with completing this important task. Dr. Loveday suggested the following areas of focus:

- Quality of Services Delivered
- Enrollment
- Completion
- Retention
- Improving College Processes

Ms. Morales discussed the methods used by ASG when developing ASG's Priorities Paper. It was agreed to have a brainstorming session at the next College Assembly meeting.

#### College Committees List

Chair Kruse reported he is still working on it.

**NEW BUSINESS**

New College Assembly Member

Chair Kruse asked the College Assembly to approve Randy Holt as a new member. Mr. Holt was introduced to the College Assembly at the March 22, 2016, meeting. Mr. Holt's membership was approved unanimously.

**GOOD OF THE ORDER**

The next College Assembly meeting will take place on Tuesday, June 14, 2016, at 3:00 p.m. in Building 21, Room 107.

The meeting was adjourned at 4:17 p.m.

CLOVER PARK TECHNICAL COLLEGE  
POLICY & PROCEDURE

CHAPTER	SECTION	TITLE	HISTORY:	
4	13	STUDENT CONCERN PROCEDURES	Adopted: 2003	Revised: 2004 <u>2016</u>

POLICY

It is the policy of Clover Park Technical College to provide students with an opportunity to resolve any alleged violation of college academic policy, procedure or regulation, or to resolve any alleged case of inequitable treatment. The college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns. Student rights are protected in the concern process and the college must insure that a student will not suffer repercussions because he or she chooses to file a concern/appeal in good faith.

~~In the event that a student is dissatisfied with the conduct or performance of a college or instructional program employee, the college encourages informal resolution of disputes whenever possible, and also maintains fair and equitable procedures for formally expressing and resolving concerns.~~

Federal and state laws, rules and regulations, in addition to policies, regulations, and procedures adopted by the State Board for Community and Technical Colleges, shall not be grievable matters. Students shall use chapter 495C-300 and 495C-310 WAC for grievances pertaining to sexual discrimination or equal opportunity discrimination based upon disability.

~~The process described herein is not to be used for filing an appeal based on the outcome of a summary or disciplinary proceeding, financial appeal, or discrimination grievance as described in other areas of the College Catalog or Student Handbook.~~

PROCEDURE

PROCEDURES FOR FILING A STUDENT CONCERN are located in the CPTC Catalog, CPTC website and Student Handbook.

The following are guidelines for determining who can assist a student with a concern regarding:

<u>Type of Concern</u>	<u>College department or division</u>
<u>Academic or Instructional</u>	<u>Student Learning</u>
<u>Accommodations</u>	<u>Student Success</u>
<u>College Financial</u>	<u>Business Office</u>
<u>Disciplinary/Student Code of Conduct</u>	<u>Student Success</u>
<u>Discrimination/Harrassment</u>	<u>Human Resources</u>
<u>Facilities/Bookstore</u>	<u>Business Office</u>
<u>Financial Aid</u>	<u>Financial Aid Office</u>

### Completion Campaign-Faculty Survey

1. In what program do you teach?

2. What are some of the challenges students have shared with you regarding taking general education courses?

- General Education courses (English, math, psychology courses) are not offered at times that work with the program technical class schedule
- The course load is too difficult for students to take general education courses at the same time as my technical program courses.
- Students struggle academically with the English coursework.
- Students struggle academically with the math coursework.
- Students do not see the value of general education classes contributing towards their employment goals.
- Students report not having funding to pay for general education courses.
- Students become discouraged with the length of the number of general education courses required to complete a degree or cert.
- Other (please specify)

3. Do you know the steps for students to apply for graduation?

- Yes
- No

4. What does the word "graduation" mean to you?

- Completion of degree or certificate requirements.
- Ceremony students attend.
- Process students go through to exit the college (example: application, exit interview, finalizing financial obligations)

5. Do you know where to send students to access the graduation application and checklist online?

Yes

No

6. How do you help students track their progress towards degree or certificate completion?

7. What suggestions do you have to help more of our students complete a degree or certificate?

Completion Campaign-Student Survey

1. What is your program of study?

2. What are some of the challenges you have faced with taking general education courses?

- General Education courses (English, math, psychology courses) were not offered at times that work with my schedule
- It was too difficult to take general education courses at the same time as my technical courses in my program.
- I struggled academically with the English coursework
- I struggled academically with the math coursework
- General education courses are not relevant to my career goals
- I did not have funding to pay for General Education courses.

Other (please specify)

3. Do you know the steps to apply for graduation?

- Yes
- NO

4. Did you know about the graduation checklist?

- Yes
- No

5. Do you know where to access the graduation application form online?

- Yes
- No



6. What does the word "graduation" mean to you?

- Completion of degree or certificate requirements.
- A ceremony I attend.
- A process that I go through to exit the college (example: application, exit interview, finalizing financial obligations)
- All of the above.

7. How do you track your progress towards program completion?

- Degree Audit
- Program Instructor
- Education Plan
- Academic Advisors
- Peers/Classmates
- I don't