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In attendance: Kaylah Zelig, Stephanie Harrison, Tami Selby, Shannon Webber, Jennifer Ferguson, Sue Samuelson, Cynthia Phillips, Karen Danielson, Jeff Becker

Criterion 5—Resources, Planning, and Institutional Effectiveness

Criterion 5A

- We had lots of evidence, we need to continue to update and store new/changing evidence files.
- 1st paragraph of 5A:
 - Update this criterion.
 - We will continue to be a low funded school and will continue to use COF
 - Students will be able to become residents much more easily.
- 2nd paragraph of 5A:
 - Update this criterion.
 - We have to report on our CFI. We get these updates from Mike Miller and from our annual HLC update that we get in the spring.
- 3rd paragraph of 5A:
 - Update this criterion.
 - We can replace the ASB comments with the ASB 2 comments
 - HSI is mentioned as an alternative funding source.
 - We need to maintain over 25% Hispanic student enrollment to keep our federal and state HSI status
- 4th paragraph of 5A
 - Re-write this in light of SBC.
 - WIFI and changes to our space.
 - Cost-cutting measures
 - Strategic budget decisions and measures
 - Discussed was how we document what initiatives get funded or given priority over others? Is there evidence of the process for how to prioritize our funding?
 - For instance, how was it determined that we would update the WIFI?
 - It is our understanding that someone recommends a new initiative and that initiative is brought to POG, who evaluates and (if deemed appropriate) recommends the new initiative
 - Then, SBC determines the budget based on the POG, SBDCM
 - Lastly, IEC evaluates that these decisions are effective
 - Each of these committees needs to have a timeline

- Please note that the timeline in response to POG is not set. While the SBC timeline for the college is set.
 - We need an internal process timeline that is united across these three committee.
 - Kaylah will be in contact with the heads of these committees and confirm/reverse engineer timelines.
 - Evidence will be stored in strategic communications 365 archive.
 - We need someone who is or serves as a project manager for the "shared governance" coordination.
 - We need to emphasize the shared governance in the narrative.
 - 5th paragraph of 5A:
 - Minor edits: this will continue to be true.
 - 6th paragraph of 5A:
 - Complete re-write
 - We need to be tracking:
 - Enrollment Management is currently inactive
 - ASB: We are currently in part B
 - Do we know when the assessment of this is?
 - No
 - 7th paragraph of 5A:
 - Complete re-write
 - Conducting assessment on student support service areas
 - Not a good idea to do this prior to EAB.
 - Everything is going to change once we have EAB.
 - Assessment will be done on personnel and services like orientation.
 - Some of this is already in place and we are looking at measures on how to assess this. We are in our 3rd iteration of our orientation.
 - We aren't going to do CAS anymore but will use CAS as a model for what to do with student services.
 - We need to get to the heart to get at what is working and what is not working. EAB will change our processes to make them more digital and data friendly.
 - We need to follow up with IEC.
 - We are opting in to EAB to address these issues. We had a choice on when to opt in. We had too many risks and opted in to this this year (and early) ahead of the system.
 - Student service programs need to be identified.

- We need to evaluate the areas of student services irrespective of non-co-curricular initiatives.
- Do we have a strong sense of student service programs?
 - Since our re-alignment, Tami will get with leadership to identify programs and assessment efforts.
 - It makes sense to collapse the programs. For ASB we used budget ORGs that come from system; but this was very problematic.
 - Landon Prius may be an encouraging resource.
- Assessment of EASS
 - First EAS to be divided by program
 - EAB to be fully implemented
 - Then, how long do we need to wait before we can do meaningful assessment?
 - Onboarding goes live in April 2018 for 2018-2019.
 - We don't have a timeline for registration with EAB.
 - It is likely we will turn on registration for Nov. 2018 for 2019-2020.
 - This is also when the advising will go live.
 - Benchmarking will have to happen in April.
 - Evaluation of job duties will have to be ongoing.
 - There will be a built in CRM, which is an automatic communication system that will message (email/text) students once they've achieved a certain benchmark.
 - Once we have a timeline of something, we can backwards design the writing of it.
- 5A sub-criteria:
 - Sub-criteria 1
 - We have more physical resources than we need and to be able to demonstrate our work on sub-criteria 1. We have no way to determine if our HR were sufficient. Our technical infrastructure, we aren't able to determine if this is what we need.
 - The position analysis will get us to the human resources piece.
 - This may be an opportunity to charge IT Governance Committee with this initiative and process.
 - POG should be involved.
 - Sub-criteria 2
 - We are not proprietary
 - Sub-criteria 3

- This is an issue because of our mission statement and we won't tackle that until we edit that.
- Sub-criteria 4
 - We can call EAB a "training opportunity" for staff.
 - We could look into Silk Road/D2L as an opportunity to train staff.
 - In EASS we have established a specific training for the onboarding for staff. This is only for student services.
 - We need guidelines:
 - Who determines what are the qualifications for any job?
 - Who is in charge of on-boarding? (both college and department)?
 - Who is in charge of continual training?
 - How can we connect this to the position analysis in another year?
- Sub-criteria 5
 - This was a unique challenge to write to and we now have SBC and this is its purpose.
 - We also need to be mindful of getting evidence for this.
 - It is also to monitor monthly expenses.
 - NOTE: ID's should be a fee and not tied to cash.
 - Maybe vouchers or foundation/gift.
 - We can give this a go and then see if it works.

Criterion 5B

- Paragraph 1:
 - Minor update
 - Note that the new president for the CCCS system may change.
 - We need to also capture the work we do like on PODSAC for Auraria Campus
- Paragraph 2:
 - Minor edit.
 - The last sentence will go.
 - EAS annual enrollment plan will be a department reports and will be updated
 - On Academic side program review will be coming on board.
- Paragraph 3:
 - Updated:
 - Particularly the 2nd half.
 - New shared collaborative model needs (ASB 2) to be added.
- Paragraph 4:
 - We need to revive the staff association/council. DAIC and ASB will not meet this.

- They need a space to discuss issues without administration.
- We need a “convener” for this association:
 - This could mirror Faculty Council. Perhaps a Staff Council? There needs to be a charge.
 - Charge: To a voice for TP/C like a union with coordination across departments. Where do staff have a voice? When do administrators need to run something by this staff council? Could be tied to the decision/communication making model. For instance, work-load and opportunities to maximize on the money and time for professional development.
 - Side note: there is a professional development task force.
 - How is this convened?
 - Should this mirror Faculty council?
- We need a list of what committees that staff serve on?
 - We need a mission statement, charge, and membership as well as how that membership is chosen. Can this include a diversity charge? How will this committee be assessed?
- Should we analyze/re-label the charge/purpose of our committees to:
 - Task forces
 - Decision Making
 - Council/Advising