

PRESIDENT'S CABINET MEETING
January 19, 2016
MINUTES

MEMBERS PRESENT:

Bob Austin, Terry Berg, Lee M. Colaw, Cara Crowley, Lyndy Forrester, Ellen Robertson Green, Russell Lowery-Hart, and Deborah Vess

OTHERS PRESENT:

Tamara Clunis, Mark Rowh, Brenda Sadler, and April Sessler

Vess told about how awesome her trip to Poland was with the students.

Austin reported on enrollment on the first day: headcount is down 1.6%; contact hours are up 1.5%. Spring enrollment usually nears fall enrollment. Last spring we added about 100 students in the first week. Fifty percent of classes will be 8-week classes in fall 2016. "Fast Focused" will be the ad campaign.

Discussion:

COMPREHENSIVE EARLY ALERT SYSTEM – Mark Rowh and April Sessler shared a PowerPoint and discussed the Comprehensive Early Alert System. They both serve on the committee; the goal is to create an early alert system with effective processes and procedures designed to alert, track and retain students before they drop a class or withdraw from AC. The committee had extensive training for three days. Discoveries: 1) There is lack of communication among alert initiators and student case workers/advisors. 2) Some faculty use Black Board, others use AC Connect; advisors work in AC Connect only. 3) Retention Center in Black Book is not saved when the course ends and retention alert information is saved forever. Retention Center is a tool for faculty to manage their own class retention but is not documented or saved and is not communicated to advisors. 4) Codes are needed to substantiate the "W" alerts. 5) Most important alerts result from poor grades and attendance. Technology and College Policies: The committee gathered information from IT, Student Services and a faculty focus group to determine processes currently used in regard to retention alert, student withdrawal and financial aid policies. AC needs easier access to retention alert center. Usage of classroom scanners has not been maximized; need to make sure all campuses have scanners. Faculty need to receive emails or texts for lack of attendance, low grades, and when retention cases are closed. Committee recommendations: 1) Have electronic scanners on all campuses; students will be required to use ID badges to document attendance per class syllabi. 2) Training needs to be mandatory for all full-time and part-time faculty and advisors. 3) No late registration for any classes. 4) Need an administrative withdrawal policy; students who do not attend by census day should be automatically withdrawn. The committee wants to pilot math and English in Spring Too. Students enrolled in biology A&P I are not doing well need to be identified as non-successful early during the fourth week and be offered 12-week pre- A&P I for the next semester. Rowh distributed an October 2015 retention alert cases handout.

CABINET AND VPAA COUNCIL GREETERS IN DEVELOPMENTAL ED AREAS – Lowery-Hart said in the last leadership training the outcome was to determine how to help developmental ed areas and how to include Cabinet members. Clunis said the Success Center will move from the Library basement to the 3rd floor and wants to get a welcome desk similar to the Advising Center. Clunis will send dates and times for Cabinet to meet with her. West Campus Service Center would

be a great place for assistance, also. Green will help Clunis by having a video library made in the next 4-8 weeks if all services are available. Crowley thinks a grant will be able to supplement costs. Clunis told about when a group from AC visited Lee College about four years ago they were shown flyers with information for these students to help get the message across. Lowery-Hart said the key is for Cabinet and VPAA Council to figure out how divisions can help on the front side. He also said a plan needs to be devised for summer and fall for Ware Student Commons to be identified, which was formerly the Library; the building code on schedules is listed as "WSC" which is confusing because most people see that to mean "Washington Street Campus;" it was suggested to change the code to "Ware" instead.

CIVITAS – Crowley said Civitas will give AC Inspire for Advisors for two years free of charge and we will not pay for Degree Map until we receive it; the money will go back to No Limits, No Excuses. Inspire for Advisors should be ready to use in April.

STRATEGIC PLAN TRACKING – Crowley said she needs help with the Strategic Plan. Austin reminded Cabinet that a few years ago, when they were working on the Strategic Plan meetings would be scheduled regarding progress which would hold everyone accountable. Crowley plans to purchase a Microsoft project software package to assist with the Strategic Plan.

ACADEMIC CALENDAR – Austin distributed a summer enrollment study. Table 1 showed retention of hours by term from summer 2011 – summer 2015. Approximately 80% of students who attend a summer semester at AC are enrolled between one – six credit hours. The number of students enrolled in 12 or more credit hours has declined every year for the last five years. In the summer of 2015, only 3% of students who enrolled took 12 or more credit hours. Active course sections in summer 2011 – summer 2015 show that the summer semester at AC has historically been offered in a two-session format (summer I & summer II); approximately 80% of all sections were offered in the first summer term. Summer enrollments at AC over the past five years are defined by three major characteristics: 1) approximately 80% of all students enrolled for six or less credit hours; with more than 90% of all students enrolled for fewer than 12 credits; 2) approximately 80% of all summer courses were offered in the first session; 3) a comparison of course section offerings and attempted credit hours suggest a correlation whereby students enroll for classes at a time when sections are available. Austin distributed a 2016-2017 academic calendar. We can serve students who want to take more classes as long as we are offering enough sections. Lowery-Hart said he likes the concept of 8-week terms, but is concerned about financial implications. It may be too late to offer 8-week terms for summer 2016. Austin will make the traditional calendar with no changes for summer 2016. A fall break in between fall I and Fall Too was discussed; we might be able to use a couple of days that week for developmental training days. It was discussed to extend the fall semester by an additional week in December. Lowery-Hart asked Austin and Vess to present the calendar to the Administrators Association and Faculty Senate. Austin reported that the Civic Center Coliseum is available to host the fall commencement on Friday evening instead of Saturday morning.

PROCESS MAPPING/DEPARTMENT MEETINGS – Lowery-Hart asked Cabinet to have meetings with their divisions and invite him to attend. He wants Cabinet to talk about what processes they think we need to do to improve the organization and discuss the budget situation. It is most critical to solicit input and ideas from employees. Crowley said she will create a one-page document that shows positions that will and will not be filled.

2017 BUDGET – Berg distributed and discussed a FY 2017 budget development timeline. February 1 – salaries will be loaded into the budget module; February 19 – Colleague entry and paperwork due to deans and VPs; February 26 – Colleague entry and paperwork due to appropriate Cabinet member.

Announcements:

- Kimberly Carlisle, the new Director of Purchasing, began work today.

Next regular meeting: January 26, 2016
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