

Academic Alignment
CAP Updates
January 25, 2013 meeting minutes

Present: Sandy Andrews, Erin Busscher, Laurie Foster, and Paula Sullivan

Sandy shared print copies of the Academic Alignment Ends Monitoring Report Recap which was presented during the January 25 SLT meeting. CAP champions will take this feedback back to their CAP teams.

Current work for CAPs 1.1.3 and 1.1.2 were discussed.

CAP 1.1.3 - Erin is working to update the College's Articulation and Matriculation Website. This site will include GRCC's definition of Articulation. Currently the site houses high school and university agreements, but Erin will be expanding the website. She knows where she is going and what she would like to do, but would like to know who at the College could help with website development. Paula suggested that Erin review current GRCC websites and possibly model her site after those she thought most valuable. Paula also mentioned that they is a movement at the College to standardize the navigation "buttons" to help with uniformity and ease of use. Laurie suggested Kathy Mullins may know of a new intern or employee with website experience. Erin would like to add pull down menus to better access information. When completed, the website will include processes, College and University agreements, as well as high school related information. Erin's goal is to complete the site during summer 2013. To help build content for the site Erin has asked for feedback from department heads and program directors. Specifically she asked "what does articulation mean at GRCC". While she has not received a tremendous amount of feedback, she still has pending meetings with some department heads and is anticipating more input. After this step Erin will take her finding to Academic Leadership to finalize the definition. Erin eventually would like to create a CAP around high school articulation.

A general discussion followed about the questions from the BOT during the Academic Alignment presentation in December. It appeared that the questions and concerns are well aligned with the current direction and work of the CAP teams.

CAP 1.1.2 - Paula shared information about upcoming trainings for faculty members regarding the MACRAO agreement and how to advise students. She indicated that faculty members do not want to "mis-advise" students and that the trainings are designed to help faculty better understand and communicate what the MACRAO agreement is, its benefits to students and how students can meet the MACRAO requirements. Trainings with academic departments will begin Winter 2013 and wrap up during Fall 2013. During each meeting a member of the CAP team and the academic department's Counseling department liaison will attend. Additionally the development of several educational videos for faculty are planned. The videos will be accessible online and cover topics such as the MACRAO agreement and MyDegreePath. The CAP team also developing a template to share what departments should do during student advising including guiding principles and suggestion for "How to Advise Students".

Minutes provided by Sandy Andrews.

Access End Meeting
January 25, 2013

Present: Ken Fridsma, John Cowles, Eric Kunnen, Misty McClure, Fatima Nieves, Patrick Kamau, Aleta Anderson

The team reviewed the current CAPs underway. CAP leaders for Student Success, ABO and Accessibility were not present.

After review of the current projects the team adjourned.

GRCC Experience Subcommittee Meeting Notes – 01/25/13

Present: Tom Smith, Sara Dorer, Terri Burt, Felix Pereiro, Vicki Janowiak, Lisa Frieburger, and Rebecca Whitman

Regrets:

1. ePortfolio System Update (Sara Dorer)
 - a. Sara Dorer present an update on the ePortfolio CAP project
 - i. Various focus groups and interviews are being held between now and mid March to gain feedback on the need, use, and desired outcomes of a portfolio system (these will be held with groups of students, faculty, and employers)
 - ii. Eric Mullen is using the OrgSync ePortfolio as an extra credit assignment in the course he is teaching this semester (CLS 150, Leadership Development) and will compile feedback to share with the committee
 - iii. Sara Dorer is planning to attend the OrgSync conference this summer. She is planning to request funds through SLT so she and Mike Shavey can attend to learn more about their ePortfolio product and how other colleges and universities are using this system. In addition, Mike will be able to view the academic service learning module work and consider for adoption (this would integrate this activity into the portfolio system as well)
2. Monitoring Activities
 - a. Percentage of Degree Seeking Students Involved in Student Organizations, Athletics & Service Learning Programs (1st Success Indicator) – nothing to report
 - b. Percentage of Courses that have a Co-curricular Designation (2nd Success Indicator) – Eric is still in process of connecting with Patti Trepkowski on how to track this better. Eric will have an update on this inquiry by the February meeting
 - c. Student Employment Office's assessment of student employees' learning as a result of employment on campus - nothing to report. Lisa Frieburger will plan an update in February as Luanne Wedge and Cathy Wison have been working on this initiative
3. Other Items

**Grand Rapids Community College
Strategic Leadership Team**

Ends Sub Committee: Student Success

**Meeting Minutes
January 25, 2013**

Present: Ric Underhile, Art Johnson, Patti Trepkowski, Katie Daniels, Lynnae Selberg, Jianchu Chen, Cathy Wilson, Tim Koets,

Absent: Mike Vargo, Kevin O'Halla, Mike Light, Eric Williams, Janice Balyeat

Guests: Provost Gely, President Ender

Topics of Discussion: Board Presentation March 18, 2013

Our guests came to us today to discuss their idea for how to do our Student Success Ends report for the Board in March. We need to be prepared to present this presentation to the Cabinet in late February in order to receive feedback and make the necessary changes before the Board presentation.

- So far all presentations have focused on student success and have discussed student success indicators, so the Board has already seen our information.
- Our challenge is to help the Board understand the big picture and see the connections. We deal with this information and are able to see and make the connections between all that we do and how & why it impacts student success.
- The idea is to tell the story of an entering class since 2006.
 - ✓ Take this group of students and follow what has happened to them. Did they graduate, complete, transfer, drop out or are they still in school?
 - ✓ Explore FTIAC who are full time vs part time.
 - ✓ Get a student profile:
 - AS/AA or occupational degree
 - Degree Program or undecided
 - ACT, Accuplacer test scores
 - High School GPA
 - MND
 - Low income
 - Diversity
 - Age
 - Gender
 - Working or not
 - % on financial aid
 - Veteran status
 - Disability
 - TRIO/ first generation
- Over this same time period used to tell the story of the student class, we will talk about the intentional student services that were initiated and when possible their impact on student success. We will explore the usage numbers for following student success programs:
 - Tutoring
 - Early Alert

- Counseling Visits
- Orientation
- Academic Success Workshop
- Fast Track/ Title III
- TRIO
- Disability Services
- Student Clubs/ Organizations
- CLS 100 (and other classes)
- Career Services
- Case Management (assigned advising)
- We know that our student demographic has changed over time, and we know we have responded with providing new and timely resources. As the diversity, complexity and at risk level of our student population has increased (we need to demonstrate this) we have maintained with a consistent graduation rate (rather than dropping) and this is an achievement itself.
- We need to also explore the trends and changes that have happened nationally as well during the time frame and how it could be impacting students.
- Challenges:
 - ✓ How do we gather the data and how does it indicate success?
 - ✓ Can we build relationships- those who came to tutoring did better in class.
- 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
- Messages to Drive Home
 1. We're responsive
 2. We make a difference

First draft provided by L. Selberg, 1.25.2013

Revisions by R. Underhile,

Minutes from Community Outreach Team

Jan 25, 2013

CAP project 3.1.3 Minutes 1-10-13

Community Outreach Indicators of Success.

1. Community satisfaction with GRCC (e.g. surveys, public comment).
2. Number of lecture/events/symposiums/conferences/athletic events on GRCC campus open to the general public.

This project addresses indicator #1 but not #2. Same as other active project. Do we need to change indicators, change project, or develop new project?

3.1.3 Student engagement

Have contractors use students in projects. During three years of "capital bond" use. 30 -40 million dollars worth. Internships and learning opportunities. For pay..compensation expected and stated in packet to employer to be developed. Per Susan Lichtenberg GRCC has no standard of pay. Other schools pay \$10-20. Also in this packet to be Job description, beginning and ending dates of opportunity, etc. Mimic the standards that Susan and Fiona have for their internship Perkins project. Note: Under minimum wage may be requested by contractors due to lack of experience of students.

Some systems and agreements might be already out there...Moss Ingram was working on similar SEED program. American community college conference. Julie Parks will attend conference in January to report progress...not much to report as of today.

Note: Luann Wedge's department posts job opportunities. Only a bridge.

Note: Mansfield Already has been approached by a contractor asking how to engage students.

Susan Lichtenberg 234-4115 office hours TWF. internship coordinator invited to and attended meeting. Possible champion. Part time with Laurie Chesley co-chair?

George Waite has wanted this for years..McCabe Marlowe construction done this way. Team member? Also, Scott Martin, Jim Vandokkenburg, Laurie Chesley, Julie Parks, Kevin Dobreff, Kieth Ferguson? David Dye or representation from department; architecture? Don Steevy or representation from his department; HVAC?

Can we submit this to Leadership yet? We need champion first?

Mansfield will set up meeting with Fiona, Susan, and ? To discuss Susan's involvement and vet the process.

Indicators of success to be included in project:

Number of students used/served.

Number of contractors or subcontractors using students. Percentage?

Quality of work. Company subcontractor satisfaction. Contractor satisfaction.

Student satisfaction.

Aggregate Hours worked.

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

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 ~~November 16, 2012~~

Jan 25, 2013

Team Attendees: Tina Hoxie, Sammye Zollman, Rick Verburg, George Waite, Nikki Banks, Karen Walker, Amy Koning, Julie Parks, Kurt Meinders

Team members not able to participate: Fiona Hert, Dan Clark

- Amy & Tina provided updates on their CAP projects (6.1.1 & 6.2.1) for the team. These projects are on track with the anticipation that they will be complete by June 30, 2013.
- Julie Parks shared with team that CAP 6.2.2 was approved by Deans Council to be transitioned into a department plan instead of a CAP. This will come to SLT next month for approval.
- Our three CAP champions will copy us on their update reports.
- The April, 2012 Workforce Development Executive Summary was distributed. This document includes the commitments we made to the board at that time and may need to be addressed again at this year report.
- We also reviewed our Indicators of Success. Fiona will send out to the committee, the recent Perkins indicator report. We expect that we will not meet the bench mark for non-traditional learners.
- Our next meeting is in February, 2013. We will need to review our 2011-12 indicators and start preparing for our April presentation to the board at that time. .

