



# CCP & CCR Information for Club Presidents 2017-2018

## Co-Curricular Record Components

### Learning Process

Intentional learning outcomes are linked to all events eligible for CCR recognition. All events must encompass an element of transformational learning to be eligible for recognition. Students reflect on the progress they made in relation to these learning outcomes prior to receiving CCR recognition.

### Co-Curricular Portal - the online platform

The CCP at Conestoga College uses software developed and supported by Campus Labs. The CCP website is used to manage events and the CCR recognition process. The platform is also used to promote opportunities for student engagement that are not necessarily eligible for CCR recognition. By posting your events, photos and news articles related to your club, you can reach a broad range of Conestoga students. Students access the Co-Curricular Portal through a link on the myConestoga launch pad.

### Co-Curricular Record – the official document

Students can request their official CCR through the CCP website. This is an official document with the signature of the Vice President of Student Affairs and the President of the College. This document is meant to be included in employment portfolios and/or as resource to help students and graduates explain the learning that they acquired or demonstrated through CCR events. This document is marketed to employers as document with a strong verification system (with the role of staff validators) and is designed to support transformational learning, rather than transactional processes.

## Process for CCR Recognition for Club Membership

- 1) President submits Club Inclusion Form to Kendra at kfoord@conestogac.on.ca
- 2) Kendra creates or updates the organization page for the club on the CCR
- 3) Darcee creates private event for the CCR that will be used to manage CCR recognition for club membership
- 4) Darcee/Presidents determine threshold of participation for recognition
- 5) Presidents/club members apply learning outcomes
- 6) Presidents manually monitor attendance
- 7) Darcee and Presidents review attendance for recognition
- 8) Prior to the reflection deadline, Darcee uploads attendance to the CCR and emails students to prompt them to complete their reflections
- 9) Students complete their reflections
- 10) Kendra exports reflections from the CCR and sends them to Darcee
- 11) Darcee approves/denies reflections and sends them back to Kendra

- 12) Kendra uploads data to the CCP, resulting in CCR recognition for student who completed approved reflections which adds their experiences to their official CCR document
- 13) Kendra contacts students whose reflections were denied about resubmitting reflections

## Co-Curricular Portal Features for Club Presidents

### Promotional Event Postings

Presidents can post events that will be visible on the club's organization page and the CCP events listings. Presidents can publicly post meetings that are open to anyone, i.e. meetings where new and prospective members are welcome. Presidents are also able to post private meetings that are invite only. Events created by clubs will generally not be eligible for additional CCR recognition. Club presidents who are interested in having students receive CCR recognition for an event organized by the club are to meet with the Kendra to discuss the event. CCR recognition for events organized by clubs will be reviewed on a case by case basis. Unless CCR recognition has been approved through Kendra, all events created by clubs should include the following statement in their description, "This event is not eligible for CCR recognition."

### New Articles

Presidents can create and post new articles on their organization page. These news articles will be visible on the feed on the front page of the CCR and can be a great way to promote your clubs activities to the thousands of active users on the CCR. This can be a great way to share what's going on with your club without having to rely on an email list.

### Other Features

**Comments** - Any active member of the CCR can post a comment on an organization's page.

**Membership** - Student interested in joining a club may choose to become a member on the club's organization page. Presidents are able to use this information to email students who have chosen to become a member and start the process for joining the club.

**Photos** - Clubs may upload photos to the organization page. These photos will be visible on the organization's home page and under the "gallery" tab.

**Documents** – Publicly post documents relevant to the club.

**Forms** – Create fillable forms, such as registration or application forms, to support club activities.

**Custom URL** – All organizations have a unique, customizable web address. If you are interested in changing the web address, contact Student Engagement.

**Sharing Events** - All events are equipped with a share button for Facebook, Twitter, Google+ and email.

### Support

For more information or assistance navigating the CCR, contact:

Kendra Foord, Student Engagement Programmer – CCR and Engagement  
[kfoord@conestogac.on.ca](mailto:kfoord@conestogac.on.ca) or 519-748-5220 ext. 3743