

Executive Team Meeting Agenda
November 21, 2017 | 8:30 – 10:00 a.m. | Room G2

Purpose Statement: *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

Members:

Dr. Susan J. Wolff, CEO/Dean

Dr. Heidi Pasek, Chief Academic Officer

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Darryl Stevens, Chief Financial Officer

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

Guests:

Dr. Leanne Frost, General Studies Division Director

Mr. Troy Stoddard, Advising & Career Center Director

Agenda

1. Structured Schedule

Presenters: Troy Stoddard & Leanne Frost

ET Lead: Dr. Pasek/Ms. Bonilla

Notes: Mr. Stoddard and Dr. Frost presented information on the fall 2017 structured schedule. Continuing cohorts has been difficult, as student course needs differ as they continue into second semester.

Dr. Frost noted the current meta-majors – STEM, Business, Social Science, Humanities/Art, Pre-health, and Education.

From the PowerPoint (Attachment 1):

What worked

- Math at 9 and 1 – math was a challenge with students starting at various levels, so most math classes were scheduled at 9am or 1pm. This helped not only the structured schedule students, but all students. Made it easier to schedule with fewer conflicts.
- Quicker bonding – this group was not provided with the expectation at semester beginning, but future groups will

Challenges

- Need to work with faculty on scheduling long days
- Rooms were sometimes difficult to schedule
- Students want to choose their own humanities courses
- Engineering students were good with the schedule even though they had long days

Enrollment

- The 67 were not targeted as they were in programs built in a cohort model already

Summer Plan

- Will build a cohort online for summer

They know the cohort works and structured scheduling works. Continuing to learn more as we go on. Need to determine the best way to build that sense of community for the online cohort. Set student expectations at the beginning of each semester.

2. Campus App-Final Vote

Presenter: Dr. Pasek

ET Lead: Dr. Pasek/Ms. Bonilla

Notes: The three presenters go back to the original group and present final product to close the loop. All were in favor of moving forward with the app.

3. FERPA Policy

Presenter:

ET Lead:

Notes: This will be worked on and notice sent to campus once final. It will be taken to Faculty Senate as an informational item.

Upcoming Events

November

- **Thanksgiving** *November 23-24, Offices Closed*
- **Symphonic Preview** *November 30, 12:00 pm, Heritage Hall*

December

- **Holiday Concert** *December 7, 7:00 pm, Heritage Hall*
- **Christmas** *December 25, Offices Closed*

January

- **New Year's Day** *January 1, Offices Closed*
- **Martin Luther King, Jr. Day** *January 15, Offices Closed*

February

- **President's Day** *February 19, Offices Closed*


March

- **Spring Break** *March 10-18, Offices Open*



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Fall 2017 Structured Schedule Report



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Priorities

- Target: First-Time/Full-Time Students in General Education, Pre-Health Science, Accounting, STEM, CIT
- Cohort
- Dedicated time block schedules




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Examples of two of the eight schedules created.

Half the seats reserved for cohort students, half remained open for all students.

Pre-Health Science – Option 1 (13-14 cr.) – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
9:00-9:50	Math	Math	Math	Math	
10:00-11:15	WRIT 101-03 Jana Parsons 77359	COLS 103-03 Staff 77368	WRIT 101-03 Jana Parsons 77359		
11:30-12:45	PSYX 100-02 Staff 77379		PSYX 100-02 Staff 77379		
1:00-2:15	BIOH 108 Quincie Lords 77404 (or AHMS 144 77024)	BIOH 108 Lab Quincie Lords 77404 (1:00-2:50)	BIOH 108 Quincie Lords 77404 (or AHMS 144)	BIOH 108 Quincie Lords 77404 (1:00-1:50)	

General Education – Option 3 (13 cr.) – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
10:00-11:15	COMX 115-05 Sandy Bauman 77375		COMX 115-05 Sandy Bauman 77375		
11:30-12:20	WRIT 101-60L Mandy Wright 77383	WRIT 101-60L Mandy Wright 77383	WRIT 101-60L Mandy Wright 77383	WRIT 101-60L Mandy Wright 77383	
1:00-1:50	Math	Math	Math	Math	
2:30-3:20	RD 101-01 Leanne Frost 77381	COLS 103-06 Greg Stivers 77371	RD 101-01 Leanne Frost 77381		



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Enrollment

- 36 students in cohorts
- 29 additional students in parts of cohort
- 129 First-time/Full-time degree seeking new students
- 67 First-time/Full-time general education, 11 welders, 10 dental assisting, combination of HIT/HICS, pre-EMT, EDU, pre-Health Science, and Industrial Tech



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Reasons for Non-Enrollment in Cohort

- Times did not work for student schedules
 - Needed some online (retail w/ varying schedule, moms with no daycare)
- Specific transfer needs
 - Out of state, University of Providence
- Dual Enrollment Credits
 - WRIT 101 already complete
- Developmental placement
 - Testing into M 065, so could not take BIOH 108
 - Testing into WRIT 094, taught through Adult Education



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What Worked

- COLS/RD/COMX overlap of content
- Math at 9:00 a.m. and 1:00 p.m. for all students
- Quicker bonding through cohort
- Simplified scheduling for undecided students
- Less late adds
- Natural for degree specific schedules (Accounting, Engineering, Education)



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Challenges

- Spread out schedules for faculty; ex. Math faculty teaching 9:00, 2:30, 5:30
- Room availability; BIOH 108 in different room every day
- Students have strong preferences, especially for humanities courses
- Engineering students had long days



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Spring Plan

- Target: All new degree seeking students
- Clusters of 3 courses built around COLS
- General Ed morning and afternoon, Health Science, Developmental Writing options
- Maintain natural engineering, education, and accounting schedules

Pre-Health Science – Cluster 1 – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
9:00-9:50	Math	Math	Math	Math	
10:00-11:15	*AHMS 144-01	WRIT 101-03 Jana Parsons	*AHMS 144-01	WRIT 101-03 Jana Parsons	
11:30-12:45	*PSYX 100-02 Elfie Neber		*PSYX 100-02 Elfie Neber	*COLS 103-01 11:30-12:20 PM Jessica Dykstra	
1:00-2:15					

Developmental Writing – Cluster 2 – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
10:00-11:15	COMX 115-05 Sandy Bauman 77375		COMX 115-05 Sandy Bauman 77375		
11:30-12:45	*WRIT 101-60L WRIT 098-60 Mandy Wright	*WRIT 098-60 WRIT 098-60 Mandy Wright	*WRIT 101-60L WRIT 098-60 Mandy Wright	*WRIT 098-60 WRIT 098-60 Mandy Wright	
1:00-1:50	Math	Math	Math	Math	
2:30-3:20	*RD 101-01 Leanne Frost		*RD 101-01 Leanne Frost	*COLS 103-02 Greg Stivers	

General Education Afternoon – Cluster 3 – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
11:30-12:45	SOCI 101-01	*WRIT 101-04 J. Parsons	SOCI 101-01	*WRIT 101-04 J. Parsons	
1:00-1:50	Math	Math	Math	Math	
2:30-3:45	*COMX 115-03 Larry Vaccaro	77372	*COMX 115-03 Larry Vaccaro	*COLS 103-03 2:30-3:20 PM Staff	

General Education Morning – Cluster 4 – CONSENT REQUIRED					
Time	Mon.	Tues.	Wed.	Thurs.	Fri.
8:30-9:45	*WRIT 101-01 Jana Parsons	*PSYX 100-01 Elfie Neber	*WRIT 101-01 Jana Parsons	*PSYX 100-01 Elfie Neber	
10:00-11:15			*COLS 103-04 10:00-10:50 AM Shelby Meyers		
11:30-12:45	CAPP 131-06 Staff	MUSI 103-01 Cindy Stevens	CAPP 131-06 Staff	MUSI 103-01 Cindy Stevens	

Highlighted courses are in a cluster. Student must be in the cluster to register.

Other courses are recommended, but can be taken by any student.



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Summer Plan

- Summer 2017 – 19 new students, 16 in online COLS
- For Summer 2018 - Online, 2-course cluster – COLS and WRIT 101
- Will be advised into other appropriate course (most likely math)