03/14/2022 Start Meeting 1:05 pm

1:05 – 1:30pm Introduction/Ice Breaker

1:30 – 2:00pm Report on ARC Executive Team IDI/ICS

A few years ago, needed to create a plan on how to achieve EDI work. Executive Team reached out to Dr. Luca Lewis for training. The team used assessment tools to measure where we were individually and as a team, in the work of Intercultural Development Inventory (IDI) and Intercultural Conflict Style (ICS). Dr. Lewis spent time with us as a team to talk about his work in on the above topics and how they apply to us as a team, and also individually.

The executive team took an assessment individually, and was able to discuss our results as individuals with Dr. Lewis, but also as a team.

The executive team also started reading a book together "Undocumented Americans" by Karla Cornejo Villavicencio

2:00 – 2:15pm DG6 Report

LWTech – Challenging, but survived. Lots of webinars. Still have tickets pending.

CBC – Thankful for all of the help and advice for those that went before them.

2:15 – 2:45 Question Box

Do you allow class swaps after 10th day?

Some colleges, said no. Many said yes, if it was "like for like". A lot of it though can also depend on the student's situation. A lot of conversation around this, with other scenarios.

Do you have your students acknowledge financial responsibility as it comes to paying tuition?

SBCTC is going to work on this to appear upon enrolling in courses, once all the colleges are deployed.

How do you track sex offenders possibly enrolling in classes on your campus?

By law, offenders are supposed to report to the college. Students are required to self-disclose

Pros/Cons National Student Clearinghouse v Parchment for transcript processing?

Both have been approved through shared governance committee to be connected to ctcLink. SBCTC is waiting for all schools to go-live.

Parchment is nice because it has Diploma Send (digital diploma too)

2:45 – 3:05pm Christine McMullin – SBCTC

Legislative Cycle Updates – Anti-Hazing Bill, have already started with a work group. How can we prevent these travesties from happening on campuses. Financial Aid Outreach Pilot Program, 4 ctc's as a

pilot, but could see this being sustained across the entire state in years to come. Designed for the districts with the lowest FAFSA rates. Supporting Students Experiencing Homelessness (SSEH) Pilot, wen very well, that this year that SBCTC was able to secure funding for all 34 ctc's. Dual Credit programs, nothing made it through, but the state is looking at the cost of dual credit, SBCTC is looking at giving OSPI additional funding to help. There is conversation also around summer running start sessions to help those students that are near completion to earn their degree at the same cost as if it were Fall to Spring. Senate Bill 5874, WSAC, residency affidavit updates.

3:05 – 4:00pm Guided Pathways – What role are you playing at your college? What are you using for coding in ctcLink? If you're not using ctcLink, what are you using?

Tacoma – Not necessarily using specific codes for tracking pathways yet, but are utilizing milestones, service indicators, student groups to help guide students in the enrollment/onboarding processes. Could see using similar methods as it comes to guided pathways. There is no standardized approach, which makes it difficult.

Spokane – Heavily involved in much of the discussion around guided pathways. Not doing much coding currently, but is in the process of working with instruction on program mapping.

Question came up about AARs…

Spokane – Starting over from scratch. Clark – Hired a 3rd party contractor, who's contract is almost up (CDW), Wenatchee – Talking to CDW about having someone from their team help build out.

Clark – Has been doing it for a while. They have mandatory advising. Program maps in their catalog. Have rebranded the guided pathways term as something different for students/staff/faculty.

Wenatchee – Doesn't know much. Registration hasn't been included in much of the conversation. It is faculty driven, and it sounds like things are not making progress like they hoped. Haven't seen any program maps.

Back to GP…

Wenatchee - Using student groups to track "pre" students, and hoping to use it for GP.

Clark – Is using student groups as well.

End of Meeting 4:05pm

04/21/2022 Start Meeting 8:30am

8:30 – 9:00am Introductions/Ice Breaker

9:00 – 9:15am Welcome – Dr. Sara Thompson Tweedy, President

Big Thank You! Thank you for what you do as registrars, and all the skill sets you possess.

9:15 – 9:45am What are you doing at your college to support DEI

WVC – Book study, HSI – but more enrolling than serving

Spokane – Mandatory screening committee training for hiring practices to ensure the process is equitable. Equity work plan for all student services department. Accessibility practices. Imagery. "Equity talk, Equity walk" (book)

Skagit – Student services staff go through conversation/reading group. Systemic racism conversation across campus.

Olympic – Combined Instruction/Student Services meeting (all staff, not just directors), and in the training have conversation around DEI. Meet every 2 weeks.

Big Bend – Escala project. Moving to becoming a "serving institution" ... Cultural Identity. Video on BBCC cultural history and how they became an HSI.

Everett – Equity Talk, Equity Walk book as well. Hasn't let DEI work go even through all the obstacles

Clark – Caring Campus. Changing behavior.

10:00 – 12:00pm Professional Development – Stress and Trauma Education and You, Melinda Owens, BBCC Executive Assistant to the President, MSW (June candidate), BBCC Alum

Covid Stress & Trauma Education Program (CSTEP)

What do you do daily, between tasks, students, leading, etc...?

The purpose of CSTEP is to connect people together. Reconnecting.

Mindfulness – Engage in the 5 senses – Frozen Orange example

Survey Questions/Answer (participation)

Trauma – Damage to the mind as a result of a distressing event.

Stress – A feeling of emotional or physical tension.

What are current burdens you carry? What are extra things you're carrying?

The Bio-Psycho-Social Model

The Better Moment Bookmark – Think about a time/place/event that you can go back to that brought you much joy.

Practice: Make this Moment Better

Oxygen Mask – Take care of yourself first – Nutrition, Activity, etc.

Living in the descriptive world and Leaving the judgmental world

"Humility is the Lens which we're best able to see truth"

Judgement is something to consider – McDonalds lawsuit example "hot coffee"

Ride the wave of emotions – Awareness, Acceptance, Allowance

Notice your senses once again, and be aware of your emotions (give them a label)

Steps toward accurate expression – manage emotions, identify wants/goals, check situation, accurate expression

Steps toward validating response – manage emotions, pay attention to another, understand, validating response

What are some skills you will intentionally practice?

12:00 – 1:00pm Lunch

1:00 – 1:30pm Council Commission Share Out

ATC – LPN to ADN, and LPN to BSN degrees in the works. BSN reduced credits for general education being proposed from 60 to 45.

DSSC – OAAP concerns

FAC – DEI training, Financial wellness survey through Trellis, fraudulent student accounts, still meeting via zoom

ICRC – In-person/zoom meeting?

WACRAO – In person this summer Aug 4 at Pierce College. Really great opportunity for front-line staff to go. Will try to have residency workshop included as well. Great opportunity to present topics for those that have not presented

1:30 – 1:45pm CtcLink Prioritization

Have developed a list of enhancement requests. https://docs.google.com/spreadsheets/d/1VNzokv6fTm88Dat4btmRpyWiz88csjMxVOqBxWxadC0/edit#gid=0

1:45 – 2:05pm WSSSC Liaison – Ruby

Title IX training changes... were using Everfy, and now will be using Getinclusive. Will see if they will also help in hazing training, which is a new law that was passed.

WSSSC Conf – Appears that they will be voting on whether to host it this year (October) or not. Unsure if folks will attend or not.

Ruby's subcommittee (can't remember the name) - Race, ethnicity, and ancestry updates and how questions are asked in ctcLink. Ruby sent out an email for us to look at and seek suggestions

OAAP – Use of term "alien", asked for language to be removed. SBCTC is looking at is a "fix", and not the whole governance process.

2:20 – 2:35pm Running Start Workgroup

Didn't have a chance to meet, but wants to address sending transcripts to high schools, and being consistence across our institutions. Would like to address concerns within OAAP for RS, and included residency.

2:35 – 2:45pm Attestation and Mask Mandates

Clover Park has a mask button, that says "we are ok with masking up if you're more comfortable"

Unfairness between faculty and staff privileges. Staff are required to be on-campus, but faculty still has the option.

2:45 – 3:30 Question Box

Does anyone have evening hours after 5pm or weekends?

>LWtech – 6pm T/Th, Saturdays first weekend before term starts, 7pm for 1st week of quarter

>Spokane – evening hours for testing center

>Everett – had hours, but no longer

>Big Bend – Every Thursday until 6, looking at possible later schedule for Tuesday/Thursdays because they're classes later

Colleges open all week v 4 days a week?

>Spokane, Bellevue, open all week

>Everett, Skagit, closed partially on Fridays

>LWtech, Big Bend, Olympic closed on Fridays

More of a statement… When Running Start students enroll in classes, they are charged tuition upon enrolling in classes, unlike in SMS, where tuition for RS students was adjusted immediately after a student enrolls in classes. Someone told me that it takes two business days for a particular state board process to run to recalc tuition based on the number of credits that a Running Start student is eligible for. However, before that happens, students see full tuition charges which creates confusion for many RS students when they register because they see these unexpected tuition charges. We'd like to suggest a solution to help alleviate these challenges: Communicate with state board the challenges that this is causing RS students as well as staff and to advocate for changing the tuition recalc process so that the tuition recalculation process occurs more frequently than every two business days, ideally we would want it to recalculate immediately, so that once a student enrolls in classes they see the correct balance. Communication, encouraging continuing conversations with RS students about possible limitations.

CDW Contractor Sharing

>Everett and Bellevue interested

Where does International Students processing take place at your college?

>Spokane District manages all international student onboarding

>Everett has international programs office

CBC enrollment services

Skagit international office

Olympic international office

Any colleges have issues with students participating in class (in-person or virtually) but not enrolled?

Have you seen an increase with the pandemic or decline now that we are returning to hybrid work. Some issues with students bypassing enrollment and asking Canvas folks about gaining access to a class.

3:30 – 4:30pm Round Table/Breakout - Burnout and Panic Culture

How do we live in a panic culture? • How do we achieve work/life balance? • How is your campus dealing with it? • How are you helping your staff or peers deal with it while also taking care of yourself?

We are not first responders.

Time

Empowering staff

Life/Work balance – be an example for your team

A lot of great conversation around here with many side group conversations taking place.

Meeting Ends 4:30 pm

04/22/2022 Meeting Starts 8:30am

8:30 – 9:00am Intro/Ice Breakers - Name, College, Title, Pronouns: Share a self-care strategy you are going to use to help better manage your work day or maintain work/life balance.

9:00 – 9:15am SBCTC Coding Updates and Current Projects – Carmen McKenzie and Lou Sager (via zoom)

No new coding updates

Winter quarters finals completed in Legacy for the very last time.

Technical colleges high school programs work, developed the conversation about developing a new high school-dual credit OAAP template (non-running start). Parent/guardian information included in this application for those under 18. SBCTC is wondering if this template will be useful for the rest of our colleges. Would like to get together with the OAAP subcommittee to see if this would be beneficial.

9:15 – 9:45am OAAP Work Group Report

Added Lilly and Nicole Oh

Residency to be mandatory on RS OAAP

HS info section – develop to separate sections for high school information and college information

Academic History Section – Adjust to only ask for Month/Year

Account setup – Change "apply" button to "Continue to application"

Add the addition of numbers to headers... I.e. instead of just "personal information" add "#1 personal information"

Update the "completed" graphics to reflect what is mandatory and exclude any optional sections

Update "preferred email" - acceptance emails will be sent to emails already in ctcLink, and not what they include in their new app. Hoping to make sure that the email used in the new app will be updated, to ensure that the letter goes to the correct email address.

Admit type – Proposing the definitions of each are moved to the top or the side of the application, not at the bottom... or adding a question mark bubble.

Residency/Citizenship - default country to "US" because students are not able to add their visa type if they select their actual country of citizenship.

9:45 – 10:15am ctcLink Customer Support Update - Dani Bundy

No major updates.

Getting ready for go-live this weekend and the following weeks. Her department will be busy assisting with those role outs.

Hiring 21 staff members to continue with help

10:30 – 11:00am Question Box

For those schools who are in ctcLink and have a CTE dual credit program: do you have students apply via OAAP? OR Do you just build the student via info from SERS?

Some colleges have students apply online, WVC does quick admit.

Does anyone have an academic handbook they would be willing to share? How do you manage classes/credits and collaborate with instruction.

No responses. Folks suggest catalog.

Best practices for discontinuing program/plan stacks?

Batch process with SBCTC/QRG.

Questions about how do you update student information... reapply or update information for.

What do you use Quick Admit for?

Spokane – small amount of credits during summer

Olympic – same, transitional studies too

SBCTC suggests limiting the usage of Quick Admit because it does not have all the information needed for a typical student entering the college

Does anyone have staff that work with special admissions population?

Clark, Spokane, Olympic

Any news on the Legacy transcript tool?

Waiting on all colleges to go live.

What works best when communicating with students… 3C's email / Message center

Spokane uses 3c's, no longer using message center

Olympic – texts, just starting to use 3cs

Everett – trying to figure out 3cs

Tacoma – still heavily uses Canvas

When entering data in the immunization and health screen, do you override information from other institutions?

Spokane has student input data, Everett will, but will add a row. Pierce will add too.

10:37 – 10:48am Motion to start business meeting (10:37am)

Karl moved

MIrranda second

Starr moves to approve Winter 2022 meeting minutes

Karl seconds

Any discussion?

None

Voting:

Yes – all

No – None

Abstain - None

Treasury report (Starr)

Balance - $7443

After once all payments come in and expenses paid out meeting - $8850

Need motion for OAAP work group enhancement requests to be submitted up to WSSSC

Patrick moved

Steve second

Discussion

Ruby – WSSSC needs to receive in the "Enhancement Request Form".

Voting:

Yes - All

No - None

Abstain – None

Officers for the next year...

Treasurer position – nomination of Tiffany Robinson-Duane @ Pierce

Voting:

Yes – All

No – None

Abstain - None

President elect – nomination of Magnus Altmayer @ Lower Columbia

Voting:

Yes – All

No – None

Abstain - None

Motion to end business meeting

Patrick moves

Mirranda seconds

Meeting adjourns 10:48am