

# COLLEGE MEETING MINUTES

Friday, October 26, 2007

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Approval of September 7<sup>th</sup> College meeting minutes

## Announcements

- Adil Wadia: There are 2 events planned for the FDC. One today on Teaching Adult Learners from 1 to 2pm and one next Friday, November 2<sup>nd</sup> with Summit College from 1 to 2pm.
- Maureen Lerch: Fines Forgiveness week will be ending next week.
- John Lorson: Distinguished Alumni Award - now accepting nominations through December 14<sup>th</sup>.
- Cindy Summers: United Way is ending at the end of the month. We are behind from last year.
- Gordon Holly: As of February 1<sup>st</sup>, Kathy Hothem will be retiring.
- Amy Mast: Angie Boothe has resigned. She will be relocating to Columbus and working at Columbus State Community College. Her last day is October 30<sup>th</sup>.

## Akron Campus Committees

- CPAC  
Last meeting of CPAC was held October 10<sup>th</sup>. List of all the CPAC representatives and their assigned committee focus in on the website. Grievance Committee is formed and trained on the procedures. CPAC will be developing a newsletter for all CPs containing information such as "Did you know" topics that probably most CP are not aware- you should be seeing that in hard copy in the next month. There are plans underway for a CP social that will be held Thursday Dec 13<sup>th</sup> probably in the Student union. Look for more details on that in the upcoming newsletter. Next meeting October 30<sup>th</sup>- so please contact me with any issues or thoughts you would like me to address for you at that meeting. The CP Constituent Group will also be meeting on December 7<sup>th</sup>.
- Faculty Advisory to President  
No Report
- Faculty Advisory to Provost  
No Report
- Faculty Senate  
No Report
- GEAC  
No Report

## Wayne College Committees

- College Well Being  
The Committee meets the first Wednesday of each month at 2:00 p.m. The Committee discussed workshop topics and forwarded a proposal to the College Council regarding the Chaffee Chiropractic Center. The Committee is organizing a dessert cook-off after the college meeting on October 26, 2007. A sign-up sheet will be placed in the mailroom and an all-college email will be sent.
- Continuous Improvement  
No Report
- Institutional Effectiveness  
Institutional Effectiveness met on October 12. The Noel-Levitz Survey of Student Satisfaction results (spring 2007) were discussed. The committee determined that individual departments/employee groups would be asked to note what processes they had implemented or changed between 2004 and 2007 that might have influenced positive results on specific items. In addition, each department will be asked to file a report of related activities/accomplishments for the academic year. Reports will be due in July. Strategic plan updates/progress reports will also be requested on the same timeframe. The committee intends this process to identify effective processes that need to be maintained as well as areas of improvement.

The committee also reviewed the current HLC accreditation criteria and HLC Institutional Snapshot items (formerly called Basic Institutional Data) as related to the operational indicators

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previously proposed by Continuous Improvement. It was determined that there is some overlap between HLC and our operational indicators, but many gaps.

The committee determined the best way to proceed would be to focus on developing our accreditation self-study. Starting that process now will allow us to fully study the criteria and assess our current status, therefore giving us time to discuss and make improvements over time. The self-study will guide our efforts as an institution and help to create a culture of continuous improvement, which is the intention of Institutional Effectiveness.

The committee would like to explore formats for the self-study. The previous self-study was customized and based on a Baldrige CI model. The committee will study the 2001 self-study document, the HLC Accreditation handbook and the proposal that outlines our process (which NCA approved prior to the initiation of the self-study) to determine if a similar plan would be effective. This allows time to prepare a proposed self-study plan (if necessary) to the HLC which could be discussed with an HLC liaison at the April Annual HLC meeting.

Popovich also reported that the Infrastructure and Technology sub-plan is up on the web. The Assessment Plan is in process.

The next IE Committee meeting is scheduled for Friday, November 16 at noon.

- Contract Professional  
No Report
- Staff  
We met this morning to go over ideas for the holiday lunch. We are looking for ideas, suggestions, and things you have or have not liked in the past. Please send any suggestions, comments, or ideas to Vern Virgili. The group will be meeting again on Friday, November 2<sup>nd</sup> at 9am.
- Faculty  
No Report
- Student Senate  
No Report
- College Council  
College Council met on Monday, October 15<sup>th</sup>. We reviewed work from various committees. We forwarded on to Continuous Improvement the Facility Usage Form and procedures for review. We also revisited the topic of handling student concerns. This will be brought to the College Meeting in December. College Council will meet again on November 2<sup>nd</sup> and there is an open invitation to the College to attend.

## Updates

- The TF Chairs met on October 25<sup>th</sup> and will meet twice a semester to update the other groups on what they are working on.
- Student Communications TF: Assessing what is already being done and looking at the best ways to inform students with information. Will present at the December College Meeting for the College to brainstorm.
- Student Success & Retention TF – Gordon Holly: Looking at what engages students for retention and different stages of while they are here and what to do to keep them here. Also, reviewing the Noel Levitz Survey. We are working with Pat Collins on learning communities to help retain students while they are here.
- Spellings Commission TF: Touching on some of the same ideas that Institutional Effectiveness is as well. Also, reviewing the Noel Levitz Survey – what has been done differently to affect the report.

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## Presentation/Discussion on:

- College Well Being: Possible topics for wellness workshops is being discussed, what to make available to the College. Please complete the survey and indicate your top three choices. Also, add a spot at the bottom for other. List any preferences or specific groups you would be interested in.
- Service Standards: The idea of service standards developed back in July when the Leaders Group met. It came about with the conversation on the Noel Levitz Survey. The group was discussing what behaviors/attitudes were a part of the excellent service that the students were receiving. The group wants to be able to show to new hires/colleagues what we expect as service standards. Review the items on the hand out and think about topics/areas that are important in the goal of sustaining and enhancing the culture of excellent service. Once we have a list of ideas, we will follow-up with more specific ideas. Email or send to the Dean or Lindsie your input through campus mail (an anonymity is fine). The ideas will be gathered and time will be set aside for discussion and follow-up.
- Writing for the Web – Cindy Summers: The web is general. Akron is going through a redesign of the web. Right now they are in the redesign and rewrite phase. We will parallel that and make it “usable.” Thank you to Alan Boettger for the great website we already have! We want to get everyone involved. So a small work group will be created. Each department will have a designated web contact to update that portion of the web. This way when things need changed, the department can change the information, forward it to Alan/Cindy for review and then they will post it to the web. (Example: Smucker Learning Center presented) There are over 1,800 pages that need to be redesigned. Style Guidelines will be sent out to reference and go by. If you have interest in being part of the work group, please email Cindy Summers.

## Dean's Update

- The Noel Levitz Survey is being reviewed by various groups in the College for improvement, but from different angles and perspectives – what have you done differently to affect the results of the report?
- FERPA/HIPPA: Handout to remind ourselves to not reveal information to anyone about students. Parents can only receive information with permission from the student. This can not be done over the phone. They have to be in person. (Handouts were placed in mailboxes of the individuals not in attendance.) Any questions, contact Charlene Lance or Gordon Holly.
- The Strategic Plan and Sub Plans are now posted on the web. Please take a look at the update. The Safety & Security Plan is posted, but if you have any questions or concerns anywhere on campus, please make a note and send them to the Dean or to Scott Kerr. We are still in the process of developing a Staff Plan. We are gathering information from other campuses. To date we have received nine back.
- November 7<sup>th</sup>, in Akron, the architects will meet with Capital Planning for construction designs. We are still looking at a ground breaking after April 2008.
- Fund raising for the H-Building and D-Wing renovation is going nicely and continues. A 3,000+ mailing went out to alumni and friends. We have approximately \$1.25 million and our goal is \$2.2 million.
- Last Wednesday, October 17<sup>th</sup> the BOT had their meeting down here in the auditorium. I wanted to thank all of those who made it run so smoothly and for their contributions: Lindsie Webb, Russ Pugh and his crew, Cher Deeds, and all of the faculty who had to relocate their classes to make it possible. Chancellor Fingerhut visited and there is a lot on the horizon for higher education – refer to my comments in Common Currency.

## Old Business, New Business, Good of the Order

- Monica Smith: I have noticed the past two weeks that there is a lot of smoking going on outside the doors. (Send a note to Scott Kerr with this concern.)
- Colleen Teague: Is there an update on the insurance contracts? (Insurance packets will be distributed in a few weeks.)
- Doug Woods: The logo for the Ohio University Systems, why are regional campuses not included? (Branch campuses are included in with the Universities.)

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Friday, May 4, 2007

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The next College Meeting will be held on December 7<sup>th</sup> at 10am in the auditorium. The Holiday Luncheon will follow.

## **Attendance**

Ackerman  
Andes  
Boettger  
Brinker  
Carmony  
Clark  
Deeds  
Engle (Excused)  
Freelon  
Graham  
Hammond  
Holly  
Holton  
Holz  
Horn (Excused)  
Johanyak  
Kristofco  
Lerch  
Livengood  
Loesch  
Lorson  
Lowe  
Malavite  
Maroli  
Mast  
Meehan (Excused)  
Minc  
Obiekwe  
Pleuss  
Popovich  
Rufener  
Schoffman  
Shallenberger  
Smith  
Stephenson  
Summers  
Teague  
Turner  
Turning  
Uitto (Excused)  
Vierheller  
Virgili  
Vogley  
Wadia  
Walkerly (Excused)  
Webb  
Weinstein  
Weyant  
Whitsel  
Wilson (Excused)  
Woods