President’s Cabinet
Meeting Agenda
Monday, March 23, 2015
8:30-10:00 a.m.
Building 11, Radio Station Conference Room

Attending: Joseph, Clark, Schoonmaker, Broussard, Erwin-Svoboda, Kelly, Taylor, Kruse, Coyner, Hillesland, Korschinowski, Edmonds, Dotson, Loveday

Faith and Conscience Policy and Procedure  
Dr. Joyce Loveday
Dr. Loveday provided a draft copy of the Faith and Conscience Policy for Student Absence that is still being worked on for presentation to the college. Dr. Loveday requested feedback on a one-time change to the college review process. Specifically, she would like to run both the policy and the procedure through the review process at once. Our current policy requires that they occur separately (policy first, followed by procedure review process). No negative feedback was provided. Dr. Loveday will be presenting at the College Assembly meeting for feedback as well.

New Advising Model Concept  
Dean Kelly
(See attached handouts) The Advising & Counseling office has visited six other colleges to find best practices in an effort to revise our advising model at CPTC. Dean is seeking feedback on concepts as to how the advising model can change to better support student success. A robust discussion occurred around the admissions process at CPTC and a potential transition.

Associated Student’s Bylaws Update  
Cal Erwin
(see attached handout) Cal reviewed some updates to the ASG bylaws and provided an update on the dates left to provide comment. Cal will arrange for a similar update for the College Assembly before the bylaws process is completed.

College Assembly Update  
Jason Kruse
Jason provided a status report on the College Assembly’s efforts to finalize their bylaws.

Next Meeting Agenda Items  
Tawny Dotson
Cabinet members provided potential topics for future President’s Cabinet meetings.
**New Advising Model Concept**

**Need:** The current advising model focuses primarily on prospective and new students. Students are given information about CPTC programs and complete an education plan. Once students complete their education plan, most do not return to the Advising Center unless they are changing programs.

- **Pros:** Every student is met with one on one for education planning
- **Cons:** “Fast food” advising, work is rote, caseloads are high leaving little time for retention/completion work, few connections to programs/faculty

**Research:** Given our student population and the fact that we’re a technical school, some key best practices stand out:

- Intrusive/proactive advising throughout time at college
- Strong connections with programs/faculty
- Intensive supports/follow up with struggling students
- Utilize data and technology to focus efforts

**Advising Concept:** We have identified three main components to a new advising model at CPTC:

- Updating the steps to enrollment
- Focusing advising efforts on retention and completion
- Restructuring entry advising

**Updating Steps to Enrollment** - The benefits to revising our steps to enrollment are better tracking of new students, financial aid applications start earlier in the process, exploratory/entry advising is done in a group setting with peers from the same program.

<table>
<thead>
<tr>
<th>Current Steps</th>
<th>New Steps</th>
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<tbody>
<tr>
<td>1. Select a program of study</td>
<td>1. Complete admission to CPTC and begin financial aid paperwork</td>
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<tr>
<td>2. Establish college placement</td>
<td>2. Establish college placement</td>
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<tr>
<td>3. Meet with counseling/advising</td>
<td>3. Sign up for a required Orientation Session</td>
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<td>4. Complete admission application</td>
<td>4. Attend Orientation</td>
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<tr>
<td>5. Register for classes</td>
<td>- General overview of CPTC</td>
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<tr>
<td>6. Pay tuition</td>
<td>- Students meet with faculty/programs</td>
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<td></td>
<td>- Group Advising for new students</td>
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<td>- Register for classes</td>
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<td>5. Pay tuition</td>
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**Focusing advising efforts on retention and completion** - Utilizing a more intrusive/proactive advising philosophy, Faculty Counselors will be assigned to programs using the “3 Dean” model. Faculty Counselors will connect with Dept. Chairs, Directors, and Program Faculty to fully implement an early alert system, assist with student advising and education planning, do ongoing classroom workshops
(ie...study skills, time mgmt., etc...), complete graduation checklists, train faculty on advising practices/technology, and coordinate with career center to assist with transition to employment.

**Restructuring entry advising:** One on one entry advising and individualized education planning for all new students will no longer be provided. Due to the high volume of new students, entry advising will occur in a group setting organized by program areas. This could occur during orientation or throughout breakout sessions prior to a student’s first quarter at CPTC. Students will be given standardized education plans and show how to use degree audit to keep track of their progress towards degree completion and graduation. For those students who are unsure of which program they want to attend, they will be directed to the Career Center for career exploration.
CLOVER PARK TECHNICAL COLLEGE
POLICY

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<th>CHAPTER</th>
<th>SECTION</th>
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<th>HISTORY:</th>
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<tr>
<td>4</td>
<td>15</td>
<td>STUDENT ABSENCE FOR REASONS OF FAITH OR CONSCIENCE</td>
<td>Adopted: (Pending)</td>
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POLICY

This is a new policy/procedure and describes the availability of holidays/absence for students for reasons of faith or conscience.

**Student Holidays for Reasons of Faith or Conscience**

College students are entitled to two days of excused absence per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization.

Students' grades may not be adversely impacted by absences authorized under this policy.

A maximum of two holidays will be granted under this policy per academic year. Each holiday taken will be counted as a full day, i.e. the day may not be divided into hours and taken incrementally over multiple days.

PROCEDURE

(1) Students must coordinate an absence with the Office of the Vice President for Instruction and must provide a minimum of 14 days advance written notice for on-campus activities (i.e. classroom, lab) or provide advance written notice prior to the last day of the preceding quarter for off-campus activities (i.e. Clinical rotations) occurring in the next quarter¹, unless the necessity for the absence was not known until later. In such instances, the student will submit the request within one day of becoming aware.

All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or to an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

(2) All absences under this policy must be approved by the Vice President for Instruction in advance of the absence. The college will not authorize an absence for a student after the absence occurs unless there are compelling circumstances to do so.

(3) The Office of the Vice President for Instruction will provide the student with a document verifying the date of the approved absence and further instructions. In order to ensure that their absence does not negatively impact their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing the absence is provided to each of the

¹ For one-quarter programs, written notice must be provided prior to the quarter start, if possible, and no later than the first day of class or as soon as the student becomes aware of the necessity for leave, whichever is earlier.
instructors whose classes or assignments are related to the absence.

(4) After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor shall inform the student of these adjustments within two days of receiving notification of the student's absence.

(5) If the student's desired absence date is on a day when a test is scheduled or an assignment is due, the instructor may require that the student take the test or submit the assignment before the regularly assigned date.

(6) Regardless of an instructor's class expectations or grading policies, absences authorized under this policy shall not adversely impact a student's grade.

(7) If a student fails to notify any of their instructors of an authorized absence under this policy (as approved by the Vice President for Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as being authorized under this policy or the law.
Associated Students of Clover Park Technical College
Report to President’s Cabinet – March 23, 2015
By-Laws Update

CONSTITUTION
Article III – Membership
Any student registered at Clover Park Technical College and who has paid the Services & Activities fee shall automatically be a member of the Associated Students. Membership shall grant specific rights, including the right to vote in all special elections and other rights and privileges stated herein.

BY-LAWS
Article XIV, Section 3 –Amendments
Amendments to the Constitution & By-Laws, which substantially change the overall intent of the By-Laws or any of its articles will be recommended by the Constitution & By-Laws Review Committee, and approved by a majority vote of the Student Council and approved by the Director of Student Involvement and the Vice President of Student Services.

Any such amendment must be well publicized with written notice for fifteen (15) business days before ratification takes effect. Students may appeal the amendment by submitting a petition to Student Council in accordance with Article Xi: Initiative of these By-Laws before ratification can take effect.

In the event a proposed amendment is approved by the Student Council, but is declined by the Director of Student Involvement and the Vice President of Student Services, all parties shall meet in a good faith effort to resolve such dispute or disputes prior to the proposed amendment being eligible to be ratified by the Associated Students through the initiation of a Referendum.

CONNECTION TO SHARED GOVERNANCE
The Student Council is an advocate of the student voice, a partner with other governing units and an active participant in shared governance at CPTC. As delegated by the Board of Trustees, the Student Council oversees the administration of the Associated Student Government (ASG), is responsible for planning and initiating policies of the Associated Students, expends the Service & Activities Fees, authorizes student organizations and assesses additional student fees.

APPROVAL PROCESS
Open forums for the proposed document were hosted on:

- March 11 from 7:00-8:00 AM in Building 23, Room 209
- March 18 from 11-12 PM and 12-1 PM in Building 23, Room 209

Student Council will hear comments to the proposed document at their regularly scheduled meeting on:

- April 1 from 3:30-5:00 PM in Building 23, Room 209

Email notifications were sent to registered students organizations and advisors on March 11, 2015.

NEXT STEPS
Student Council will formally vote on the proposed governing documents in late April, Date TBD.
2014-2015 UPDATES

1. **Formatting:** Fixed punctuation, grammar, redundancies and indentations. Established consistencies in the layout (i.e. headers, bullet points, fonts and table of contents).

2. **Chair of Review Committee:** Both the Administrative Officer and Vice President of Student Council were both listed as chair of the Constitution and By-Laws Review Committee. The Vice President will serve as chair of the committee.

3. **Advocacy & Outreach:** The Clubs Officer position was expanded upon in an effort to maximize student advocacy efforts of the Student Council.

4. **South Hill:** The Clubs Officer will serve as the student representative to the students of South Hill Campus.

5. **Student Legislative Action Committee:** This new ad-hoc committee will be chaired by the Legislative Officer and will focus on legislative engagement, ensuring the “CPTC student voice” is heard by representatives, connect the ASG to the community and Olympia and mobilize CPTC students towards legislative action.

6. **Temporary Appointments:** The ability to make temporary (one-quarter) appointments to the Campus Activities Board will ensure continuity of programming and consistency of student funded programs and initiatives.

7. **Initiatives:** Established the Vice President of Student Council as the person responsible for researching initiatives for feasibility, appropriateness and accuracy prior to drafting a preliminary recommendation and submitting it simultaneously to the Student Council and student petitioner.