

**Grand Rapids Community College
Strategic Leadership Team**

Ends Sub Committee: Student Success

**Meeting Minutes
October 19, 2012**

Present: Mike Vargo, Ric Underhile, Donovan Wallace (for Kevin O'Halla), Patti Trepkowski, Katie Daniels, Lynnae Selberg, Jianchu Chen

Absent: Art Johnson, Kevin O'Halla, Mike Light, Cathy Wilson, Janice Balyeat, Tim Koets, Eric Williams

Topics of Discussion:

Key dates: Board Monitoring Report is due March 2013

Processes: The first year of a CAP is typically devoted to planning, structuring and beginning to implement the plan. The teams then begin to monitor the impact of their actions and make adjustments during years two and three.

We have an obligation to monitor and provide technical assistance to the Student Success CAPs, especially observing for what actions are leading to impact on the Indicators of Success (IOS). Further, we should consider and document strategies for sustaining positive momentum. It also is wise to attend to Department Action Plans or other efforts for how they may contribute to student success.

Important sources of data for our review (in preparation for the Board Monitoring Report) include past Board Reports on Student Success and the Teaching & Learning Quality Model (TLQM) reports, many of which are presented to AGC.

It was noted that the TLQM reports incorporate the data, can't we use these rather than duplicating work? How do we streamline our work to reduce duplication?

Going forward, reports should report on the indicators. CAP Champions will benefit from be reminded of this necessity.

What information do we want from CAP Champions? When do we want it?

TLQM should consider the inclusion of the IOS.

We need a mode of communication between committee & CAP. How do we get information from them and to them?

To Do:

Look at each CAP and consider how the IOS may be more intentionally impacted. We need to have each CAP do this and report back to the Ends committee.

Attend to institutional processes that impede making impact on the indicators. How do we identify these?

Monitor and report on interventions that have a direct impact on the indicators and indirect impacts.

Sub-committee members should review the TLQM and familiarize themselves with the document.

Committee members should review the CAP reports and establish supportive questions that we could ask Champions.

Ric will:

Send out the 29 page TLQM

Request that committee members review the TLQM reports that were submitted in September to AGC. If you see an opportunity for any of those reports, or points made in those reports to contribute to the CAPs that we monitor, please share with the appropriate CAP Champion and let us know about that so that we can monitor our own work.

First draft provided by L. Selberg, 10.20.2012

Revisions by R. Underhile, 10.24.2012

Donna Kragt - Fwd: Re: Document outlining roles/responsibilities of SLT Ends Subcommittee Teams

From: Cindy Martin
To: Donna Kragt
Date: 10/23/2012 4:39 PM
Subject: Fwd: Re: Document outlining roles/responsibilities of SLT Ends Subcommittee Teams
CC: Eric J. Kunnen; John Cowles

Donna, please include these notes as our team minutes from the SLT meeting. It includes all that we talked about.

thanks!

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>>> Cindy Martin 10/23/2012 4:36 PM >>>

Donna, the **ACCESS** team approved the following revisions as presented in your draft report to SLT:

1. CAP 2.1.1. --**New Champion**: Domingo Hernandez-Gomez to replace Cindy Martin
2. CAP 2.1.2--**Add new CAP** for Achieving the Dream, with Champion John Cowles to replace Linda Spoelman. This new CAP will include the former CAP for Reading Apprenticeship, which had been under the Student Success END.
3. **Move CAP** 2.2.1 to END of Student Success
4. **Add new CAP** 2.2.2, Creating an Accessible Campus for All, with Champion Kathy Keating
5. **Add new CAP** 2.2.3, Male Mentoring, with Champion Eric Williams (moved from Community Outreach)
6. **New Indicator of Success** recommended by the team: "Achieve and maintain compliance with Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973."

Cindy

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>>> Donna Kragt 10/23/2012 11:33 AM >>>

Hi All:

You will find attached a handout regarding the roles/responsibilities of the SLT Ends subcommittees that was part of the PP used in the Sept meeting. Ric had indicated during his remarks at last Friday's meeting that such a document would be useful to you as Team chairs.

PS - Don't forget to approve the revisions to your Strategic Plan section this afternoon if you haven't already done so! Also...please send your team minutes from last Friday to me by Oct 26.

THANKS
Donna

Academic Alignment

CAP Updates

October 19, 2012 meeting minutes

Present: Sandy Andrews, Erin Busscher, Diane Patrick, John Dersch, Bill Faber and Laurie Foster

We discussed our progress to date. The CAP sub-teams are on task. Our CAPs (1.1.1, 1.1.2, 1.1.3) were presented today during SLT. CAP 1.1.1 was modified to eliminate the reference to increasing the number of MACRAO endorsements. Diane will likely propose a change to the CAP's Indicators of Success.

Discussion focused on how and what our team will be presenting to the BOT in December. Donna joined us and shared Access End sub-committee experiences to date as they prepare their November Monitoring Report submission and Board presentation.

As a result of our discussion, the following suggestions for report and presentation preparation emerged:

- Focus on year two, what's been done year to date.
- Focus on changes in our core indicators and why we think data has changed.
- Only provide project updates and goals for the current year.
- Pull from existing reports. Report any highlights. Share goals for next year.
- If deemed valuable, request reformatted data from IRP. The Access sub-committee requested reformatted data sets.
- Report on applicable Department Action Projects.
- Check SLT website for faculty engaged in unique, applicable work.
- Send an Academic Alignment End sub-committee member to the October 30th Cabinet meeting to hear the Access sub-committee present its final report.

Items to note:

- A template will be produced by Media Services for both the monitoring report and PowerPoint presentation.
- It is unclear at this time if an Executive Summary will be requested.

Sandy will share the 2011 Academic Alignment Report and Executive Summary, request from CAP leaders an explanation of IOS data changes (positive or negative) since 2011, and request from all sub-committee members any desired data reformatting suggestions.

These minutes were a collaborative effort of Paula Sullivan and Sandy Andrews.

GRCC Experience Subcommittee Notes – 10/19/12

Present: Eric Mullen, Tom Smith, Felix Pereiro, Lisa Freiburger, and Raul Alvarez

Regrets: Chaka White, Sara Dorer, Vicki Janowiak, Moss Ingram, Rebecca Whitman, and Terri Burt

1. Follow Up & Questions From Last Meeting – nothing to report
2. Brainstorm Ideas to Advance CAP Project: ePortfolio System
 - a. Host focus groups with various stakeholders as first step to assess needs and interest in ePortfolio system
 - i. Local Employers – Felix and Lisa are willing to help identify possible attendees and Felix is willing to help structure/facilitate the meeting
 - ii. Faculty – identify a cross section of faculty to discuss this project. Specifically target programs that may inherently have a stronger need for a portfolio solution. Possible strong connections would be with Business, Child Development/Education, Culinary Arts, Visual Art, Writing and Communications, Architecture (David Dye)
 - iii. Students – perhaps IRP can help us specifically facilitate this session
 - iv. Pull testimonials from all three groups into a video as a way to market the portfolio system once ready to implement (powerful statement to have local employers, faculty and students promoting this tool)
 - b. Connect with Mansfield Matthewson on Internship CAP to find ways to promote use of ePortfolio system in that project
 - c. Need to develop project element to train students how to not only build an ePortfolio, but then effectively use it to market themselves for employment and other opportunities (perhaps this is a component that Student Employment Services can help with?)
3. Monitoring Activities
 - a. Percentage of Degree Seeking Students Involved in Student Organizations, Athletics & Service Learning Programs (1st Success Indicator)
 - b. Percentage of Courses that have a Co-curricular Designation (2nd Success Indicator)
 - i. Need to broaden data on this indicator beyond what is currently being tracked - i.e., just Academic Service Learning designation
 - ii. Eric Mullen will have a conversation with Patti Trepkowski on how we might broaden the collection of data at the department level that shows the frequency and types of academic initiated co-curricular programs

- c. Student Employment Office's assessment of student employees' learning as a result of employment on campus
 - i. Explore how student employment increase professional skills
 - ii. Consider developing process to measure this learning
 - iii. Lisa Freiburger agreed to meet with Cathy Wilson and Luanne Wedge prior to our next SLT meeting to explore their interest to initiate this project or other ideas that may have in this area

Donna Kragt - Community Outreach CAPs

From: Mansfield Matthewson
To: Community Outreach SLT Subcommittee
Date: 11/1/2012 9:48 AM
Subject: Community Outreach CAPs
CC: Donna Kragt; Lisa Freiburger
Attachments: GRCC Capital Projects - Business Community Engagement - Proposed CAP - draft.docx; GRCC Capital Projects - Student Engagement - Proposed CAP - draft.docx; GRCC Partnerships - New CAP Projects - update.docx

Hello Team,

I've attached (3) drafts for the proposed CAPs we've been brainstorming.

- **GRCC Capital Projects: Business Community Engagement** - in my opinion, this CAP is 90% ready to submit for SLT approval. I welcome your comments in finalizing the document
- **GRCC Capital Projects: Student Engagement** - Laurie, Kevin, Raynard and Kevin, need your academic expertise in providing content to finalize this document
- **GRCC Partnerships** - this one requires quite a bit more work before we can move it forward. MB has provided a wonderful thought in designing a model that mirrors the LGR program. Please see attached.

I've taken the liberty of separating the Capital Project CAP into two CAPs. Just makes a lot more sense. I'm interested in your feedback.

We have a meeting scheduled for 11/6 @ 1:30PM where we can discuss each of the above as an agenda item. Please reply with any additional items you'd like added to the agenda. Additionally, if you have any thoughts prior to our meeting, please share.

Thank you!

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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 October 19, 2012

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

Team members not able to participate: George Waite

CAP 6.1.1 We are on-track and will be ready to roll this out in terms of marketing in January/Feb.

- Finalizing the application form today (Friday) during our meeting.

Upcoming tasks:

- Since these no longer are presented at Deans Council, I will gather a cross -campus representation to present our draft for any feedback.
- Work with Payroll to note when a staff/faculty goes on an externship.
- Work with communications/printing services to market for Summer 13.

CAP 6.2.1 CAP is on track

CAP 6.2.2 We are recommending that CAP 6.2.2 be closed and moved to department action plans. The College program review team (Patti T. and Katie Daniels) are working on many new and revised certificate projects with departments.

A report is being prepared for the Provost on IT and institutional barriers to student selecting certificate programs, marketing certificate programs and tracking those who may already have earned a certificate.

We recommend a new CAP to address the Ends Measures that relates to formation of Skills Panels with our local economic development and workforce board that includes credit and non-credit faculty and staff to better obtain skill needs and forecasting information.

October Agenda Topics

- 10 minutes - Review of Workforce CAPs (Amy, Julie & Tina)
 - Please send an electronic summary to team before meeting

- Review the April, 2012 Executive Summary. What was committed to the board?
- Do we want to recommend redirecting or altering CAP's 6.1.1 or 6.2.2?