

Deans' Council Members & Guests

Present: Jennifer Batten, Brian Beecher, Valerie Butterfield, Laurie Chesley, Dan Clark, John Cowles, Domingo Hernandez-Gomez, Tina Hoxie, Ann Isackson, Christopher Johnston, Sheila Jones, Donna Kragt, Pam Miller, Eric Mullen, Julie Parks, Raynard Ross, Dave Selmon, Mike Vargo & Diane Smith

Guests: Lynnae Selberg, Evan Macklin, Ryan Nausida, David Lovell & Luanne Wedge

APPROVALS:

- June 8th Deans' Council Headlines – Approved

CLOSINGS:

- **Closing CAP 2.2.1 Integrating Career & Job Placement – Tina Hoxie (Approved to Close)**

The team made some changes with CAP membership:

- Job placement and career and how we can look for a job solution for our students' needs.
- Needed a software that students could use to apply for jobs. As a result of that, we purchased Handshake through a grant.
 - 60% of four year institutions use Handshake. We are the only community college using it.
 - Handshake allows us to customize it regionally for job opportunities and to customize and approve which employers will be regional to our students. It also allows us to run reports with specific data.
 - Handshake is available to credit and non-credit students.
 - The startup of this program was not as successful as hoped due to a delay in not getting the tool implemented so we could promote it sooner. The power behind this will be faculty showing students how this program works and promoting it.
 - Relationships with employers is an opportunity that can be strengthened. Unemployment rate may be affecting this right now.
 - We need to ingrain this program's availability to our students and keep it out there for students to use or we will lose employers if no one is responding to their jobs that are posted.

Next steps:

- Tina will meet with the leadership team in Workforce Development and will also follow up with department heads in that area and with Eric and Ryan in CRM. Tina will work with Julie P. on the WFD new CAP as this spills over.
- Work with IT to make sure this program does not show up as spam.
- **Closing AQIP project – Zero Based Budgeting – Laurie Chesley/Donna Kragt (Approved to Close)**
 - Donna received an email in early June that only one AQIP project is required instead of three. We currently have four AQIP projects. We were going to close two and open a new one on assessment. HLC recommended that we still needed to close the other three projects we have open.
 - Staff thought Zero Based Budgeting was a good process and brought a lot of awareness to everyone's budgets.
 - Laurie was pleased with everyone on the academic side for reallocating their departmental budgets and thanked them for putting the time and effort into this.
 - We are closing this AQIP project three months earlier than normal.
 - Lisa is recommending doing a BCO survey for follow up.

TEACHING & LEARNING QUALITY REPORTS:

- **TLQM Report – Adult Ed – David Selmon (Approved)**

This report was presented to Deans' Council in July 2015. This is the 8th year we've gotten grant dollars for this program. We are in the funding for the next two-year cycle.

The Adult Education program supports the college's ends:

- End #1 – Student Success Pathways
- End #2 – Workforce Pathways

Outcome measure issues/concerns:

- Students' scores are improving but not enough to complete the program
- We have about 30 students who might be graduating from our program in the near future. Last year we had 13 and this year 14 students.

Employment follow-up outcomes:

- Of the 180 students that we serve, 41 came in without a job. 18 out of 41 now have a job after success coaches assisted students.

Next Steps:

- Recommend that this report is presented at Deans' Council after September 30th the next time it is due so final data can be gathered.
- Add more lab time for struggling students
- Have additional staff development opportunities for all staff members
- Work one-on-one with the Advanced ESL students to exit and transition them to GED, job training and employment.
- Work with library services to implement utilization of their services for ESL students.
- Continue working with the State of Michigan to secure additional funding to create integrated ESL job training programs.

- **TLQM Report – Middle College – Dan Clark (Approved)**

- Initially piloted in fall 2012 with first Early Middle College with Wyoming. Last report in 2015 was to combine early middle college programs into one report in order to be more comprehensive and combine.
- Ottawa Hills and KISD are new this year.
- A student can earn a degree, can earn a certificate or earn a MEMCA certificate. (MEMCA was not an association or tied to the state of MI when we started but is now.)
- Maintained process and outcome measures. We have had two graduating cohorts.
- Applications are now 15-20 pages for students to fill out and there is now a coding system once a student starts their fall semester their junior year.
- In addition to the Middle College classes, students still have to take their Michigan Merit Curriculum (some classes count as the same).

Outcome measures:

- 22 graduates out of cohort 1; 15 out of cohort 2 out of Wyoming.
- Students in Cohort 1 and 2 most prominently transferred to GVSU, Central then Michigan State.
- There were 125 early middle college programs in the state of Michigan this past fall.
- Ann noted that Financial aid offices are different at each college by viewing students as a first year college student or a third year student when applying for scholarships.

Next Steps:

- There has been difficulty linking school calendars to sync with our fall and winter semesters. With the change in some schools starting before Labor Day, fall semester for these schools will now end

before the holidays. This is a challenge to get the number of required minutes in for the classes. Dan will continue to work with the districts in getting in the required class time.

- Dan will work with IT to revise GRCC Middle College Application.
- Dan Clark and Bill Faber will develop faculty orientation by 12/20/17 by working with an academic department to pilot orientation.
- Dan will develop Middle College Approval/Timeline Process by bringing recommendation to ProDeans by 12/20/17.
- Dan and John will work with Laurie to gain approvals to hire a student success coach and/or college advisor, as needed.
- Dan will fix the TLQM report presented at Deans' Council to reflect the Graduation Rate % (students didn't all graduate with their cohort class). Dan will make an * note on this in his final report that he submits to the Provost office.

- **TLQM Report – Academic Advising – Raynard Ross & Lynnae Selberg (Approved)**

Changes over the past year:

- Restructuring department (Advising and Counseling and the Transfer department were separated) – They are still getting the message out to students. They wanted to focus on Transfer separately at the college. They built a physical transfer structure where students can work with transfer instructors and transfer events so students are successful in their transfer. There is a survey going out this summer to students to get their feedback.
- Began working with the records office with the graduation audit pilot through the usage of My DegreePath. In Winter 2017, 66 out of 145 graduates were helped by someone reviewing their records and counselor notes so they could graduate on time.

Issues/Concerns:

1. Understanding services - how we are different from high school, encouraging students to be more independent to use tools and resources available to them
 2. Availability - number of staff, hours of operation, locations, waiting times, mode of service
 3. Registration - Moved to having only three registration dates. The days/times/frequency of courses being offered is a problem. Transfer credits should be able to meet MTA requirements. It's too hard for students to find how AP and CLEP come into GRCC as well as with the new TES system.
 4. Catalog year - The policy needs to be looked into due to advising barrier for staff and complicated for students.
 5. Admissions & Enrollment Implications that impact our work
 6. Records office - Graduation, Veterans, Multiple Degrees, MyDegreePath
 7. Honors - The courses for the Honors Program are not always viable based on students' pathways to graduation.
 8. Rate of Change - ALEKS, DLIT, General Education, Pathways, SAT, LOEP & ESL, IRW, ACOMP, Mandatory orientation
 9. Student Complexity - This has increased over the years (mental and general health issues, lack of critical thinking and problem solving, under preparedness academically and general lack of understanding of what is needed to be successful in college)
 10. Our Image - General lack of understanding of the work that is done through the department and the quality of services provided to students.
- Lynnae is excited about the new Guided Pathways that will help their department with where they are in their specific pathway. They are trying to balance the needs of the students with the number of visits to the Center and limited number of staff.

- Raynard noted that we need to encourage classroom faculty to become more involved in advising. In order to enable the advising team to do real case management work, we need to clear some things off their plate to be more attentive, more efficient, and able to focus on the students they are working with.
 - 1st year students – Academic Advising
 - 2nd year students – Encourage faculty to work with students; year- long scheduling is being encouraged. College scheduler would help with this. Jennifer and Eric have been working together on moving in this direction and what would be involved.
- Under Admissions and Enrollment and Transfer Students, Tina noted we need to take a look at transfer student orientation.
- Lynnae noted their team is doing more advising by email and IM'ing. They are exploring more options with IT with Skyping, etc.
- For CAP teams, Sheila recommended adding Matt Novakoski.
- Dan noted that in the second table on pg 8 of the report, all staff are included in the report and not separated by campus.

Next Steps:

- Website improvement – The Program Director and Web Content APSS will continue to working with the Web Design team to revamp their website (AATC, Transfer & FAQ's)
- Integrating Pathways - The Pathway Core Team members will work to improve/incorporate pathways into the following areas: Advising, CLS 100, Liaisons, and Orientation.
- Probation Students -Lynnae will implement new probation initiatives with the goal of launching a new workshop during Winter 2018
- Awareness of Services - Lynnae will continue to raise awareness of our Academic Advising services through brochures, bookmarks, presentations and events
- Transfer Next Steps - The CAP 3.2.1 co-champions will implement the transfer initiatives for 2017-2018:
 - Student Survey, Transfer Plan, Collaboration, Four Year Collaborations, Website, Events, Communicating Resources, Classroom Presentations, Pathways Model, Liaisons, Transfer Success Guide (TSG), and Transfer Workshops

ANNOUNCEMENTS:

- Jennifer – Guided Pathways applications launched this week, and there were no upsets that she knows of.
- SCC 336 room discussion - considering having future Deans' Council meetings in this room.
- Laurie – In the midst of planning Dr. Pink's inauguration (9/25-9/29) – Lakeshore event, evening Friendraiser, Academic event, external event, Bill will be serving breakfast to students. Friday, 9/29 is the Investiture Event at Fountain Street Church. If you are a customer service oriented office, keep minimal staff in your area for coverage. If not, close your office. There are plans to livestream the event.

Respectfully Submitted,
Diane Smith