

## Meeting Notes

### Attendees

Kurian Tharakunnel, Mike Garrity, Hilary Meyer, Purva DeVol, Shelley Tiwari, Colleen Rockafellow

*Meeting started at 2:05 pm*

### Committee Updates

#### Academic Affairs Rep (J. Lynch):

- **Adult Education**
  - Staffing
    - Trying to fill 2 CTS positions open, Office Assistant position and ESL teachers with evening availability
  - Huge increase in numbers of new ESL students in Sp 2023
    - 1,600 intake forms (applications)
      - In addition to 500+ students returning from Fall
    - 1,000 enrolled in 15-week classes, 400 not served
      - 12 new faculty hired before the start of 15-week classes
    - 175 students enrolled in 7 late start 10-week classes off campus
      - 7 new faculty hired the week of 2/6
    - 200+ students waiting for late start 10-week online classes.
    - Change in demographics: 270 intake forms from Ukrainian students in the Fall, an additional 400+ this semester. We see 60-80 in a typical semester.
  - “3 of 4” campaign
    - ICCB statewide campaign to re-engage approx. 6,000 students in IL who have passed three of the four parts of the GED test.
    - 27 are in District 504
    - We are in the process of developing an outreach/re-engagement plan.
- **Continuing Education**
  - New culinary classes
  - Working with Loyola University to offer pharmacy tech courses through the PATH grant
- **Arts and Sciences**
  - Patricia Rodriguez, new Transfer Center Director, starts next week.
- **Career Services**
  - Director and Assistant Director have hit the ground running!
  - Reintroducing students to the online job portal, College Central [www.collegecentral.com](http://www.collegecentral.com). 211 students have activated their account since Jan 9.
  - Workshop series starting Feb 1<sup>st</sup> to prepare students for April 4<sup>th</sup> Career Fair (in cafeteria)

- topics include resume writing, creating an elevator pitch, mock interviews, skills for navigating a career fair, developing an online presence.
- each workshop offered three times/week (2 in person, 1 evening online)
- Looking to offer evening appointment for students – open until 7pm?

**Student Affairs Rep (H. Meyer):**

- Several Financial Aid workshops are being planned in this semester by the Financial Aid office.
- Valentine’s Day workshop on scholarships was conducted on February 14<sup>th</sup>
- OER faculty workshop is coming up on February 23<sup>rd</sup>
- Black history month events including Story walk in the Library and Black Leaders Symposium
- TRIO is working hard to finalize Spring Break tour to New Orleans
- Mental Health & Wellness Fair on April 12<sup>th</sup>
- Registration has started for the May SEED cohort.

**Business and Facilities Committee (C. Rockafellow):**

- The annual Car Show is scheduled to be on April 30th.
- Executive Team is reviewing the budget documents and their feedback is expected to be ready in March. The next step in the budget process after that will be verification of personnel in each department.

**Human Resources Committee (J. Klinger):**

No report

**Technology Rep (M. Garrity):**

- IT staff has completed Ellucian self service customization training in January. Looking at the possibility of turning on some of the modules parallelly with Web Advisor. One module that cannot be turned on this way is the time cards.
- Work on dual credit application changes are continuing.
- Use of different texting platforms for different applications is still evolving.
- Collaborate, the video platform on BlackBoard now has Close Captioning feature available.
- Working on automation of financial award process using FAFSA data.

**DEI Rep (P. DeVol):**

- A Heritage Month Planning Committee has been formed to plan activities for various heritage months.

**Guided Pathways (S. Tiwari):**

- Uploading program maps for full-time students– 50% complete
- Sample program map for part-time is approved.
- Text messaging capabilities from CRM is functional but now needs staff training. Goal is to get this ready by the end of spring semester.
- Retention alert by faculty has tripled in the recent past.

**Research (K. Tharakunnel):**

- IPEDS Winter Surveys that are part of our federal compliance requirements have been completed.

**Student Rep (Naidelin Alvarez):**

No report

**Old Business****FY23 Goals:**

1. Process for faculty credential tracking
2. Implementation of Ellucian experience

**New Business**

- Next meeting: March 13, 2023

*Meeting adjourned at 3:00 pm.*