

PRESIDENT'S CABINET MEETING

January 10, 2017

MINUTES

CALLED TO ORDER

9:06 am on 01/10/2017

ADJOURNED

11:08 am on 01/10/2017

MEMBERS PRESENT

Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Chris Hays, Steve Smith

MEMBERS ABSENT

Bob Austin, Mark White

OTHERS PRESENT

Kevin Ball, Joy Brenneman, Collin Witherspoon

DISCUSSION:

1. DATA	Witherspoon
<p>Collin presented attrition data for first time in college (FTIC) students. He started with the Fall 2013 cohort and tracked those who did not complete by spring 2016. More than 400 students were lost from the first to second semesters. By the end of three years, over 50% of the students did not return.</p> <ul style="list-style-type: none">• Hispanic and white students had the greatest attrition rate.• Women drop out at a higher rate than males over the three year period while males drop out more quickly at the beginning.• Students 19 and under drop out at a much higher rate.• More full time than part time students are lost by the end of the 3-year period.• First generation, PELL, and Dev Ed students have the highest attrition rates.• 2014 and 2015 cohorts attrition rates are about the same as 2013. <p>The first semester appears to be the key to keeping students. Need data on the number of 19 and under students who are on probation after the first semester.</p> <ul style="list-style-type: none">• Reframe and improve the FYS Course; link it to high-risk gateway courses• Provide clear Pathways up front• Have something for high school seniors prior to the first day of class, perhaps a required orientation in the summer• Increase participation in the coaches and champions program <p>FTIC in Fall of 2017 will be the cohort measured for our 70% by 2020. These issues must be addressed and fixed before then.</p> <p>The FYS Committee has asked that FYS be a three hour course and made an institutional requirement. It is PELL eligible. Redesigns are in progress and finding ways to entice our best faculty is part of the discussion. The committee will schedule a time with Russell to get input.</p> <p>Once a student gets to AC, structures are in place for them through Dev Ed and Pathways. Some students are still wasting time in Dev Ed courses when a boot camp could get them ready in three days. More information needs to be provided for high school graduating seniors. Tamara will work with Jason to give him additional information to take into the high schools. Once it has been determined what AC needs from the high schools, Russell will meet with Dr. Dana West.</p> <p>Collin reviewed the high school map which reflects enrollments from the high schools by order: Tascosa, Caprock, Amarillo High, Palo Duro, Randall, Dumas, Hereford, Canyon, River Road, Bushland</p>	

He also showed the mean GPA's of the students who come to AC in descending order: Highland Park, Randall, River Road, Hereford, AHS, Dumas Canyon, Tascosa, PD, Caprock. Collin will prepare a white paper with the data on attrition and attach this high school information.

Now that Fall 2016 is complete, the report card may be updated. Collin reviewed preliminary numbers comparing Fall 2015 to Fall 2016 and we are up slightly in all categories except 3 levels developmental education persistence and 3-year graduation rates for part-time students. Gateway courses are about the same. Comparing 2012-13 to 2015-16:

- FTIC up 10%
- Part-time up 2%
- Full-time down 3%
- Three-year graduation rate down
- Three-year full-time up significantly
- Transfer rate up 5%, overall completion rate is going up

Completion rates need to be based on three years. Collin will change how the completion rate is calculated in order to reflect attainment year by year and then share data with faculty.

ACTION ITEMS

- Steve, Tamara, Lyndy to meet and see how they can make a one-hour course robust and paid well.
- Collin will put this information in a two page white paper. Russell will meet with the Completion Committee and then with Dana West. Cara will set Completion Committee meeting.
- For BOR meeting – Collin will get with Russell to determine data to be presented

Steve, Tamara,
Lyndy, Collin, Cara,
Russell

2. CIVITAS

Crowley

We renegotiated the contract with them. AC is only interested in Illume and will look at anything that might be free. We do not want Inspire for Advisors or the Student Planning module because we are rolling out the Ellucian module for student planning.

ACTION ITEMS

Cara will talk with them.

Cara

3. STRATEGIC PLAN: GOALS 3, 4 & 5

Lowery-Hart

Most of the work done so far has focused on Goals 1, 2 and 5.

Goal 3: Learning – tasks are not related to outcomes

- H – Learner centered pedagogy
 - International experiences have been reduced rather than grown
 - Curriculum maps have been created but are not meaningful. Those will be revisited looking for a new template. They will need to be aligned to the pathways to ensure a student can get through the program in a timely fashion.
 - Maps and Pathways should be brought together to include sequencing making sure they meet accreditation requirements
- I2 – Use IDS data to redesign and improve gateway courses.
 - Need to keep Bb Analytics because it allows Collin to get to grades.
- I3 – Create incentives for faculty for improvements in gateway course success.
 - Change this to only use Title V funds.

Goal 4: Equity

- J1 – Create a systemic approach to utilize student workers at each campus.

- Working on it but not there yet.
- J2 – Develop learning profiles
 - This is related to Civitas and we don't have the module to do this. Could get a data dump from Civitas and give students a risk score each semester. Illume will give us students risk factors after census date. Need to determine how to link this information to faculty in the classroom. Needs to be rewritten to identify most at-risk students with an intervention plan. Should focus on risk factors and attendance factors first. Problems with the attendance scanning need to be addressed.
 - Create an *At-Risk Student Task Force*. Collin will chair this committee whose membership will include Ernesto Olmos, Diane Brice, Melissa Hightower, Bob Austin, Tamara Clunis, and four faculty members appointed by Tamara. Link to A1 and attach taskforce to both.
 - Shane Hepler is working on getting data applicable to specific jobs.
- K1 – Establish policies to eliminate poverty barriers
 - Cara is working on this
- K2 – Connect student resources
 - Orientation, core team, and new task force
- K3 – Link schedules to children's options
 - Working on this
- L1 – Create a student success certification program
 - Camp Wow
- L2 – Embed our No excuses Commitments into all job descriptions...
 - Done
- M1 – Train families on financial aid, degree plans, and careers
 - Pathways
- M2 – Clarify and collect first generation status on all AC students
 - Done
- N1 – Link block scheduling with child specific CE offerings
 - Done, with revision in process
- N2 – Systemically strengthen partnerships with community based
 - Being done by Jordan Herrera and changes to the ARC
- N3 – Provide specialized advising/registration events for key area high schools
 - In process, need to call a Marketing and Recruiting Committee meeting
- N4 – Strategically increase financial aid applications and award
 - Being done through change to NLNE community partnership
- N5 – Increase employee and community participation in the AC Coach/Champion program
 - This program has gone backwards and will be covered at the next Completion Committee meeting.

Goal 5: Financial Effectiveness will be on the next Cabinet Agenda.

ACTION ITEMS

- Tamara will get involved in the planning for the NYC trip Spring Break
- Tamara to find someone to chair the Faculty Development Program and then they will meet with Tamara and Lyndy
- Completion Committee is responsible for J2
- Joy will schedule a Marketing and Recruiting Committee meeting

Tamara
Lyndy
Cara
Joy

4. ENROLLMENT UPDATE

Austin

Head count is flat and contact hours are down a bit from last year.

ACTION ITEMS

n/a

5. BRAGGING ON EMPLOYEES	Cabinet
<ul style="list-style-type: none"> • Steve noted that Carolyn Leslie's father died over the weekend and with Dennis Leslie out, Andrew Flores has stepped up to fill in for him. • Chris informed the Cabinet that Lynne Groom has resigned from KACV and is moving. One position will be filled and some restructuring will take place. They will be working to increase fundraising. 	
ACTION ITEMS	

6. COMMUNICATION POINTS	Forrester
Not covered	
ACTION ITEMS Lyndy will send email.	Lyndy

7. POSITION JUSTIFICATIONS	Cabinet
<p>Tamara has one emergency hire. Walter Nelson received a letter of non-renewal for next year but decided to resign now. It is a replacement position and budget neutral so not necessary to bring to Cabinet.</p> <p>Tamara asked about filling grant positions and bringing those justifications to Cabinet. When possible we should use internal personal and get salary savings. Need to have communication across the college to fill those positions.</p> <p>New grant positions should be brought to Cabinet.</p>	
ACTION ITEMS n/a	

NOTE: Russell informed the Cabinet that the new President's Leadership Institute started on Monday, the 9th and is going well.