



November 8, 2017

11:00 – 12:00

DAW Conference Room

Summary Discussion Items

ILT Reviewed its Pending Discussion Items:

- Academic Policies – The current IGA with PCC requires OCCC to use the PCC Academic Policies, but as OCCC makes progress toward independence, we need to be building the capacity to create our own Academic Policies.
 - The current state: We need follow the spirit of the PCC Academic Policies, but there are some cases where because of our structure we need to deviate slightly. In these cases, we can use PCC as a backbone with input from faculty and Instructional Leadership Team. Establish the stakeholders, compliance considerations and approval process. Get feedback, from CoCo.
 - The future state: Need to develop a process for review and approval of Academic Policies. Need to identify Policy Gaps.
 - Need to set Timeline.
- Student Policies – There are areas where we could/should have policies around areas that relate to students. OCCC can develop these. What are these areas? OCCC has developed a process for approval of Institutional Policies, Practices, and Procedures.
 - Example: Acceptable use of computer systems
 - Look at other institution's policies and compare them to ours. Identify Gaps.
 - Need to set Timeline.
- Tutor Liability
 - Students on campus without being registered for a class prior to 6 hours of tutoring
 - Background checks for tutors? Explore with Joy.
- Finals Week – Currently there are no written expectations surrounding final exams or finals week, and the question of moving to a finals schedule has been raised. This is an opportunity for us to check in with faculty about what they are doing.
 - Survey monkey will be created by Darci and sent to Tabitha to send to all faculty (see Draft Survey)
 - Share data back with faculty for follow-up Discussion.



- Course evaluations
 - Time to get course evaluations out to faculty. The goal is to evaluate every course and give faculty meaningful feedback. ILT reviewed the survey questions and discussed how best to distribute the course evaluations for Fall. It was recommended that we send out course evaluations electronically for Fall. Distribute Course Evaluation Links with email instructions to faculty the week of November 20th. Evaluations to be given to students prior to finals week. ILT encourages posting of SurveyMonkey Link in Canvas for students. ILT highly encourages faculty to use class time to increase student responses. Student computers available in commons, library, computer classrooms (check with Tabitha or Vickie for availability), and can be taken using a smartphone or tablet.
- Review of Core Theme Indicators and Metrics
 - The College has condensed its four Core Themes to two: Student Success and Educational Pathways. We have developed a number of sub-objectives and indicators/metrics (gleaned from the 2015 list) and need will need to review/revise these. We will also need to set thresholds that help us gauge our success in meeting the Core Themes. ILT will serve as the work group to get this started, and then send back to the Accreditation Steering Committee for Review. Will share back at CoCo.
- Canvas Troubleshooting of Student Issues
 - Review the Service Agreement with Canvas. Review website regarding student and faculty resource links.
- Other work for the year:
 - Faculty have expressed interest in deeper conversations around Equity and Inclusion. Also have the invitation from the Confederated Tribes of the Siletz.
 - Cultural Competency (bill from Legislative Session)



Final Exam Questionnaire

*** 1. Do you give a Final Exam in your class? w**

☐ Yes

☐ No

☐ Other (please specify)

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2. When do you normally give the Final Exam in your class? w

☐ The first class day of Finals Week

☐ The second class day of Finals Week

☐ Other



If Other, please explain.

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3. How long are your Final Exams typically? w

- ☐ One hour or less
☐ 1 - 2 hours
☐ Other (please specify) _____

* 4. Do you introduce new material during Finals Week? w

- ☐ yes
☐ no
☐ Other (please specify) _____

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5. Are you aware when students have 2 or more finals scheduled on one day? Does it change anything you do? w

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6. If you teach an online class, what do you normally do for a Final? w

- ☐ Give a Final Exam within Canvas to be completed on a certain day during Finals Week
☐ Give a Final Exam or Project within Canvas to be completed any time during Finals Week
☐ Schedule the OCCC testing center to proctor the Final Exam for my students
☐ Other (please specify) _____



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7. Do you have any comments concerning Finals Week that haven't been mentioned in this survey? w

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