

# PRESIDENT'S CABINET MEETING

September 12, 2017

## MINUTES

### CALLED TO ORDER

9:02 am on 09/12/2017

### ADJOURNED

11:10: am on 09/12/2017

### MEMBERS PRESENT

Bob Austin, Kevin Ball, Tamara Clunis, Cara Crowley, Lyndy Forrester, Russell Lowery-Hart, Denese Skinner, Steve Smith, Mark White

### MEMBERS ABSENT

### OTHERS PRESENT

Joy Brenneman, Collin Witherspoon

### DISCUSSION:

1. DATA.	Witherspoon
<p>Mr. Witherspoon presented an update on the current report card. Overall completion rate is 41.33% which may increase once transfer information is received from the National Clearinghouse. A year ago the completion rate was 29%. Students may be counted more than once for completion if they complete multiple programs, e.g. a certificate, a degree, a transfer, etc. It was noted that one student recently had seven completions. IPEDS also counts completions in this manner. Fall to fall persistence is down due to a decrease in the number of part-time students, however, full-time persistence is up. The three-year minority completion rate is at 19.34% and their transfer rate is about the same as the overall rate. The success rates in gateway courses continue to rise and is at 75%. Most of these courses have been moved to 8-week courses and have been through course redesign and are no longer low-success courses. Persistence rates in developmental education courses have decreased. Students now in these courses are students who truly need these and struggle more. The Success Center works with students enrolled in two or three developmental classes, while those enrolled in only one are seen by the division advisors. There is a need to find a way to work with these students as well. Overall, the success rate for developmental education is up.</p> <p>Although there are confounding factors to full-time enrollment, the data reflects that full-time students have better gradation and transfer rates. Advising could promote, but not force, full-time enrollment by having better discussions with students regarding their barriers to full-time enrollment, interventions available, and advantages to being a full-time student. Course scheduling must also provide a schedule that works for a student. Dr. Clunis noted that students are afraid of going full-time and it is hard to convince them to do so. It recently took four employees to move a student from part-time to full-time. Nursing and Allied Health students have the same struggles as other students but are committed once they get into and program and make it work. Need to sell students on other programs that lead to jobs, perhaps by putting a community face with the program.</p> <p>Cabinet discussed equity persistence and wondered if full-time enrollment was more important for students of color. Mr. Witherspoon will analyze that. Providing soft skill training for minority students was also discussed and it was determined that associations/clubs for African American and Hispanic students should be developed. Student/faculty/staff relationships are key.</p> <p>Student demographic information presented: 43% Hispanic; 45% white; 6% black.</p>	

Several years ago instructional data specialists were trained to pull data in their individual departments. This has not worked well and Mr. Witherspoon has developed a program which will be on the server and contain the data. He will train deans, chairs and coordinators, faculty, and cabinet how to access and use this. He demonstrated a shell of the program. Depending on their login, users will have different access. The program will launch in the Spring of 2018.

Take-aways from today's data discussion: The processes put in place over the last few years are working and the college is improving. There is still work to do but AC is headed in the right direction.

**ACTION ITEMS**

- Ms. Crowley and Mr. Ball will work together on the Aspen infographic and highlight equity persistence, labor market, and the rise in completion rates to tell the AC story.
- Integrate communities and the Career Center to sell professionalism, jobs, and soft skills
- Develop African American and Hispanic associations and choose faculty/staff to lead these groups.
  - Mr. Austin, Ms. Skinner, Mr. White, and Dr. Clunis will meet to determine next steps
- Have Mr. Witherspoon demonstrate his new data program at a No Excuses meeting, probably in January. He will prepare a screen shot with populated data for use at the ACCT Conference.
- Mr. Witherspoon, Mr. White, and Mr. Smith will discuss ways to monetize Mr. Witherspoon's program(s) and intellectual property. They will bring this back to Cabinet on their timeline.

Crowley  
Ball  
Austin  
Skinner  
White  
Clunis  
Witherspoon  
Smith

**2. EVENTS AND TABLES**

**Lowery-Hart**

Cabinet reviewed the list of tables purchased and sponsorships from last year and individual Cabinet members volunteered to be responsible for various events throughout the year.

**ACTION ITEMS**

n/a

**3. COURTESY FUND**

**Smith**

Mr. Smith reviewed the purpose of the courtesy fund and donation processes in the past. The fund is used for baby spoons for employees who have a new child and for flowers sent when an employee is in the hospital. Funds remaining at the end of the year are given to the Foundation in memory of those who have lost family members during the past year. It was agreed that the suggested minimum donation will be \$5.00 with the option to give more through payroll deduction.

**ACTION ITEMS**

Ms. Forrester will work with Employee and Organizational Development to send out an online giving form so that donations may be made through payroll deduction.

Forrester

**4. TECHNOLOGY PLANNING**

**Forrester  
Clunis**

Ms. Forrester presented the concept of a centralized computer lab utilizing the basement of the Ware Student Commons to leverage and maximize this space. Some faculty/staff in the basement have been or could be moved to other locations which have already been located. The IT replacement plan is already in place so a decision will need to be made quickly. Mr. Smith noted

that there are A&I funds currently budgeted for some updates in the Ware basement. Faculty would be able to reserve space in this location. There are 400 to 500 other computers that would not be affected by this change including the labs in the Byrd Business Building. Target date would be Fall 2018. Dr. Clunis, Ms. Crowley, and Ms. Skinner will be attending a conference about ED spaces and will have good information to report.

<b>ACTION ITEMS</b> Include Mr. Smith in the discussions, include others as needed, and bring a plan back to cabinet.	Forrester Smith
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<b>5. ENROLLMENT UPDATE</b>	<b>Austin</b>
Not discussed	
<b>ACTION ITEMS</b> n/a	

<b>6. BRAGGING ON EMPLOYEES</b>	<b>Cabinet</b>
Cook team for General Assembly Ms. Forrester – Ellen Patterson has taken over some administrative duties for Lyndi Ms. Skinner – Cara Crowley for the orientation schedule she created for her first days at AC	
<b>ACTION ITEMS</b> Cabinet members noted above will send email or notes to employees named.	

<b>7. COMMUNICATION POINTS</b>	<b>Forrester</b>
Ms. Forrester reviewed points to be covered in the WIFFY email and will have Charles Hendrick send that out.	
<b>ACTION ITEMS</b> n/a	

<b>8. POSITION JUSTIFICATIONS</b>	<b>Cabinet</b>
None	
<b>ACTION ITEMS</b> n/a	

<b>9. OTHER DISCUSSION</b>	<b>Cabinet</b>
None	
<b>ACTION ITEMS</b> .	Forrester