



Office of the Provost
Report to the Board of Education
02 November 2018
(Revised 11/8/2018)

ARTS & SCIENCES (Karen Carroll, dean)

Department of Performing and Visual Arts; Susan Rochester, department chair

1. The Performing and Visual Arts Department hosted a gallery showing of the fabric sculpture work of an artist from Seattle in October. A closing reception was held with the artist, as well as UCC students and staff on October 25th.

Department of Science and Mathematics; Dee Winn, department chair

2. Dee Winn is acting Chair for the Oregon Community College Math Department Chairs. UCC hosted the semi-annual meeting on October 19 of the OCCMDC to discuss statewide issues in Mathematics instruction.
3. Bryan Benz gave a presentation on October 25th at Roseburg High School (RHS) about his work as a botanist with the US Forest Service (USFS) and about the natural resource and forestry program at UCC.
4. Mick Davis is presenting on his work on an Open Education Resources (OER) textbook in physics as part of a panel at the OCCA main conference in mid-November.

ASSESSMENT (Debi Gresham, director)

5. Debi Gresham has resigned as Director of Teaching, Learning and Assessment effective November 30. Dr. Crabtree is in the process of developing a plan to cover these important duties.
6. Full-time faculty are working on their fall course assessment reports which are due January 11, 2019.
7. All non-academic areas are scheduled to submit program assessment reports as well. Submission deadline for these reports is January 15, 2019. The following academic programs are scheduled to complete Program Reviews this year. Submissions are due April 1, 2019.
 - Criminal Justice
 - Fire Science
 - Emergency Medical Services
 - Paralegal and Legal Assistant
 - Natural Resources
 - Forestry (all pathways)
8. Assessment forms and processes are available for review on the assessment webpage at <https://www.umpqua.edu/assessment>.

CAREER & TECHNICAL EDUCATION (Jason Aase, dean)

Career & Technical Education Division; Jason Aase, Dean

9. Planning is underway for the first annual UCC CTE Signing Day to be held on February 21. This is a growing National event sponsored by the National Coalition of Certification Centers (nc3) and recruitment tool for CTE programs intended to celebrate the dignity of work and to elevate the stature of Career and Technical Education. Planning is in conjunction with the Douglas County ESD and Douglas County High Schools. The group has produced a timeline and identified additional people to include in the planning process.

10. UCC's 12th Open World Delegation from Ukraine spent a week exploring STEM Education at the K-12 level in Oregon. The delegates experienced multiple interactions with UCC faculty and students, and local activities included Phoenix School, Douglas ESD/South County CTE project, and a complete tour of Orenco Systems. The group were also welcomed at CTEC in Salem and met with STEM leaders from the Oregon Department of Education at the State Capitol. The delegates and UCC faculty/students shared information and built lasting relationships. Future plans for continued interaction include connecting one of our Douglas County LEGO Robotics teams with a team from the same age group in the Ukraine as well as virtual engagements with the Paul Morgan Observatory. Several host families plan on visiting Ukraine this Spring.

Department of Applied Science and Technology; Clay Baumgartner, Department Chair

Welding; Ian Fisher, Program Coordinator

11. High School recruitment Duane Thompson visited Glide H.S. Tuesday October 16th in efforts to recruit and train welding shop students in Gas Tungsten Arc Welding. Duane discussed Dual Credit options and the current industry needs to fill the skills gap for local fabricators and manufacturers.
12. Industry Partners FabForm Industries, a local trailer manufacturer and industry partner, came out on Monday 10/15/18 to visit with our second year Production Welding students. This class helps build multiple small parts for FabForm as a component to their Production welding class. FabForm discussed many job opportunities, details of employment, and the importance of this industrial partnership with the UCC welding program.
13. Recruitment The October 10th Sutherlin H.S. visit was a huge success. Dustin Cosby and Missy Olson did a fantastic job in bringing lots of eager and interested potential welding students to see current UCC welding students in action. Dual Credit and current welding job opportunities were highlighted during the visit.
14. Welding Grant Three NEW Dynasty 280's AC/DC TIG machines have arrived! The DCIDB and UCC Foundation have graciously provided the support to acquire these new machines. The welding program would like to express their sincere thanks to all that were involved with this project.
15. Student Success More student success stories; Devona Culver has recently signed on at Great Northern in Sutherlin as a welder fabricator of utility trailers.
16. Cross Curriculum Projects Advanced Welding students in their WLD 123 Production and Problem Solving class are working together with Melinda Benton's WR 227 Technical Writing class on some cross-curricular projects. The advanced welding students involved are working on a large project for ODFW and Melinda's technical writing student is an Engineering student. Melinda and I are very excited about the student interactions and collaboration, and we will be looking for more opportunities to do similar projects together.

Automotive; John Blakely, Program Director

17. Toyota T-TEN Advisory Committee held their quarterly meeting. The committee completed a budget review and additional topics included how committee members can help with required equipment for UCC's T-TEN program. UCC's recruiting and retention efforts were commended and dealers were charged with helping with recruitment at their local high schools.
18. John Blakely and Scott Sandford, Toyota T-TEN Area Manager, represented UCC's T-TEN program at Grants Pass High School's annual career fair. There were 2,002 students in attendance. John will be following up with students that expressed interest in UCC's T-TEN program, which would include an internship at the Grants Pass Toyota dealer.

Department of Business; Toni Clough, Department Chair

19. A recent Business Department grad was hired by the Douglas County ESD.
20. Dr. Alan Aylor and Martha Joyce-Test starting providing a student tutoring lab for Accounting to help students in need in WCH 11 on Thursday's 8:30-10 am.
21. Gary Gray reported the RMC program had been awarded an additional \$30,000 in student tuition stipend funds from The League for Innovation, under the ongoing Brighter Futures grant with the help of the WAFC to help with recruiting efforts.
22. Toni Clough provided a Recruitment Presentation to Sutherlin High School students on October 10th in conjunction with Dustin Cosby of the Recruitment & Retention staff.
23. Dr. Alan Aylor and Toni Clough along with Robin VanWinkle and John Fett have begun working on the 2nd Annual Bridging the Gap Conference to be held in the spring for local businesses and community members

Community & Workforce Training; Robin VanWinkle, Director

24. All Certified Production Technician students passed the Safety assessment, one of four tests that must be passed in order to earn the CPT industry credential from MSSC (Manufacturing Skills and Standards Council).
25. The department hosted Community College colleagues in Workforce/Contract Training from around the state on October 23. Topics included Non-Credit Training Certificates, the possibility of starting a non-credit consortium in the state, and a new model for offering non-credit apprenticeships that qualify for Veterans funding piloted by Central Oregon Community College.
26. The department hosted a "train the trainer" session for the Professional Truck Driving Curriculum used by the Oregon Professional Truck Driving Consortium. UCC is a member of this statewide consortium and has four instructors trained as "master trainers".

Department of Health Sciences; April M. Myler, Department Chair*Registered Nursing; April Myler, Director*

27. The 2018 Practical Nursing Graduates, under the direction of Rocky Stevenson, achieved a 100% first-time NCLEX-PN pass rate!
28. Students continue to work with the public to provide support of various community partners and events. Highlights include:
 - a. Wishes come True holiday events to provide gift for patients in need of necessities and a kind reminder that they are remembered,
 - b. The Pumpkin Patch for school-aged children (and under),
 - c. Drive-Thru Flu Shot events, and more!
29. April Myler was able to attend three important meetings on October 18th and 19th:
 - a. Oregon State Board of Nursing (OSBN) Statewide meeting for Nursing Deans
 - b. Directors - Oregon Council of Associate Degree & Practical Nursing Programs (OCAP)
 - c. Oregon Consortium for Nursing Education (OCNE) Coordinating council
 - d. HIGHLIGHTS:
 - i. Nursing Deans/Directors voted to overturn a proposal to add language to Division 21 OARs mandating that all Oregon AND-level nursing programs obtain initial approval of a National Accreditation by 2020 with accreditation completion by 2025.
 - ii. Changes for first-time pass rates to be implemented for the 2019-2020 academic year which provides more lenience of success rates by accepting second-time pass rates (to be 90% or greater within a 12 month time period for the same cohort)

30. Jan Dawson, Primary Instructor for Nursing Assistant 1, began her new role as a FT Nurse Educator Associate on October 1, 2018. Jan has worked with UCC NA1 students in a PT role since SP16.

Dental Assisting; Tamara Loosli, Coordinator

31. Tamara Loosli and Debra Muck from the JOBS program discussed coordination between the programs to provide a pathway to the Dental Assisting program for JOBS participants.

Department of Public Safety; Roger Kennedy, Department Chair

Paramedicine

32. Recently completed the site visit for National Accreditation for Paramedicine.
33. Hired a new part time adjunct that will assist with Paramedic class and clinical coordinating

Fire Science; Andy Hatfield, Program Coordinator

34. Working on collaboration with Douglas County Fire District #2 to increase student success
35. Working on a grant to secure funds for training equipment for student fire engine

Criminal Justice; Scott Batsch, Program Coordinator

36. Coordinator Batsch started one month ago and is focusing on student recruitment and retention

Viticulture & Enology/Southern Oregon Wine Institute; Andy Swan, Director

37. The incubator was utilized for the first time by a V&E student to develop their own brand.
38. The winery is being utilized at near capacity for the first time.
39. Harvest is near completion.

ENROLLMENT MANAGEMENT (Missy Olson, dean)

40. Data/General Statistics

- FAFSA applications imported comparison:
 - 18/19 - 3,459 – Will continue to receive until June 2019
 - Up 78 from last month's report
 - 17/18 – 3,994 – Full academic year received
 - 16/17 – 3,740 – Full academic year received
- Financial Aid awards processed comparison:
 - 18/19 – 1,685 - Will continue through June 2019
 - Up 197 from last month's report
 - 17/18 – 1,896 – Full academic year
 - 16/17 - 1,805 – Full academic year
- Fall Admissions Applications through October 25:
 - **18-19: 2,347**
 - 17-18: 2,047
- Winter Admissions through October 25:
 - **18-19: 190**
 - 17-18: *Not available at this time.*

41. Recruitment initiatives:

- PNACAC Fall College Fairs in October:
 - 94 students completed interest cards at the Mid-Willamette Fair located at University of Oregon

- 113 students completed interest cards at the Central Oregon Fair located at Redmond High School
- 162 students completed interest cards at the Douglas County Fair located at Roseburg High School
- 134 students completed interest cards at the Southern Oregon Fair located at Southern Oregon University
- GED to College Presentation at Rose School: 20 students attended
- Sutherlin High School campus visit: Around 50 students.
- 2018 GEAR UP Lincoln County School District College/Career Fair: 1500 in attendance
- Response Form from Web 34 inquiries
- Winter UCC Student Orientations are scheduled
- Reaching out through phone and email to the winter term admits, as well as those admitted for fall who did not attend.
- The Admissions staff has been meeting with department chairs, directors, and coordinators to learn details about programs, understand career opportunities, and work through any admissions barriers.

42. Retention initiatives:

- Pathways to Opportunity: A team consisting of Kelli Macha, Jantyne Bunce, Destiny Hunt, Missy Olson, Mary Worthington, Heidi Graves, and Danna-May Blommer has been formed to work on aligning federal, state and local resources to help low income students. The group attended a Summit on October 24 and are working on documenting the various programs UCC offers to help this population. Once developed, this handout would provide clear information for students on staff on the various initiatives and programs at the college.
- STEP Grant: UCC has joined the state STEP consortia of community colleges, which is to provide expanded services to students on Food Stamps. A team is brainstorming how to best provide enhanced services to STEP students, how to involve career coaching, and how to collaborate with our community partners who also do this work. The college will be reimbursed 50% for every dollar spent on this initiative.
- The Soar to Success program was successfully started fall term. 35 students are actively participating in the first cohort. Along with the initial Gateway to College course, the students are attending retention workshops, receiving a financial stipend, and working with the grant program's navigators.

STUDENT SERVICES (April Hamlin, dean)

43. Office of the Dean

- A. UCC has been awarded a Violence Against Women Act grant, funding a full-time BPA Advocate on campus for the next two years. Congratulations to Elizabeth Bastian for her tremendous work putting the grant application together!
- B. April Hamlin attended the ELSEE Institute on September 28-29, the Trauma Informed Care training, hosted by UCC on October 2, 2018; and the CSSA Fall Quarterly Meeting on October 11-12.
- C. Anita Louise, Janelle Joyner, and Veronica Joyce attended the Trauma Informed Care training, hosted by UCC on October 2, 2018

44. Accessibility Services

- A. Disability Awareness Day took place on October 25, 2018; in the LaVerne Murphy Campus Center.

45. Adult Basic Skills

- A. 12 GED completers for '18-19 calendar year as of October 3rd.

- B. ABS Staff is organizing a recycling fund-raising endeavor to assist students with the cost of GED Testing.
- C. ABS has placed more yard signs in North County promoting our ABS / GED offerings.
- D. We're in talks with Scott Yakovich (principal at North Douglas HS) to try re-establish connections and do outreach in North Douglas.
- E. ABS staff have utilized a couple of hours canvassing Sutherlin & Roseburg area stores to display ABS flyers and handouts.

46. **Advising & Career Services**

- A. Advisors scheduled 369 student visits between 9/24 and 10/24.
- B. Weekly workshops on career-related topics are being facilitated by Career Coach Danna-May Blommer; a resource-rich Canvas shell is also available to students who attend any workshop
- C. The Advising Procedures Manual has been updated by the Advising & Career Services and Accessibilities Services team, with development of graphic organizers and content editing provided by new Academic Advisor Emily Fiocco.
- D. Danielle Haskett has agreed to be the Faculty Advising Training coordinator, and has been facilitating weekly training on the advising topics, including the advising basics, using advising forms, and using advising software, including DegreeWorks and Advisor Trac. Additional training will include case studies, self-care, and advisor side-by-side experience.

47. **ETS/UB**

- A. On October 12th-13th, Educational Talent Search took 34 students to Portland State University for a campus tour. We also went to a Blazer game as part of a cultural event and then stayed at Camp Howard where the kids were able to participate in zip lining and a giant swing.
- B. Educational Talent Search advisors were able to recruit for our program during registration, which helped fill our required numbers for the 2018-19 year. We are required to serve 592 students and we currently have that number and a waiting list.
- C. All ETS/UB staff participated in the NAEOP conference in Eugene, Oregon. This gives us an opportunity to connect with other TRIO programs in the Northwest and share information.

48. **Registration & Records**

- A. Notice to Approximately 160 Veterans & dependents for early priority registration November 2, 2018, being sent out Oct 23, 2018.
- B. Priority Registration begins November 5, 2018.
- C. Reviewing applicants for Registration & Records Associate. Hoping to have this position filled to assist Director by November.
- D. Currently building 2019-2020 & 2020-2021 Academic Shells; Walk in Registrations for week 1 & 2 of fall term:
 - o 2017: 727 In person & Special Reg. Groups @ R&R Front Counter
 - o 2018: 756 In person & Special Reg. Groups @ R&R Front Counter

49. **TOP**

- A. We continue to onboard incoming students into TOP. We have about 20 spots left to fill and nearly 50 applicants for those remaining spots. This is more evidence that in the next grant cycle we may be able to request serving additional students within the TOP grant.
- B. Our fall first year experience cohort is underway. We took a group of students to the Oregon Institute of Technology Fall Preview Day, and students had a wonderful experience meeting their future professors and classmates. Students also got great face to face time with the decision makers in many of the competitive programs at OIT.

Additionally we have several workshops planned for scholarships in the coming month as OSAC opens November 1.

50. Student Engagement

- A. Jesika Barnes was hired as Peer Mentor
- B. Eric Branagan is a 15 hour/week JOBS participant working within Student Engagement
- C. The American Red Cross notified us that UCC is in the top 20th results for the 2018 Cesar Chavez Challenge and will be receiving a plaque in the coming weeks to mark this accomplishment
- D. Leadership: ASUCC had seven open senator positions and received 12 applications; this is a milestone as this has not occurred in 13 years. ASUCC recommended one applicant apply for a Peer Mentor position and this student was hired and started on October 19. Seven of the remaining 12 were selected to be senators. Three were brought on as ASUCC Representatives, a pilot program with the ASUCC Leadership Team. The final applicant was extended the opportunity to be a representative but chose not to.
- E. ASUCC Student Services Requests:

	Requests	Unduplicated	Backpack	Bus Pass	Food Box w/Meat Voucher	Food Box	Gas Card	Hygiene
Summer	38	28	6	11	13	8	17	6
Pre Fall 9/1-9/23	39	35	19	17		16	16	14
Fall 9/24/18		21	11	15		6	10	3
Fall 9/25/18 to 10/23/18	102	90	32	26	15	17	48	19

- F. UCC Scholars are required to complete two hours of volunteer service during weeks 2-10 of the academic term. The Scholars were assigned as noted in the table; we will be moving several of the Scholars in Student Services over to Christine Case in IT to assist in the Computer Labs to keep them open more hours.

Career Services	2
Communications & Marketing	13
Enrollment Management	10
Fitness Center	9
Student Engagement	7
Student Services	9
Testing	7

- G. ASUCC Board Meeting Participation is often challenging in the first few weeks of fall term, as senators are being selected and student organizations are recertifying. However, the past four meetings have seen higher than usual participation:

October 2	13
October 9	13
October 16	16
October 13	13

- H. ASUCC student clubs and organizations have met 13 times between the start of the fall term and October 26. Eight organizations have recertified; five more are expected to do so while two new ones are in the process of certifying for the first time. Student clubs &

organizations are being asked to submit sign in sheets for club meetings as well as event evaluations for any activities they sponsor.

- I. As part of our assessment work, we are proactively collecting data related to participation in student engagement opportunities hosted by Student Engagement and ASUCC and are learning which ways of assessment for these types of activities works and which do not.

Welcome Week	702
Virtual Panel Discussion: Matthew Shepard	9
National Coming Out Day	60
Club Fair	8 organizations; estimate 45 students
Blood Drive	65 donors signed up prior to start of drive

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Crabtree – 02 November 2018

OFFICE OF BUSINESS SERVICES BOARD REPORT**November 2018****Natalya Brown, Chief Financial Officer****Office of Business Services; Natalya Brown, Chief Financial Officer**

- Key priorities:
 - Review of business services policies and procedures
 - Implement annual assessment of division non-academic services
 - Lead campus in long-term financial planning
 - Prepare campus for budget planning
- Budget forum will be held November 6, 2018 to provide information about financial position, budget challenges, estimates for next year, and information on planning ahead.

Budget Office; Katie Workman, Budget Manager

- Worked with Elizabeth Bastian, Director of Grant Development, and Donna Goebel, Staff Accountant, to create a grant application guide. This is an effort to standardize the college's process, provide grant seekers with a methodical process, as well as ensuring all appropriate approvals are received and necessary staff made aware.

Cafeteria, Catering & Special Events; Greg Smith, Events & Food Services Director

- Catering department provided service for Travel Oregon, the Oregon Tourism Commission, during the dedication of Roseburg Library's mural

COMMUNICATIONS & MARKETING PRESIDENT'S REPORT

October 2018

Tiffany Coleman, Director

- Continued efforts to build legislative campus advocacy team through OCCA.
 - Team is comprised of people from all campus groups.
 - Participants: Board Chair Steve Loosley, Les Rogers (Administrator), Charles Young (Faculty), Nick Thomas (Student), Jantyne Bunce (Classified), Tiffany Coleman (campus coordinator).
 - Most-recent work was a letter writing campaign to Governor Kate Brown.
 - Upcoming work includes campus outreach that will follow Nov. 6 Election Day.

- The 2019 Winter Quarter Class Schedule was mailed to 50,121 homes in Douglas County at the end of October.
 - The edition's spotlight was on the Forestry Program
 - The success story highlighted Wade Christensen, a retired military veteran who returned home to earn a college degree and start his second career.
 - Wade was this past year's Harry Jacoby Award recipient.
 - He is now a transfer student at Oregon State University.

- Completed campus monitor project. This project unified campus-wide messaging. Using cost-efficient technology, the team has worked with the Facilities Department and UCC's Media Services personnel to deploy television monitors with Wi-Fi-enabled Chromebits in these locations:
 - Library
 - Cafeteria
 - Student Center Lobby
 - HNSC (first and second floor)
 - Workout/weight room in the Athletics complex
 - Gym Lobby
 - Bookstore
 - Admissions Office
 - Whipple Fine Arts Building (first and second floor)
 - Lang Center (first floor entryway)
 - ASUCC Student Lounge
 - Tap^hòyt^ha' Hall (two locations)
 - Woolley Center

- The team was awarded a gold medal for its recent [UCC Inside-Out Campus Tour](#) video.
 - This top honor was received at the National Council for Marketing and Public Relations (NCMPR) District 7 conference in Boise. The district is comprised of community colleges in Oregon, Washington, Idaho, Montana, Alaska, and the Canadian provinces of Alberta, British Columbia, Saskatchewan, and Yukon Territory.

FACILITIES PRESIDENT'S REPORT
Oct., 2018
Jess Miller, Director of Facilities and Security

Maintenance; Jess Miller, Director of Facilities and Security

- Remodel of Student Recruitment office in the Laverne Murphey Student Center is complete
- Remodel of WFA Theater/Music multi-purpose room is substantially complete. (Cabinets, seating and shop area still need work)
- Remodel of WCH Dance/Theater multi-purpose room (20) is complete
- I presented at the Southern Oregon, Energy Trust of Oregon Strategic Energy Management Cohort meeting to close out 2018.

Grounds; Jess Miller, Director of Facilities and Security

- Removal of overgrown Juniper in center islands near the Technology Building is nearly complete.

Custodial Services; Custodial Manager

- Revised Assessment tool for both building inspections and performance tool for new hires. These tools now align in more of a succinct manner.

Security; Jess Miller, Chief of Security

- Completed Clery Report for 2018. This compilation is from 2017 events.
- Training / Convocation.
- Hire of new Chief of Security

**OFFICE OF INFORMATION TECHNOLOGY
PRESIDENT’S REPORT
November 2018
Vincent Rose, Director of Information Technology**

For the month of October 2018 the Office of Information Technology has completed the following tasks;

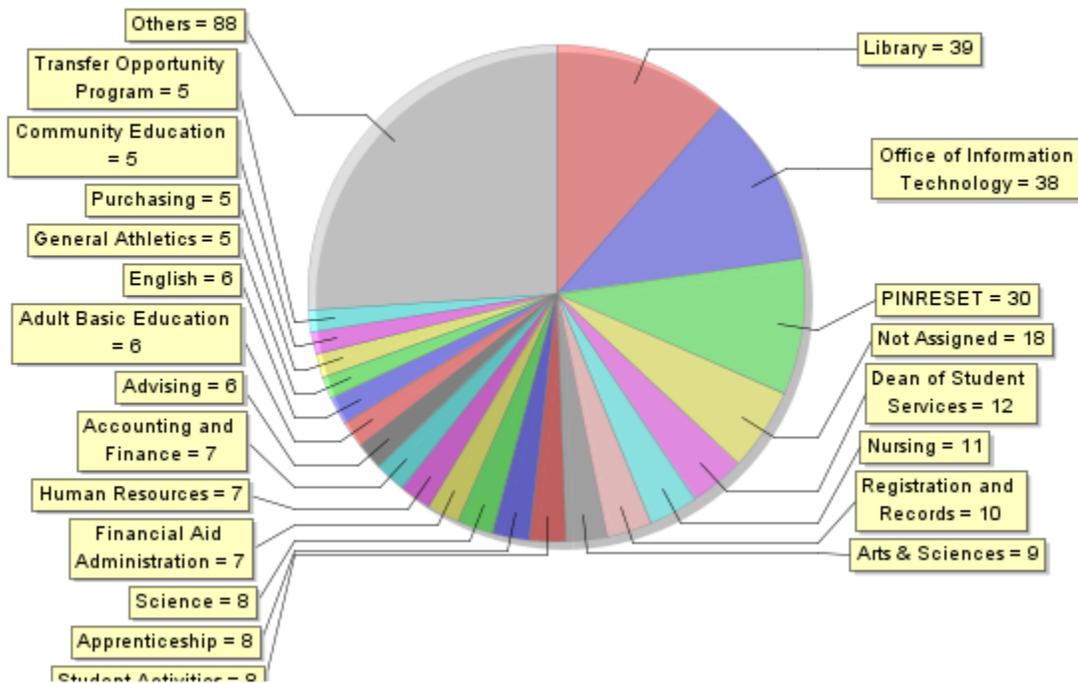
- IT completed 338 tickets (see chart)
- Developed a strategic priorities list aligned with the UCC strategic plan
- Welcomed Matthew Figueroa to the team
- Completed Training related to cultural competency

Network & Systems Administration

Responded to a security incident
Implemented automated & required password changes
Implemented VPN access by security group

Enterprise Information Systems

Successfully tested removal of temporary login for the Self Service banner Admissions page
Removed alternative ID’s from SSB Spriden table (Security improvement)
Had two staff members attend the Cohesion conference



OFFICE OF ADVANCEMENT BOARD REPORT
November 2018

GRANT DEVELOPMENT

- Collaborated with Finance to finalize a “Grant Development and Approval Guide” which provides instructions for departments seeking outside grant funding. The document is available on the Grants page located on myUCC.
- Collaborated with Fire Science to apply for funding from Jordan Cove to support equipping the department fire engine. Award decisions will be made in December.
- Awarded the VOCA (Victims of Crime Act) Campus Outreach grant through Oregon DOJ. UCC has partnered with Battered Persons’ Advocacy (BPA) for this project which provides a fulltime co-located Confidential CARE (Campus Advocacy, Resources and Education) Advocate to the UCC main campus through Sept 2020.

FOUNDATION

- 51% of UCC staff supported the annual Employee Giving Campaign that was held in September and October raising over \$24,000.
- The 3rd Annual Legacy Ball was held on November 2nd at Seven Feathers Casino Resort to another sold-out crowd. The event raised an overall amount of \$167,000 with \$46,000 earmarked for the purchase a new tractor for the UCC Truck Driving Program. A total of 31 organizations and individuals sponsored the event.

UCCPTFA Board Report

November 2018

Jeri Frank, President, UCCPTFA

- We are currently in the process of bargaining Article 7: Compensation in our bargaining agreement.
- We are aiming for results that will reflect part-time instructors' important role in teaching about half of the classes at UCC.
- Our new pay scale resulting from our bargaining sessions will be retroactive to the beginning of fall term 2018.
- We have monthly union meetings during each term to continue our important work on behalf of part-time instructors.
- We are pleased to be recognized by the administration and the Board of Education for our vital role at UCC in providing quality instruction for our students across many curriculum areas.