Deans and Directors Council Meeting Notes

October 8, 2013

In Attendance:


Guests: Cheryl Woehr

Graduate Outcomes Survey Results

- Ms. Bubnova provided a handout summarizing the data collected from the Graduate Outcomes Survey. The news was exciting as Ms. Bubnova explained the majority of the responses from students rating their educational experiences at TMCC were very positive. The response rate for the survey was very high at 81%.

Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE)

- Dr. Nichols informed the group that she and Ms. Bubnova will convene a task force to review the findings of the CCSSE/CFSSE surveys. Dr. Nichols stated that the CCSSE is a rich resource of information for TMCC. Survey findings cover a variety of information valuable for assessing institutional quality as it pertains to the student learning experience, which will also be important for accreditation. The task force will be made up of faculty and student services representatives with the charge to review the results from the CCSSE and CCFSSE surveys and develop a plan to communicate the findings to the campus.

State Authorization Update

- Ms. Hawkins and Ms. Wurm provided an update on federal regulation related to state authorization. Federal regulation requires any postsecondary institution enrolling students from another state to obtain permission from every state in which the institution enrolls students. Ms. Hawkins reported that TMCC has students enrolled from 22 states. Attempts to contact the states were successful in some instances, but not all. Ms. Hawkins also discovered that some institutions required a formal application to be “authorized by name” while others carried a fee associated with the process. The enforcement of the regulation by the federal government has been pushed back but we have to demonstrate a good faith effort to comply.

Budget Reduction Committee

- Dr. Nichols reported that the Budget Reduction Committee met for the first time, receiving their charge on Friday, October 4th. The committee brainstormed ideas related to budget reductions, cost savings, and identified other data needed for their next meeting. The committee will continue to meet throughout the
fall semester and early into the spring semester. The next meeting of Budget Reduction Committee is scheduled for November 1st.

Textbooks for Intersession

- Dr. Nichols opened a discussion on textbooks for intersession courses. Dr. Nichols noted financial aid cannot be disbursed any earlier than 10 days before the start of spring semester, which causes a problem for students who rely on financial aid to cover the cost of books. Ms. Wurm shared that she has been in touch with Ms. Paula Lee Hobson, Executive Director, Foundation and Institutional Advancement, trying to find solutions for our students. One idea discussed was students donating their books to the library to be loaned out to other students. A concern with this idea was that books can come in packages where students need a code to access other course material. These codes can only be used by one student and generally for a limited time (one semester.) Ms. Wurm added that she researched how UNR handles their intersession courses and they do not make any accommodations for their students. Ms. Shafer asked the deans to encourage their faculty to submit their book orders to the bookstore as soon as possible and she will work with each course and the required textbook to see what accommodations can be made.

Expansion of International Recruitment

- Ms. Cheryl Woehr presented a five year program proposal for TMCC’s international program. Ms. Woehr explained that TMCC has not heavily recruited international students for quite some time, but she hopes to change that. Ms. Woehr noted that her proposal includes establishing learning communities, integrating faculty and students, and engaging in cultural exchanges. Ms. Woehr will start a vigorous recruitment effort this weekend. She will be visiting China, Thailand, Vietnam, and Indonesia. The recruitment trip will be a joint effort with UNR, spanning two and a half weeks. Ms. Woehr’s goal is to grow the program to 150 students by 2016. Currently, TMCC has 48 international students representing 14 countries.

Catalog/Schedule

- Dr. Bowen provided a handout of the Class Schedule Production Timeline noting that on January 17th all department admins will be locked out of the PeopleSoft system. The deans and their executive assistants will be the only individuals with access to PeopleSoft after the “lock out” date. Dr. Bowen also announced that that the deadline for submissions to the catalog is November 22nd.

Early Alert

- Ms. Wurm described one of the changes in the Early Alert process. Rather than turning early alert off after seven weeks, it will be kept on for the entire semester. All of the information collected will be updated into a Google Doc and then distributed to the appropriate faculty member informing them if and how their students were contacted. Ms. Wurm asked that the deans continue to encourage their faculty to use Early Alert.

Student Handbook

- Dr. Loustalet expressed concerns about TMCC’s Student Handbook. Dr. Loustalet explained that the handbook is extremely hard to find on the TMCC website and is not well utilized. Dr. Loustalet’s other
concern was the content of the handbook. The majority of the information is a repeat of the catalog. Dr. Loustalet’s recommendation was that we either do away with the handbook or separate out the information so the handbook is not a repeat of the catalog. Dr. Bowen stated that he would like to research some of the recommendations received from the accreditation team as one of the concerns was the lack of information in the handbook and would work with Dr. Loustalet going forward.

Change in Meeting Date

- Dr. Nichols requested the January 15th meeting be moved to January 21st. Hearing no objections, the meeting date was changed.

Announcements

- The College Completion Summit is November 15th. Registration is open on the Professional Development webpage.
- The Recognition and Activities Committee is accepting nominations for the Faculty Excellence Awards. Deadline for nominations is December 13, 2013.