
MEETING MINUTES FOR JAN. 26, 2018

Meeting called to order: 10:01 a.m.

In attendance: Sameer Bhattarai, Dave Boden, Arnold Brock, Amy Cavanaugh (chair), Wade Hampton, Warren Hejny, Scott Huber, Andy Hughes, Linda McGillicuddy, Terry Mendez, Cheryl Woehr

Absent: Laura Briggs, Melanie Purdy, Trenton Schoppe, Kyle Simmons, Jim Winston,

Guests: YeVonne Allen, Amber Anaya, Cheryl Cardoza, Dr. Karin Hilgersom, Heidi Himler, Mike Holmes,

Approval of the Agenda

There were no additions or deletions to the agenda.

Approval of the November 17, 2017 Minutes

Amy Cavanaugh called for a motion to approve the November 17, 2017 minutes. The motion was made and seconded by Cheryl Woehr and Scott Huber respectively and passed unanimously with no abstentions or oppositions.

Diversity and Inclusion Initiative YeVonne Allen & Dr. Karin Hilgersom

Dr. Hilgersom and YeVonne Allen, Program Manager for the Equity, Inclusion and Sustainability Office provided background on the Diversity and Inclusion Initiative to the committee. This initiative arose from an email sent in All Discussions Listserv which created an unsavory climate at TMCC. The administration supports keeping the All Discussions Listserv; however, does question whether we are creating conditions that could create hostility. Dr. Hilgersom is asking Professional Standards to review initiative information and possibly draft guidelines for use at TMCC. YeVonne researched what other colleges are doing and cited the work of Central Oregon Community College and Portland Community College. They have created tools to assist in an inclusive and diverse environment for all persons on campus. YeVonne has agreed to serve as a resource to Professional Standards. Dr. Hilgersom asked the committee if this is a good direction. Andy Hughes agreed and suggested we create guidelines or rules of engagement. YeVonne suggested citing Central Oregon Community College's pamphlet. They have a simple six-principle format that is easy to read and utilize. TMCC would create a statement and tailor the guidelines to reflect our values. Dave Boden asked how we can keep inappropriate emails from being sent in the All Discussions Listserv. Dr. Hilgersom replied we cannot prevent it, but with guidelines we can provide a means to make the poster think about their wording. The email sender could also meet with YeVonne and discuss ways their post might be perceived as inflammatory. YeVonne wants faculty to provide input rather than her office creating a solo document. Cheryl Woehr recommended we tie the words of the document to TMCC values and beliefs and further suggested a diversity training that could be added to the Professional Development trainings and made mandatory. Dr. Hilgersom noted diversity trainings come through Faculty Senate. Cheryl Woehr suggested a top-down training is best to align all TMCC employees. Chair Amy Cavanaugh suggested next steps were to review the policy and statement of values and create a subcommittee. Volunteers for the subcommittee are Amy Cavanaugh, Cheryl Woehr, Andy Hughes and YeVonne Allen for consulting purposes. Amy will reach out to Melanie Purdy as well. YeVonne offered to contact Central Oregon Community College to find out how successful the pamphlet has been on their campus.

Mandatory Syllabi Statements

The syllabi statements regarding Gateway were perceived by faculty as administration dictating syllabi and a correction was sent to faculty to more accurately state how the Gateway statement could be used in syllabi. It was also suggested to use a citation for the sentence regarding evidence-based models.

FERPA Training

The FERPA video is in production. Andy is continuing to collect a dos and don'ts list for quick reference. Please contact Amy or Andy if you have good examples. Andy included areas, such as athletics, that will become more of an issue as TMCC evolves into athletics. Cheryl Cardoza suggested reordering the list to include the current issues first and athletics listed below. This will keep the reader reading the list rather than thinking "this doesn't pertain to me." Terry Mendez noted law enforcement must have a subpoena to request student records. Linda McGillicuddy pointed out that TMCC high school may receive athletic requests. Another suggestion was to create a FAQ's section for FERPA. A committee member asked how does the school identify students who do not authorize anyone to see their file. Andy Hughes said My TMCC does have a FERPA flag. Andy also said to refer any law enforcement asking for student records to Admissions and Records. Mike Holmes suggested a disclosure for Title IX to specify a specific person to speak with. It was also suggested to have a standard waiver for students wanting references. Andy said a waiver exists and he will attach to the dos and don'ts list. It was also noted the Disability Resource Center has waivers due to the nature of their work. Andy will provide a status update at our next meeting.

Other

The Tenure Track subcommittee is working on the policy and procedures. Melanie Purdy had to leave the subcommittee due to scheduling conflicts. Amy asked for a volunteer to join the subcommittee; Dave Boden volunteered. A request was made to discuss tenure. Cheryl Cardoza noted the request and stated the committee is tasked with discussing policies and processes not personalities. Mike Holmes stated there are many inconsistencies that need updates as well as a uniform process created where no double-standards can exist.

Adjourn: 11:09 a.m.