

President's Advisory Council September 18, 2013

Present: Dr. Jeremy McMillen, Giles Brown, Shelle Cassell, Paula Cavender, Jan Crumpton, Steve Davis, Jeanie Hardin, Donna King, Lorie Lefevers, Barbara Malone, Regina Organ, Gary Paikowski, Debbie Smarr, Tony Stanzo, Mark Taylor, Kim Teel

Absent: Jake McBee

Guests: Andy MacPherson, Brent Archer

CE Payment Plans for Programs over \$500

Jan Crumpton recommends that CE students have access to and information about FACTS, a company that can provide payment plans for programs that cost more than \$500. The College already works with this company for credit students' payment plans. Jan and Giles Brown will meet to discuss the details of the payment program.

SAVE Program Continuance?

Jan Crumpton asked for input on the SAVE (Senior Avocational Vocational Education) program for 50+ year-olds that has experienced declining enrollment over the years. Now that Silver Wings is no longer available for these classes (like the lapidary class that has unique needs), she was looking for programming and location ideas. The current charge is \$25 per class. Members suggested: exploring sites at Midway Mall, working with area city recreation centers; coordinating with TCOG's Area Agency on Aging for input on interesting or desired courses; fitness classes held in our gym and fitness center; identifying programs for special niche groups such as ADD/ADHD, Autism; sponsoring monthly lectures and performances using college personnel. Updating the name was also mentioned. Members are to send Jan additional thoughts and ideas on revitalizing the program for senior citizens.

In a related discussion, Donna King reported back on her list serve feedback on the new law that waives tuition for senior citizens (55 and older may take up to six credit hours tuition-free, if the class they are enrolling in has already made). Each College Board must approve the local policy before implementing the waiver. The feedback she received was about didn't reveal much – about half were leaning toward offering the waiver, and about half were not.

Manufacturing Day and CWL 10 Year Celebration

Jan Crumpton announced that the CWL is planning a 10-year celebration on Friday, Oct. 25. The occasion will also be used to showcase the CE programs that support area manufacturing businesses, including the new Machining program (that will start January 2014). Other activities will be the official presentation of two new Skills Development Fund grants (tentative), career information for veterans, and more. They are working on invitations for individuals who have been a part of the CWL history, and the public will be invited.

INMT Program Needs Additional Internet Support

The Industrial Maintenance class is experiencing difficulties in scheduling the CTC computer lab and has had limited success using wireless laptops. Jan Crumpton, Gary Paikowski and Steve Davis will work on a solution.

SSBTN Transition to Achieving the Dream (AtD)

Dr. McMillen summarized the last two days of meetings with Dr. John Cooper, the SSBTN consultant, and reported that the college is poised to make the transition to becoming an Achieving the Dream institution. Dr. McMillen was pleased with the broad-based involvement in the SSBTN efforts, and noted that it was helpful for the Business Office and Maintenance personnel to have some time with Dr. Cooper to learn more about how their work connects with student success. Dr. McMillen also reported that Dr. Cooper visited with the Board of Trustees at their Monday night meeting, and they are very supportive of the initiatives we are undertaking.

Enrollment Review

Final enrollment after purges was 5033. Kim Teel thanked the deans and faculty for finishing up their certified rosters so quickly. This represents headcount growth of 130 (a 2.6% increase), an increase of 10.9% in credit hours, and a 3.1% increase in contact hours. Enrollment will continue to fluctuate as SAP Appeals are determined and the enrollment for 2nd Half Session continues. Kim also reported that there were still 7 students who had not completed their Meningitis documentation and were still attending class. If not finalized today, they will be dropped from their classes. If they immediately provide documentation and have been attending classes, they will be allowed to re-enroll, but will pay the late fee.

Spring and Summer 2014 Schedules

Discussion on planning class schedules for the spring and summer semesters brought out some of the challenges that are being addressed:

Scheduling and Timing-

- Confusion on whether schedules should be set up for four- or five-day weeks (members heard that it should be five days for spring);
- Friday science lab times/schedules often conflict with workforce education courses;
- Study the section demand model to more accurately plan the number of sections (Jeanie Hardin and team will meet with Brent Archer);
- Need to settle on a philosophy of when to open additional course sections – after others are full/nearly full OR at the beginning of registration.

Space usage –

- Science lab space will be expanded this spring with the availability of the current MLT lab in Health Sciences;
- Review data on the number of students utilizing science open labs on Fridays (Tony Stanzo to review);
- Dr. McMillen requested an evaluation of classroom space/usage (Jeanie Hardin and a team to review)

Online offerings -

- Strategic Plan 2016 sets the expectation that online course enrollment will grow. What is needed for online students to be successful, and for online professors to be effective? (Dr. McMillen will talk to Faculty Association about role of faculty in an Online College or with expanded online offerings)
- Explore the potential of restructuring online classes into a separate Online College. We need to define what was meant by Online College; What would full-time (internet) faculty's responsibilities be as far as serving on committees, attending professional development, etc. (Jeanie Hardin to bring back models to consider in 3 weeks).

Learning Frameworks – Support and Analysis

Dr. McMillen shared the Board's support for the Learning Frameworks course. He described the need to identify the loopholes in the system, whether in advising or technology. A few students are in the courses that don't need to be, and some who were required to be were able to bypass the requirement.

College 'Brand and Web' Audit

Shelle Cassell reported the results of a recent outside consultant's audit of our marketing materials and the website. The next step will be to form a Marketing Committee to work on a college-wide 'brand book' or 'style guide' that will unite all of the college materials into a common look with common messaging. PAC members were asked to submit names of persons they would like to be considered for the Marketing Committee.

Announcement and Reminders

- CWL Storage Give Away – Jan Crumpton announced that the CWL is cleaning out their storage areas and will be holding a 'garage sale' in the CWL Conference Room. She encouraged employees to stop by and see if there are items that can be used ON CAMPUS (not for home or personal use). Items that do not find new offices will be held by Maintenance for a future auction.
- CWL will be participating in the Gainesville State School Career Day this Saturday. The event is designed to showcase training and college programs to the 18-year-old and younger juveniles who will be released in the coming six months. Jan Crumpton said they would be sharing information on INMT and MACH, as well as other college programs.