

Deans' Council Members & Guests

Present: Jimmie Baber, Jennifer Batten, Brian Beecher, Valerie Butterfield, Laurie Chesley, Dan Clark, John Cowles, Bill Faber, Tina Hoxie, Ann Isackson, Vicki Janowiak, Christopher Johnston, Sheila Jones, Bill Knapp, Amy Koning, Donna Kragt, Pam Miller, Mike Passer, Raynard Ross, Dave Selmon, Mike Vargo & Diane Smith

APPROVALS:

September 14th Deans' Council Headlines – (Approved)

TEACHING & LEARNING QUALITY REPORTS:

- **TLQM Rpt – Curriculum Development & Learning Outcomes Assessment** – Sheila Jones - (Approved)

Advisory Academy teams will meet in Winter 2018 and work will begin in 2018.

We are currently no longer using WEAVE online and are not bringing it back. Sheila has extracted all the data from WEAVE that can be imported into a new system. Also, CARP is discontinuing and we are utilizing Curriculog and Digital databases.

We have a new five-year course review and revision schedule. We hope to be able to implement this by January 2018 with two pilot programs - Tutoring and Math.

GLOs vs. ILOs merging - We need to assess PLOs (Program Learning Outcomes) and GLOs (General Learning Outcomes).

ILOs (Institutional Learning Outcomes) may stay in PLOs where they are mapped already. When a new course is created, they are asked to map to assess their ILOs. It may not be necessary to have both Gen Ed Outcomes and ILOs.

A request was made to see a graphical representation of the outcomes and structures on all the committees representing each area and what each stands for. We can keep the work that has been done but possibly get rid of the ILO category.

Process Measures: We are tracking when courses are revised and mapping to ILOs are appropriate. We processed over 320 Curriculog proposals and the catalog was published on time. PLOs are 33% moving forward, and our hope is to get a better understanding at a program level to get this number up.

Instructional Support Website – Departmental information is on the website, but not in a report format. Based on the academic departments, they are doing a great job of having a departmental plan, FPE, every faculty member is involved in some form of assessment, and we have the systems in place to make the improvements that we need.

Next Steps:

- The Assessment Advisory Team will study the following:
 - ILO competencies mapped to courses and programs
 - Existing PLOs/ILOs for Career & Professional programs and utilization of Curriculog for PLOs/ILOs development and mapping
- The Assessment Advisory Team will create a comprehensive plan for learning outcomes assessment at GRCC.
- Utilize the work of the HLC Assessment Academy/CAP 3.2.2 Team to inform practices and procedures related to PLOs/ILOs assessment projects, with regards to the following:
 - Professional Development Sessions
 - Developing Assessment Outcomes, Indicators, and Activities
 - Data Collection, Reporting, and Analysis
 - Outlining Plans for Improvements to Student Learning
- IS will continue to survey faculty members and solicit their feedback on curriculum development and assessment processes.
- The IS, SWD, and SAS Deans will continue to collaborate on and communicate with faculty about the Academic Department Annual Report process, especially as it relates to curriculum development and learning outcomes assessment expectations and outcomes.
- Continue to leverage existing, faculty-led structures where we have a firm learning outcomes assessment foundation, such as in the FPE, academic department annual reports, and academic department professional

development requirements. All of these structures illustrate that GRCC has key components in place to achieve a fully aligned maturity level of learning outcomes assessment to improve student learning.

OTHER APPROVALS:

New Machine Tool Certificate - Sheila Jones/Jimmie Baber – (Approved)

This new certificate was birthed out of Advisory Board and program review. There is a need from the industry for machine tool. This AAAS is 32 credit hours currently and would be a fall/winter certificate effective fall 2018. Academic program review noted there is a percentage of students not obtaining a certificate or associate's degree. Advisory board/academic review allowed us to have the conversation of the need to develop a certificate and increasing wages for those who have this certificate. For computer controlled machine operations, this certificate would jump start their career and could increase salary from \$13 hr. up to \$18 hr.

We are in Step 2 of the development of the program. There are a couple of other new programs in the works that will come to Deans' Council yet this year.

We would need to be at 16 credit hours to qualify for financial aid. We also need to determine the number of weeks for this certificate. It would be helpful to be notified before it gets to the Curriculum team. Ann and Paul will help work through this.

Next Steps:

- Amy will write up an example of how this new certificate can benefit our students in response to the needs of the industry will submit to Sheila.
- Jimmie will follow up regarding the financial aid portion of this certificate.

INFORMATIONAL:

Satisfactory Academic Progress (SAP) Update: Tina & Ann

We are slowing down the process and looking at SAP more thoroughly and not as aggressively because we don't want to fix the wrong thing. We want to make an improvement that will be most successful for our students.

Initial issues that were evaluated:

- Financial aid SAP evaluation period - annually may be better for our students.
- There are differences in academic standing and financial aid SAP requirements.
- Appeal processes for academic and financial aid suspension
- Treatment of graduated completion rate and ESL, developmental education and transfer credits within financial aid SAP policy

Warning After Initial Semester of Attendance has been helpful.

Retention Rates: summer, fall and winter is our SAP evaluation period.

We need to take a look at our overall financial aid returning students.

Next Steps:

- Assemble a sub-group, introduce some pilot projects, and decide if it can be moved forward on a broad basis.
- Develop a sub group for the appeal processes for academic and financial aid suspension process.
- Revise our current appeal form and do some piloting and testing before we merge systems together. Recommendations will be brought back to Deans' Council group for feedback.
- Continue doing some piloting with student groups, etc.

ANNOUNCEMENTS:

- Bill Faber reported that Faculty Learning Day is January 4th. If you're interested in facilitating a session, contact Bill. Suggestions for administrative sessions can be accommodated. Evan Macklin is presenting "What students go through for orientation?" Our keynote speaker is on Guided Pathways – Dr. Erica Orians, Executive Director, Michigan Center for Student Success
- Amy reported that Team USA at the Nations Cup won last Saturday.

- Brian – Two events next week – 1) Mon 10/30/17 at 6:30 pm - War of the Worlds with refreshments in the ATC theater. Media technologies is helping and using social media to promote. 2) Orson Welles's – War of the Worlds and the Art of Fake News with autographs on Thursday 11/2/17 at 6:30 pm inside the library.
- Vikki – Bookstore contract is up at the end of this fiscal year. Vicki is bringing a group together to talk through this but welcomes feedback from Deans' Council group.
- Mike Passer – We are patching Peoplesoft again the week of October 30th, sign offs Nov 30. There will be a short outage on Sat. Dec 2nd.
- Laurie - Cabinet update: We need to be more intentional of how we publicize events on campus. Request to D.C. in updates, note any events – student or community - lectures, etc. so that we are all informed. Dr. Pink and others like to be present when schedules allow. Send reminders of what's going on in your area (i.e. Biology Community Day, Veteran's Day events, etc. Community Science Day is November 18th)

Respectfully Submitted,
Diane Smith