

Academic Alignment Subcommittee  
Meeting Minutes  
February 15<sup>th</sup>, 2013

In Attendance: Erin Busscher, Bill Faber, Diane Patrick, Paula Sullivan

CAP 1.1.1

- A Reverse Transfer luncheon will be held on March 28<sup>th</sup>, 2013 with our four year partners to share data, discuss best practices, and to learn about the new grant that has been established to help with Reverse Transfer initiatives

CAP 1.1.2

- Bill Faber and Erin Busscher completed the online MyDegreePath faculty training via BlackBoard. Faculty will be able to use the online training module before the end of March

CAP 1.1.3

- Erin Busscher is working with CAP 1.1.3 team members to move forward with updating the articulation website and will be sending out an alumni survey to gather data pertaining to successful transfer preparation



## GRCC Experience Subcommittee Meeting Notes – 02/15/13

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Present: Tom Smith, Sara Dorer, Lisa Frieburger, Luanne Wedge (guest), Caleb Heikoop, and Eric Mullen

Regrets:

1. ePortfolio System Update (Sara Dorer)
  - a. First focus group will be next Tuesday with students (Sara Dorer, Liz Tyrell, and Mike Schavey ) – this will be in conjunction with the Student Leadership Advisory Committee’s work to gain feedback from students
  - b. Seth York is working to gain feedback on Counselors
  - c. Eric Mullen, Mursalata Muhamad, and Felix Peirero will work to gain feedback from faculty at large (Felix also agreed to make contact with some of his colleagues in the business sector for additional employer feedback)
  - d. Luanne Wedge and Julie Parks are working to gain feedback from employers
  - e. Eric Mullen is piloting use of the ePortfolio in the leadership development course (CLS 150) he is teaching this semester as extra credit. He has at least 5 students opting into this assignment and should be able to provide feedback as early as April
2. Monitoring Activities
  - a. Percentage of Degree Seeking Students Involved in Student Organizations, Athletics & Service Learning Programs (1<sup>st</sup> Success Indicator) – nothing to report
  - b. Percentage of Courses that have a Co-curricular Designation (2<sup>nd</sup> Success Indicator)
    - i. Sara suggested sending a brief survey to faculty this spring to gain examples of co-curricular program – Eric will coordinate
    - ii. Eric spoke with Donna Kragt about adding a question to next year’s academic department plans – she agreed this would be possible
    - iii. In the meantime, Eric will also canvass the academic department plans from this year for examples as well
  - c. Student Employment Office’s assessment of student learning as a result of employment on campus
    - i. Researching resources on use of learning outcome in student employment (through contact in Ohio)
    - ii. Found information on examples of programs using learning outcomes in student employment programs.

- iii. Common program models looks like a pre-assessment of intended work/learning outcomes, followed by scripted meetings and performance evaluations with supervisors, and a post assessment
- iv. Discussed piloting this with 5 or so supervisors for Fall 2013 – Luanne is looking to add this as a project within her department plan

3. Other Items

- a. Next meeting on March 22

Grand Rapids Community College  
Strategic Leadership Team

Ends Sub Committee: Student Success

Meeting Minutes  
February 15, 2013

**Present:** Ric Underhile, Art Johnson, Katie Daniels, Lynnae Selberg, Jianchu Chen, Cathy Wilson, Mike Vargo

**Absent:** Kevin O'Halla, Mike Light, Eric Williams, Tim Koets, Janice Balyeat, Patti Trepkowski

***Important Dates: All draft information sent to the team (please send it to everyone) by February 22; Full draft of content completed and sent to the team by February 26 (Ric, Art, and Katie will do this); Team will provide feedback and critique to Ric and Tim by March 1. March 5, present full draft presentation and report to Cabinet (Tim and Ric—note that Cabinet is scheduled from 9:30-11:30—we will not need the entire two hours—I will keep everyone posted on the specific start / end time—just like church, all are welcome!). Hold March 12 for possible Cabinet meeting. Present to the Board on March 18 (Tim and Ric will co-present with all members of the Team present and prepared to respond to questions specific to your particular contributions.***

***Work to be done for the Board Presentation March 18, 2013:***

- We will showcase a profile of our students from:
  - 2007-2008 fall, winter & summer
  - 2008-2009 fall, winter & summer
  - 2009-2010 fall, winter & summer
  - 2010-2011 fall, winter & summer
  - 2011-2012 fall, winter & summer
- We will outline what is happening during the above time increments to the following populations:
  1. Our GRCC students- general demographics
  2. How did the student profile change each year?
  3. List services or other events that were happening at the college (new President, new Provost, new strategic plan, mass faculty & staff retirements.....)
  4. What was happening regionally? (changes in employment / unemployment, Granholm / Snyder, etc)
  5. What was happening nationally?
- Tim has offered to be the presenter, but the entire team should be present and available should there be questions.
- Ric & Art will work on building the presentation. **We need to each get them our information by 2/22/13.** The list of who is responsible to gather what information is located below in the "task list".
- Task List:
  - Cathy: how are we stepping up hiring processes
  - Katie: build a time line of segments of students and paint a picture of their demographics.
  - Patti: will explore curriculum & assessment, ILO's, SLO's, APR & CARP
  - Ric: Will assist Katie
  - Mike V: Will explore the national changes in expectations and events that impact students.
  - Mike L: AGC- look back at policies voted on during time frame that impact student success
  - Lynnae: usage – counseling visits, early alerts academic success workshops, assigning advisors. Will get CLS data from John & tutoring info from Yumi.

- Tim: faculty roles and the role of technology and how we teach students has changed.
- Janice: EN and developmental education and it's impact and change over the time line.
- Art: will craft all the information gathered into a visual presentation that tells our story
- Jianchu: explore faculty roles

First draft provided by L. Selberg, 2.15.2013

Revisions by R. Underhile, 2. 18. 2013

**Grand Rapids Community College/Strategic Leadership Team**  
**Strategic End: WORKFORCE DEVELOPMENT**

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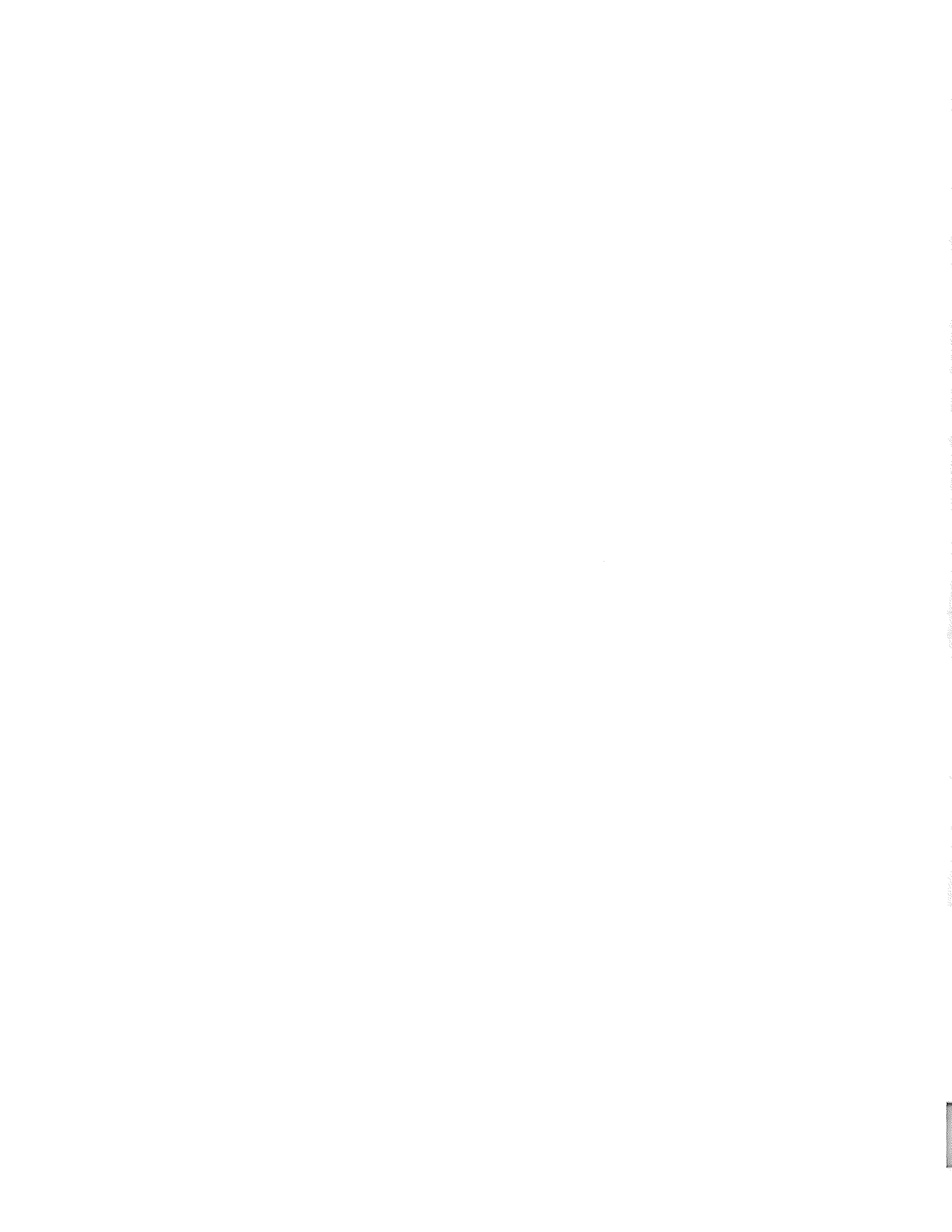
At Grand Rapids Community College (GRCC) the End of Workforce Development commits to prepare students to secure employment in all sectors of the economy.

**Workforce Development Meeting Notes for February 15, 2013**

Team Attendees:, Rick Verburg, George Waite, Karen Walker, Amy Koning, Julie Parks, Kurt Meinders, Fiona Hert, Dan Clark

Team members not able to participate: Tina Hoxie, Sammye Zollman, Nikki Banks

- We will present to the GRCC Board of Trustees on April 15, 2013. We will not be presenting to Deans Council or Cabinet prior to the board. George will be scheduling a special meeting in the next month for our team to review the first drafts of the documents that will be presented.
- We reviewed the three indicators that we are measured by for the end.
- We reviewed the 6 Perkins Grant Indicators that are a portion of our report.
- Our next meeting is in March, 2013. We will review our last draft of the April presentation to the board at that time. .





## Donna Kragt - CAP 3.1.0 Student Engagement Minutes 2/15/13

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**From:** David Selmon  
**To:** Donna Kragt; Mansfield Matthewson  
**Date:** 3/7/2013 2:55 PM  
**Subject:** CAP 3.1.0 Student Engagement Minutes 2/15/13

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Dear Mansfield,

After Raynard Ross gave his presentation on our CAP, there were a few areas of concern.

CAP Student Engagement Internship discussion from the SLT small group

- Tina Hoxie needed more clarity – She was confused on what the focus was. After explaining the internship opportunities for students, she seemed to be more clear as to what the CAP was speaking to. With that said, Raynard was not clear as to if the internship was a paid or unpaid. Fiona shared that it is against the law to have unpaid internships. I stated to Fiona that I was unsure if the intent was to have the student paid but I would wait until you got back to ask for clarity. At that point, we decided we would table this conversation and move forward with it at our next scheduled meeting. Donna Kragt was called to the table to guide us to next steps and Donna stated that we needed to not give up on the CAP and that we needed to do more research and bring it forward at a later time. This time could be next fall, given the fact that we only have one Strategic Leadership Team meeting this year.

We concluded the meeting with items of discussion for the next meeting. They are:

- Would a company get points toward the awarding of contract if they offered an internship
- Who would coordinate and follow-up on the internships – credit/noncredit
- What are the resources needed to manage the program and have they been requested/approved.
- How the internships would be tied to any existing process or curriculum at the college.
- Is this a new and innovative idea or being done at other institutions?

This is what I remember about our discussion. Present at the discussion was Art Johnson, David Selmon, Tina Hoxie, Fiona Hert, Raynard Ross, and Katie Daniels.

Thanks,

Dave

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