PLANNING COUNCIL MEETING MINUTES

Monday, November 15, 2021

9:00 am

Red Mountain 256 & Zoom Web Conference

In Attendance: Elena Bubnova, Dr. Karin Hilgersom, YeVonne Allen, Anne Flesher, Karen Saldana, Camille Vega, Valerie Kelley, Dr. Tina Ruff, Dr. Melissa Deadmond, Helen Scott, Kofi Poku, Dr. Virginia Irintcheva, Kim Studebaker, Tina May, Barb Evans, Dr. Julie Ellsworth, Karen Canna, Amy Williams, Barb Walden, Darian Richards, Dr. Natalie Brown, Kara Potter, estela Gutierrez, Thomas Dobbert, Dr. Ayodele Akinola, Ron Marston, Dr. Dana Ryan, Thomas Kearns, Dr. Jeffrey Alexander, Gwendolyn Clancy, Cecilia Vigil

TMCC Bylaws, Policies and Procedures

Virginia Irintcheva, Faculty Senate Chair, presented the Academic Dishonesty Policy with revisions to the Council for a second reading. A motion to approve the proposal was made by Dean Anne Flesher with a second by Dr. Melissa Deadmond. The policy was approved unanimously and may be viewed in its entirety within the meeting minutes to be posted to the Planning Council webpage or the TMCC Policy Manual.

Jump Start Dual Credit Program Presentation

Dual Enrollment Program Manager, Karen Saldana, gave a presentation to the Council summarizing the Dual Credit Program including benefits, partnerships, fees and process. The full presentation may be viewed within the meeting minutes to be posted to the Planning Council webpage.

SNAP Employment and Training Presentation

Camille Vega, Counseling Center Coordinator, gave a presentation to the Council on the SNAP Employment and Training (SNAPE&T) program highlighting services, activities and partnerships. The full presentation may be viewed within the meeting minutes to be posted to the Planning Council webpage.

Planning Council Committee Updates

- Academic and Student Services Committee
    - o Vice President of Student Services and Diversity, Estela Gutierrez, and Vice President of Academic Affairs, Dr. Jeffrey Alexander, reported that the committee continues to work on upcoming projects for Spring with focus on the faculty advising program and keeping an eye on student vaccination submissions for enrollment with in class communication from Instructors about requirements and deadlines. The Council held additional discussion on late start classes and how students are affected by drops and lack of payment plan availability.
- Accreditation Committee
    - o Dr. Deadmond reported that we have not yet received any word from NWCCU on the Year 6 report submitted in August. The committee will meet again on November 30 to continue working on Standard 1 for the Year 7 report. The dates for the 2022 visit have been set for October 12 – October 14.
- Budget Committee
    - o No report at this time.
- Diversity Committee
    - o YeVonne Allen, Interim Executive Director of Retention Support, reported on the projects of their various subcommittees including the ADA Committee meeting, Diversity Day planning, Toys for Tots, COVID Resource communications, sustainability practices and Bee Campus progress.
- Enrollment Management Committee
    - o Associate Vice President, Elena Bubnova, reported that at the last committee meeting Dr. Julie Ellsworth gave presentations on the Spring Retention Seminar and catalog redesign. Kate Kirkpatrick and Lee Raubolt reported on student vaccination submissions which were 3,000 at the time of the meeting. Lee is also working on an application for admission projects to make the process more comprehensive and

responsive. The committee will begin work soon on the strategic enrollment plan and updating benchmarks set in 2018.

- Facilities Committee
  - o Dr. Ayodele Akinola, reported that the committee continues to meet every two weeks. Supply chain delays and shortages could possibly affect the Sierra Boiler project but the committee is working on a contingency plan.
- Health and Wellness Committee
  - o Athletics Director, Dr. Tina Ruff, reported that the committee will continue working on the Tobacco Free Campus policy and will bring it back to the Planning Council in Spring 2022. Wellness emails with holiday recipes will be going out to the campus community.
- Technology Committee
  - o Thomas Dobbert, Chief Technology Officer, noted that the committee is working on setting a new meeting schedule. Campus webcam replacements will occur soon.

Constituency Updates

- Student Government Association
  - o Darian Richards, President, reported that the SGA released a video on how to fill out vaccination forms to help students get their information submitted. An incentive for vaccination submissions was voted on and approved unanimously by the SGA and they are now working on gathering prizes. Keep Truckee Meadows Beautiful clean up events have been completed with more planned in the future. The recurring game night event has been overhauled and schedule to resume.
- Classified Council
  - o Tina May, President, reported the next open meeting of the Classified Council will be November 18 at 1:00 pm. They will hold the annual turkey and ham raffle at the December 6th Holiversary party. Turkey and ham donations may be made to Helen Scott in Red Mountain 121.
- Faculty Senate
  - o Dr. Virginia Irintcheva, Chair, reported that the Faculty Senate last met on November 11. The Senate was joined by Chancellor Rose who provided an update on NSHE initiatives. At the meeting two changes to the annual performance evaluation were approved and discussion was held on campus climate and the joint declaration on safety, mutual respect and civil discourse.

Next Meeting: January 31, 2022

Policy Proposal - Academic Dishonesty

2021

TMCC Policy Manual 7000-7999: Institutional Policies

Approved by the Faculty Senate September 3, 2021

Proposed 7XXX: Academic Dishonesty

It is the policy of Truckee Meadows Community College that a student may receive academic and disciplinary sanctions for an act of academic dishonesty, which may include, but is not limited to, an intentional act of lying, cheating, plagiarizing, or other attempts of obtaining or earning grades under false pretenses.

This policy is consistent with the College's efforts to maintain ethical practices and integrity. This is also supported by the disciplinary procedures for all NSHE students as fully outlined in Board of Regents Handbook, Title 2, Chapter 10.

Responsible Office(s): TMCC Faculty Senate (Policy Development and Revisions) and Student Conduct Officer (Enforcement)

Procedure: Regulations and Procedures may be found on the Faculty Senate website and in the course catalog.

https://www.tmcc.edu/faculty-senate/regulations-academic-dishonesty

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<u>**Supplemental Materials:**</u>

Regulations for Academic Dishonesty

Approved by the Faculty Senate September 4, 2020

Academic Dishonesty

A student may receive academic and disciplinary sanctions for an intentional act of lying, cheating, plagiarizing, or other attempts of obtaining or earning grades under false pretenses.

Academic Negligence

Academic negligence allows for faculty to assess situations of academic dishonesty with questions of intent. For students who commit minor violations of the academic dishonesty policy, there is punitive flexibility. These lapses in ethical behavior might be the result of inexperience, misunderstanding the principles of academic integrity, inadequate pre-college preparation, cultural differences, etc. Faculty are responsible for evaluating these situations to ensure there was no malicious-intent, and the violations should be limited in extent. A student should not receive more than one notice of academic negligence. Multiple reports may lead to a charge of academic dishonesty.

Definitions

Plagiarism: defined as: (1) the appropriation of another person's ideas, processes, results, or words without giving appropriate credit; (2) the submission of ideas, processes, results or words not developed by the student specifically for the coursework at hand without the appropriate credit being given; or (3) assisting in the act of plagiarism by allowing one's work to be used as described above.

Collusion: an agreement by two or more people to commit an act of academic dishonesty. TMCC will sanction students who cheat or plagiarize and those who assist in such actions. A student who assists another in the act of cheating or plagiarism is subject to disciplinary action for violation of academic integrity.

Sabotage: the disruption or destruction of another person's work to prevent said person from completing an academic activity successfully. This could include, for example, destroying another person's written work, artwork, experiment, or design. Failure to contribute to a required team project can also be considered academic sabotage.

Cheating: For purposes of this policy, cheating is defined as:

1. Unauthorized copying, collaboration, or use of notes, books, or other materials on examinations or other academic exercises including:

    A. Sharing information about an exam with a student who has not taken that exam;

    B. Obtaining information about the contents of a test the student has not taken;

    C. Unauthorized use of technology;

    D. Text messaging or other forms of communication during an exam;

2. Having others complete coursework, write papers, or take tests/quizzes for you, thus representing another's work as your own;

3. Fabricating or altering data to deliberately mislead. For example, changing data to get better experiment results;

4. Unauthorized collaboration on an assignment;

5. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor;

6. Unauthorized use of translation software and/or assistance from native speakers or advanced-level students in foreign language classes and presenting work as your own;

7. Falsely citing a source or attributing work to a source from which the referenced material was not obtained;

8. Taking an examination for another student;

9. Unauthorized or inappropriate file sharing and use of Internet and computer resources;

10. Sharing your TMCC username/password with others, allowing them to log into TMCC systems as you, or logging in under another person's username;

11. Altering or changing test answers after submitted for grading;

12. Altering or changing grades after grades have been awarded;

13. Altering or changing other academic records once these are official;

14. And/or facilitating or permitting any of the above-listed items.

For purposes of this definition of cheating, the term "unauthorized" is defined as not obtaining direct or explicit approval of the course instructor.

Sanctions for Violation of Academic Standards

1. A student charged with academic dishonesty may not withdraw from the course in question to avoid the charge or sanction. A student who does so will be reinstated in the class..

2. A student found responsible for violating the academic dishonesty policy may not utilize the "grade replacement or grade appeals policies" for that course.

3. Sanctions for violations of TMCC academic standards for class misconduct may include academic and/or disciplinary sanctions. Academic sanctions for class misconduct may include temporary removal from the class by the faculty member or being dropped from the class. Dropping a student from a class must be approved by the dean. The student shall not receive a refund for course fees or tuition.

4. Sanctions for violations of TMCC academic standards for academic dishonesty may include academic and/or disciplinary sanctions. Academic sanctions for students may include: filing a final grade of "F", reducing the student's final course grade one or two full grade points ; giving a reduced grade or zero on the coursework; or requiring the student to retake or resubmit the coursework. The academic sanction is to be determined by the extent of the dishonesty, based on the detailed criteria for academic dishonesty.

5. A student may also be subject to disciplinary action for violating TMCC academic standards depending upon the provisions of the TMCC Student Code of Conduct. Disciplinary sanctions may include the following: warning, reprimand, restitution, probation, suspension, expulsion, or revocation of degree. Students who violate this policy by helping others to cheat in a course in which they are themselves not currently enrolled are subject to disciplinary sanctions.

Disciplinary Procedures

Disciplinary procedures for all NSHE students are fully outlined in Board of Regents Handbook, Title 2, Chapter 10.

Levels of Academic Dishonesty

Academic Dishonesty Level 1

1. **Violations:** Instances where the student's actions constituted academic dishonesty to a modest degree.

2. **Examples:** Level 1 violations may include, but are not limited to:

    A. Improper documentation of quoted text.

    B. Unauthorized collaboration on an assignment.

3. **Sanctions:** Either of the following sanctions shall be applied for a Level 1 Charge:

    A. Retake the exam or resubmit the assignment.

    B. Reduced grade or zero on the assignment.

Academic Dishonesty Level 2

1. **Violations:** Instances where the student's actions constituted substantial academic dishonesty.

2. **Examples:** Level 2 violations may include, but are not limited to:

    A. Multiple instances of failure to document quoted text.

    B. Inappropriate paraphrasing of others' written work.

    C. Falsely signing another student in as present in class.

    D. Submitting the same assignment for two different courses without instructor permission.

    E. Copying another student's answers or coursework.

3. **Sanctions:** The sanction for a Level 2 charge is a Level 1 sanction and the following:

    A. Reducing the student's final course grade by one or more letter grades.

Academic Dishonesty Level 3

1. **Violations:** Instances where the student's actions constitute severe and egregious acts of academic dishonesty.

2. **Examples:** Level 3 violations may include, but are not limited to:

    A. Presenting work written predominantly by another as one's own.

    B. Obtaining or distributing an exam without the instructor's permission.

    C. Submitting coursework completed by another person, or completing coursework for another person.

    D. Copying answers, using cheat sheets, notes, books, or any type of unauthorized information during exams when expressly prohibited by instructor.

    E. Falsification or fabrication of data.

3. **Sanctions:** The following sanction shall be applied for a Level 3 Charge:

    A. Reducing the student's final course grade to an F in the course.

Truckee Meadows Community College

Jump Start Dual Credit Program

Dual Credit

TMCC

➔ **The opportunity for high school students to take college credit-bearing courses taught by college professors.**

➔ **In dual-credit programs, students earn credit that goes toward high school requirements; and at the same time, they also earn college credit.**

➔ **Dual credit can help students complete their degree in less time because they've already accumulated many of the needed credits during high school.**

Credit Transferability

TMCC

➔ **Each school district, or in some cases high school, determine what type and how many credits students receive for each college class.**

➔ **WCSD has a comprehensive list of how credits are accepted.**

TMCC Jump Start Program → Cohort Classes → J2TMCC

Jump Start Cohort Classes

TMCC

➜ **Classes offered onsite at the high schools which provide accessibility and more opportunities to students**

➜ **Taught by TMCC faculty or qualified district teachers**

➜ **Students taking courses with fellow high school peers for Dual Credit**

➜ **Dual credit – credit could be applied towards both their high school graduation requirement as well as a college degree!**

➜ **Various discounts available**

J2TMCC - Jump Start to TMCC

➔ **Classes offered in-person, online, web live or hybrid**

➔ **Students take college courses for dual credit, personal interest, or advancement**

➔ **Grades 9-12 with qualifying GPA**

➔ **Gain college experience by taking courses with other college students on campus**

➔ **Discounts available**

Concurrent Enrollment

➔ **Concurrent enrollment is the subset of dual enrollment courses taught by college-approved high school teachers in a secondary environment.**
➔ **Collaboration between school districts and TMCC**
  ○ **Ensure alignment of curriculum**

What Classes Can Jump Start Students Take?

Students can enroll in any class TMCC offers if:

➔ **You meet class prerequisites**

➔ **The class has open seats**

TMCC Class Schedule: schedule.tmcc.edu

Current Partnerships

TMCC

➔ **Washoe County School District**
➔ **Academy of Career and Education (ACE)**
➔ **Alpine Academy**
➔ **Bishop Manogue high school**
➔ **Nevada Connections Academy**
➔ **Nevada State High School**
➔ **Leadership Academy**
➔ **Amplus Academy**
➔ **Odyssey Academy**
➔ **Pyramid Lake High School**

Benefits to Jump Start

TMCC

➔ **Opportunity to earn college and high school credit at the same time.**

➔ **Students learn valuable skills such as managing time, planning a schedule, prioritizing deadlines**

➔ **Access to TMCC student support services, such as tutoring, while taking courses at TMCC.**

➔ **Helps remove barriers for students**

Student Responsibilities

TMCC

➔ **Students are responsible for all registration fees and other mandatory fees.**

➔ **Understand how TMCC classes are used to complete high school requirements.**

➔ **Work closely with your high school administrator**

➔ **College classes require more work and greater level of independence compared to high school classes**

➔ **Failing classes will have future consequences to GPA, Financial Aid, etc.**

Family Educational Rights and Privacy Act - FERPA

TMCC

→ **Truckee Meadows Community College is required by federal law, regardless of age, to keep student record confidential.**

→ **Without the student's express permission, TMCC cannot share student records with anyone but the student (or appropriate College employees, high school employees, or Dual Credit instructors).**

→ **Jump Start staff will help students and parents navigate the enrollment process.**

→ **Students are the only point of contact with college professors.**

Registration and Mandatory Fees

TMCC

Online courses
*Asynchronous
$50 plus fees

In person courses
50% discount per credit

Web-live courses
*Synchronous
50% discount per credit

$20 one time application fee
$8.50 Technology credit fee
$1 per credit Student association fee
$15 online fee (only for web based classes)
$5 Health and Sports per credit fee

(Fall 2021 and Spring 2022 only.)

(Tuition is subject to change.)
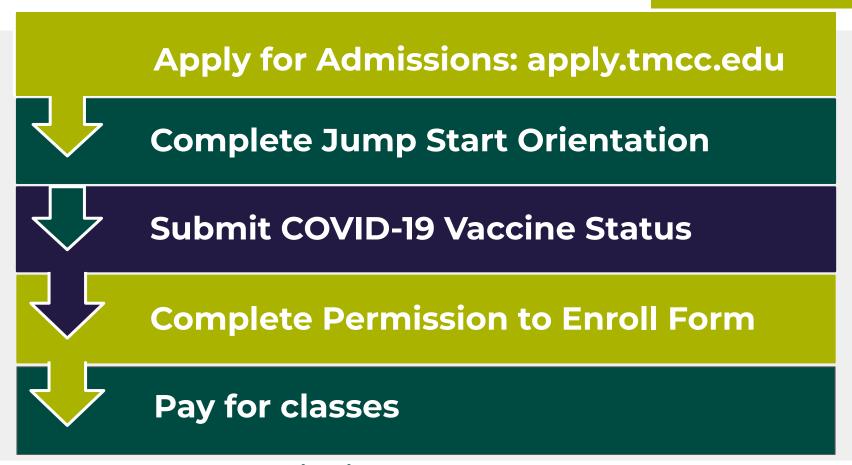
Registration Fees
2022-23 and 2023-24

TMCC

➔ **All NSHE institutions will charge $75 per course for concurrent enrollment**

➔ **TMCC will charge all other Jump Start students $85/credit plus all fees.**

➔ **Memorandum of Understanding must be in place to receive discounts.**

Steps to Enroll: Jump Start Students

TMCC

Apply for Admissions: apply.tmcc.edu

Complete Jump Start Orientation

Submit COVID-19 Vaccine Status

Complete Permission to Enroll Form

Pay for classes

Website: jumpstart.tmcc.edu

Funding Support

Funding opportunity #1

➔ **The Windsong tuition encourages 9-12th grade students to enroll in our Applied Technology Center programs such as Auto, Welding, and Machining.**

➔ **To qualify, students must be enrolled in a high school and submit a funding request application tmcc.ink/windsong**

➔ **No other qualifications required**

➔ **Funding will be available this Spring 2022!**

Funding Support

Funding opportunity #2

➔ **Low-income WCSD high school students of all grade levels may qualify to have their tuition and fees covered this Spring 2022 via the TMCC ESSER Grant. Students should talk to their counselors to be recommended for ESSER funding.**

➔ **Textbook assistance available**

➔ **If you are interested in having a cohort, ESSER can help pay for Tuition and Textbooks for students that qualify!**

Thanks for joining us!

Questions?

TMCC

Jump Start Program
Dual Credit Office
Truckee Meadows Community College
Email: dualcredit@tmcc.edu
Website: jumpstart.tmcc.edu
7000 Dandini Blvd, RDMT 315
Phone: 775-674-7683

SNAP, TMCC, NSHE and ACCT

- SNAP stands for Supplemental Nutrition Assistance Program. Formerly known as Food Stamps
- Since Covid many requirements have changed. Previously students were not eligible if they were not employed, regardless of PELL eligibility. Now a student need not work to receive SNAP as long as they are receiving some PELL or a Work Study student.
- Not only do students receive food assistance, they also are eligible to participate in the SNAP training program. The program offers students a variety of supports services that are vital to their success.
- NSHE has entered into a 3 year project with the Association of Community Colleges to implement this program in all of the Nevada community colleges. Currently TMCC is the only college with a contract for past 2 years and finalizing a 4 year continuation.
- Attached are some additional information provided by the NSHE kickoff that goes into more detail.

Overview of the SNAP Employment and Training (E&T) Program

- The SNAP E&T program, is a federally funded, state administered program that aims to help Supplemental Nutrition Assistance Program (SNAP) recipients access the skills, training or work experience needed for employment.
- Each state is required to operate a SNAP E&T program and receives federal funding annually to do so (USDA provides $350 million annually to states to operate SNAP E&T programs).
- States often partner with providers, such as community-based organizations, workforce development providers and community colleges to deliver SNAP E&T services (Third-Party Partnerships)
- These providers can use non-federal funding for allowable SNAP E&T services and supports, which are then eligible for a 50 percent reimbursement through the state's SNAP E&T program.

SNAP E&T Services

- Individuals eligible for SNAP E&T include those that receive SNAP in the month they participate in an E&T activity; do not receive TANF cash assistance; and are able to work upon program completion.

- **SNAP E&T services** can include:
  - Pre-Apprenticeship/Apprenticeship Programs
  - Basic Education/Foundational Skills Instruction (including High School Equivalency) (Please note: over age 21 only unless providing services not available with the state and local school districts.)
  - Career/Technical Education or other Vocational Training (results in an industry recognized credential)
  - Short-term Training (a training without an industry recognized credential)
  - Integrated Education and Training/Bridge Programs
  - Work Readiness Training

- **Supportive services** can also be provided through SNAP E&T, including:
  - Dependent care expenses
  - Transportation fees (bus fare, gas voucher)
  - Uniform or book/training materials expenses
  - Emergency housing assistance
  - Case management

Project Timeline/Anticipated Activities

- 3 year project, spanning from September 30, 2020-September 30, 2023.

  - Phase 1 – Conduct landscape assessment of learning materials and identify gaps in knowledge and tools/resources among community college partners. Accomplished through background research, needs assessment survey and focus groups.

  - Phase 2 – Develop intensive TA for cohorts to increase knowledge of the SNAP E&T program, and how it aligns with existing program structures; create a Resource Clearinghouse.

  - Phase 3 – Deliver TA through educational opportunities including webinars and convenings (virtual or in-person), peer-to-peer learning sessions, etc. TA will provide a combination of tools and support ranging from awareness-raising and marketing to program administration and effective service delivery models.

- Note: TA will be shaped by the specific needs of cohort members.

Educational Partnership Programs (EPP)

- Perkins

- SNAPET

- Justice Involved

- ARISE

- Displaced Homemaker

epp.tmcc.edu

Application to our program is on the right