COLLEGE OF THE SISKIYOUS
PLANNING COMMITTEE MEETING
Wednesday, October 21, 2015
3:00 – 4:00 – DLC 4/Yreka Campus 5

PC Members
- ✓ Josh Collins
- ✓ Eric Houck
- ✓ JonMichael Patterson
-    Steve Reynolds
-    Bart Scott
- ✓ Todd Scott
- ✓ Patrice Thatcher
-    Scotty Thomason
- ✓ Mike Tischler
-    Alison Varty (Sabbatical 2015-16)
-    Stephanie Wroten
- ✓ Sheila Grimes, Recording Secretary

MINUTES

1. **Action – Review Meeting Minutes from 9/30/15 & 10/7/15 (5 Min)**
   It was moved and seconded (Tischler/Patterson) to approve the minutes from the September 30, 2015, and October 7, 2015, meetings. The motion carried with the following vote: 5 ayes, 0 noes, 4 absent, 1 abstain.

2. **Discussion – Planning Day Feedback (20 Min)**
   On Planning Day, employees were divided into three groups to discuss the three key strategies mentioned in the Educational Master Plan (IMP). The following reflects the feedback received from each group.

   Group 1 – Removing Barriers/Streamlining Processes
   Dr. Todd Scott directed his group to review the six action plans currently listed in the IMP.

   1. **Expand and simplify the student application process**
      Group Suggestion: ~~Expand and s~~Simplify the student application process
      a. Banner
         The Group believed that fixing Banner would simplify this process.
   2. **Increase the percentage of students completing the financial aid process**
      a. Workshops
      b. Identification of students
         We need to identify the students who are not completing the financial aid application process. We need to give them the opportunity to do so or a nudge to complete the process.
      c. Parent education
         Parent education should begin at the high school level.
      d. Customer Service
      e. Faculty advisors
   3. **Increase the conversion rate of college applicant to student**
      a. Return on investment?
         Will the time and effort that we put forth in recruiting students to come to COS be worth the investment?
      b. Can't get the classes they need to graduate
      c. Guaranteed schedule
         It is the belief that the students are not coming here or are leaving due to the high class cancellation rates. Dr. Scott will request Bart to put a question regarding this issue on the Noel-Levitz survey.
   4. **Fully utilize existing technology to effectively manage curriculum, facilities, and human resource matters**
      Dr. Scott stated that there was virtually no time spent on this question. He is contemplating removing this item from the action plans stating it would be hard to quantify.

5. **Increase new student enrollments**
    a. Denied CSU students
       It was suggested that we contact all the CSU students who were denied enrollment. Josh Collins commented that we could possibly send recruitment letters to these students using the CSU's letterhead. Eric stated that we need to begin by establishing relationship with the CSU's.
    b. Capitalize on amazing place – fire and police programs
    c. Retention rates
       We need to be reviewing retention rates from term to term, fall to fall, etc.
    d. Vending machine
       It was mentioned that Monday through Thursday after 6 p.m. and after 1 p.m. on Friday's the Snack Bar is not open and you are unable to get a hot cup of coffee, something to eat, etc. The Weed Campus is in need of vending machines in the Student Center to provide these items.
    e. Billboard on 1-5
6. **Create a year-long schedule for student enrollment in summer, fall, and spring simultaneously**
   Dr. Scott would like to provide students with a year-long schedule which would allow them to register for summer, fall, and spring all at the same time.
7. **Retention 30-60 units**
   How can we assist the students who are at the 30 unit mark to ensure that they complete their program and or goal?

Group 2 – Student Success Strategy
Melissa Green directed this group.

This group suggested revising the description as follows:
College of the Siskiyous recognizes that in order to foster student success, all employees of the College must work together to support students. Each individual has a unique role to play in support of student success. All individuals collaborate and coordinate to identify, plan for, implement and evaluate programs, services and resources that ensure completion of student educational goals (degrees, certificates, transfers and workforce preparation) equitably applied to all.

This group suggested adding the following strategies to the current action plans:
- Remove barriers (forms, processes, system, graduation process)
  This idea ties in more closely with Group 1's strategic target.
- Automate services and practices
  This idea ties in more closely with Group 1's strategic target.
- Offer classes to guarantee graduation (guaranteed minimum schedule)
  This idea ties in more closely with Group 1's strategic target.
- Year-long schedule
  This idea ties in more closely with Group 1's strategic target.
- Single sign on
  Eric stated that this is a technology issue regarding students currently having to login multiple times rather than just once.
- Improve part-time faculty evaluation
  Eric noted that there are several questions regarding what do we do with the information derived from the faculty evaluations and do these evaluations have any meaning?
- Improve professional development, training and support for staff and faculty
- Make all evaluations meaningful
- Create connections between students and College employees

- Identify non-cognitive issues that prevent students from coming to class and connect them to services/community services
  Eric interrupted this suggestion to mean, "What life events are keeping students from attending their classes."
- Review policies that don't acknowledge students lifestyles (i.e. not allowing students to eat and drink in class – hard for evening students)
- Use course management system to communicate with students
  Eric interrupted this idea to imply that COS needs to improve communication with students.
- Create an Early Alert system for all students, post census (not just students in special programs)
- Formalize online advising, tutoring, orientation, and other services (Skype, live-chat, CCC confer, etc.)
- Compressed calendar
- Ride-share board posted online
- More dynamic website
  COS needs to provide better information on our website.
- System looks at courses taken and recommends options
  Eric explained that the next version of Banner will have more capabilities and will be able to integrate with Degree Works to help prompt students, if they have an Ed Plan, regarding class sections that are currently available to help complete their educational goals.
- Re-evaluate degrees – still relevant?
- Degree programs with full-time faculty
  Eric interrupted this suggestion to mean, "Are we offering degree programs in areas that do not currently have a full-time faculty member?"
- Formal faculty advising
- Provide evening services

Group 3 – Data Quality
Eric Houck directed this group.

Eric reported that the group believed that Data Quality was an appropriate strategy to be included in the IMP. Eric asked further questions in regards to the description of this strategic target.
How might this statement be improved?
- Follow current state-wide standards/benchmarks
- ALL decisions/actions need data; not just some
  o Where do we draw the line?
  o Expectations?
  o Strategic decisions only? (ex. Program development)
- Meaningful?
- Suggested change: "qualitative benchmarks"

What did we miss?
- Commitment to use of data
- Trust our data
  o Sourcing our data
  o Use of "our" data first
- Attach to a goal

Eric directed his group to review the five action plans currently listed in the IMP and provide additional suggestions if needed.

Action Plans
Additional Ideas:
- Access to <u>all</u>
- Training in data mining
- Process to evaluate/challenge/appeal quality of data
- Adequacy of data
- Better student profiling
  - Assessment evaluation

How to implement?
1. Create meaningful benchmarks for Student Success, Financial Health, Enrollment, and Assessment.
   - Define meaningfulness
     - Quantitative targets
   - Establish period of time for benchmarks
   - Institutional Effectiveness statewide benchmarks harnessed
   - Group size impact on results?

2. Decisions in regard to Class Scheduling and cancellation, Adjunct and Full time hiring/overload/release time/dismissal decisions, program consolidation/discontinuance, and mode of instruction to be based upon supporting data.
   - Supporting data based on transparent guidelines

3. Student Success Scorecard data will be analyzed and discussed through a campus-wide dialog. If necessary, task forces will be assigned to work on items where COS is below other colleges in their peer group.
   - Needs to withstand "success" today & tomorrow
   - Multiple purposes, but one data set
   - Remove "work on;" propose/analyze solutions

4. Noel-Levitz data results will be analyzed. Any large satisfaction gaps will be investigated.
   It was explained that Noel-Levitz is a private company that sells a survey instrument for student data. Also, Noel-Levitz will provide services based on the student data derived from the survey.
   - What will we do with it?
   - What is it telling us?
   - Is it meaningful?
   - Make corrections/improvements or recommendations base on results

5. Goals for the Institutional Effectiveness Program Initiative will be set annually. Results will be analyzed to see where additional efforts may be needed.
   - Based on what?
   - Establish criteria for IEPI

"Keep in mind that students are people, not just a number"

3. **Discussion – IMP Revisions (35 Min)**

   Dr. Scott and Eric will incorporate the feedback received from Planning Day and incorporate it into the draft of the IMP to be reviewed by the Committee at our next meeting. If anyone would like to join Dr. Scott and Eric in revising the IMP, please let them know. After which, Dr. Scott would like to send the IMP out to the Campus Community as well as ASB. Eric would like to give his Planning Day presentation on the IMP to the ASB Leadership next week. A month from today, Dr. Scott would like the IMP to go to College Council for approval and then to the December Board meeting for final approval.

4. **Other**

   Nothing to report.

The meeting was adjourned at 4:05 p.m.