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

Dr. Heidi Pasek, Chief Academic Officer Dr. Darryl Stevens, Chief Financial Officer

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Mr. Lewis Card, Executive Director of Communications,

Resources Officer

Guests:

Dr. Leanne Frost, General Studies Division Director Mr. Troy Stoddard, Advising & Career Center Director

Agenda

Marketing & Development

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

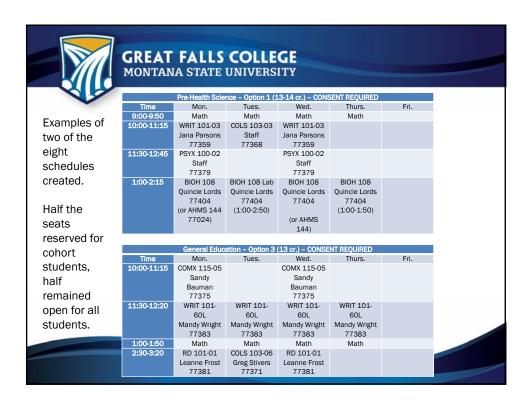
• Spring Break March 10-18, Offices Open





Priorities

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





- · 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



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



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)



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



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

