

To: Cabinet, Archives
From: Sherry Smurr
Subject: Minutes of April 17, 2019

Members Present: Collins, Eagan, Jbara, Johnson, Washington and Welsh
Staff Present: Sherry Smurr
Excused: Hilliard, Lueth

The minutes of April 2, 2019 were approved as amended.

Employee Engagement and Retention Committee was celebrated and their hard work was honored.

Cabinet approved the Part-Time Counselor Position in Advising and Counseling
Cabinet approved the Advanced Tech Evening Lab Manager / Parapro Position in Industrial Technical Division

1. Update/Action or Goals and Results

International Admissions

○ Fall '19 F-1 admits as of March 29, 2019:

- Benin 1
- Libya 1
- Malawi 7
- Nigeria 4
- Tanzania 1

Total new F-1 admits 14

- Daren Chase has been hired as the International Student Support Specialist. He begins on April 8th. Please welcome him to the KVCC community when you get a chance.
- Hosting 8-12 International Exchange students from FLAG Int'l in late April/early May.
- TargetX
- Building International Student portal
- Developing International Student electronic supplemental checklist
- Developing communication workflows for enrollment funnel stages

Early Middle College

- Twenty two EMC students have petitioned to graduate for April 28th commencement! They will be wearing a KVCC blue and white double honor cord.
- School visits are ramping up. Visits begin April 15th and complete May 15th. Kevin Lavender and Natalie York will meet with every Kalamazoo County and Gull Lake EMC student to program plan the next year.
- There are 121 new EMC students for Gull Lake and Kalamazoo County for fall! Van Buren Middle College is still in the screening process and will have a better idea by May 15th.
- Open houses for new EMC students are scheduled for May 7th and May 23rd 6 – 8 pm. EMC completion celebration is May 9th 7 pm Dale B. Lake auditorium.
- Summer camps are filling fast! There are only 24 slots left available!

Enrollment Management

As of the 4th week for Summer 2019 Registration (04/05/19) we are currently -7.1% headcount behind from the prior year which equates to 200 students less. As of the first week of Fall '19 registration (4/5/19) we are currently -8.3% headcount down from the prior year (Fall '18) which equates to 88 students less. Multiple campaigns are ongoing to impact enrollment numbers.

- Current Funnel for **Summer 2019** Applicants:
 - Applicants: 1,406
 - Applicants enrolled: 368
 - Yield (conversion rate): 26%
 - Total credits enrolled: 1,968
- Total Students Registered by Type for **Summer 2019** (as of April 5th, 2019)
 - New : 480
 - Returning: 1,734
- Current Funnel for **Fall 2019** Applicants:
 - 2,040
 - Applicants enrolled: 85
 - Yield (conversion rate): 3.43%
 - Total credits enrolled: 645
- Total Student Registered by Type for **Fall 2019** (as of April 5th, 2019)
 - New: 22
 - Returning: 950

Events

- **Black Arts Festival** on July 13. Please contact Mary Johnson if you are interested in volunteering to work a time slot at our KVCC table.
- **Get It Done** events have been scheduled for the following:
 - July 31st 4pm-7pm at Texas Township Campus
 - August 7th 4pm-7pm at Anna Whitten Hall
- **Kalamazoo Pride Festival** on June 8. Please contact Megan Pauken if you are interested in volunteering to work a time slot at our KVCC table.
- **Together Is Better Community Luncheon** on April 30 (AWH) from 11:30am-1:00pm. Community partners have been invited for a brief lunch and presentation to hear more about KVCC's services, program offerings, and opportunities for students and the community.

TargetX

- Working on importing data into CRM and building corresponding workflow items
- Working on Post-Admittance communication workflows/checklist items to include
 - Test Score/Placement Testing info
 - New Student Orientation
- Registration

Retention

- **Student Voices Advisory Council (SVAC):** March meeting well attended and focused on communication and student engagement. April meeting will continue the communication discussion incorporating required paperwork completion discussion and experience with course placement. Students requested discussion around textbook utilization for the April meeting as well. SVAC will cap off the semester on May 1 with a session to bring all three groups together.
- **Target X:** Student success scores have been drafted and created in the Retention suite. Flag notification also developed and tested. Academic profiles and success team member assignments successfully uploaded and tested. Next steps include further report development and campaign development. On-site user training scheduled for May 22.
- **MyValley Engagement Analysis:** Working alongside IT to track MyValley logins throughout the Winter 2019 semester. End of semester outcomes (semester GPA, etc.) will be merged together with this data to determine if MyValley engagement correlates with course success. Best practice shows LMS engagement is a good predictor of student success. We want to find out if MyValley engagement yields similar results.

Guided Pathways

- Scale of Adoption Assessment (SOAA) review with MCSS/MCCA on 4/9/19

University Center

- Spring/summer enrollment going well
- Davenport has 40 Kalamazoo Davenport University students who will be participating in Davenport's commencement ceremony on April 28th - 17 who are KVCC University Center partner students.

Life Enrichment/Community Outreach

- Highly successful Foodways Symposium was held last weekend - good example of collaboration across KVCC (KVM, Sustainable Food systems/FIC, Culinary/CAH, Community Culinary & Nutrition)
- 2019 Fall Catalog is under development.

Institutional Learning Outcomes

- We are finishing the last of our four year cycle of designing a question; collecting the data; analyzing the data and implementing changes. Faculty will be told they have a choice as they enter the next four year cycle to either a) continue with the ILO they are assessing for another cycle or b) select a different Institutional Learning Outcome (ILO) to assess in the next cycle. The expectation is that in the subsequent four year cycle that a second ILO will be assessed.
- In addition to classroom assessments the committee's next steps are to examine program level assessments for ILO which include mapping ILO assessment to course selections and to determine when a student is first introduced to the ILO, which courses allow them to practice the ILO and which courses demonstrate mastery of the ILO.

The current ILOs are sometimes vague and need to be revisited for clarity and inclusion. For example the ILO of effective written and oral communication doesn't easily include communication for the American Sign Language courses and certificate.

Standing Items

— Travel

- Randall Davis to attend the Routes to Farm Meeting on 3/21/19, the Good Food Expo Trade Show Event on 3/22/19 and the free workshops on 3/23/19 in Chicago, IL from March 21-23, 2019.
- Sarah Hubbell to attend the MACRAO Planning Committee Meeting at Spring Arbor University in Midland, MI on April 26, 2019.
- Sarah Hubbell to attend the MACRAO Summer Summit in Midland, MI from June 12-14, 2019.
- Sarah Hubbell and Megan Pauken to attend the Target X Pre-Summit Training and Target X Summit Conference in New Orleans, LA from July 14-16, 2019.
- Evan Pauken, Robyn Hughes, Cathy Colella, Nicole Reed, Kelly Digby and Tim Welsh to attend the Target X Summit Conference in New Orleans, LA from July 15-16, 2019.
- Alison Nord and student John "Jack" Collins (vetted) to attend the Business Professional of America (BPA) National Leadership Conference in Anaheim, CA from May 1-5, 2019.
- Chris Gearig to attend the Testout Experience Conference in Salt Lake City, UT from July 9-12, 2019.
- Bill Kring to attend the NC3 and Starrett companies training for metallurgy and measurement in Wichita, KS from June 9-14, 2019.
- Laura Cosby, Linda Depta, Angela Marsh-Peek, Kevin Lavender, Nicole Reed, Amy Gill, Abby Howe, Chris Stroven, Heidi Stevens, Amy Shreve, Ana Abendschein, Kim Hayward, Colleen Olson, LaSonda Wells, Jenny Buysse, Nina Dickerson, Bonita Bates, Ezra Bell, Paige Eagan, Patti Henning, Billy Reynolds, Deb Coates to attend the Breaking the Stigma Symposium in Kalamazoo, MI on May 2, 2019.
- Amy Louallen to attend the MCCHRA Conference in Dearborn, MI from May 15-17, 2019.
- Renae Skutnik and Jauwanna Pitts to attend the MCCHRA Conference in Dearborn, MI on May 15, 2019.

— Grants

- We have been invited by the John Gardner Institute and NACADA to participate in Cohort 2 of Excellence in Academic Advising. We will join 12 other Institutions of Higher Education in systematic look and redesign of our success services. This is a 3.5 venture that is largely funded by Kresge Foundation.

— Kudos

- Sheila Eisenhauer, Chris Cockerel, Cynthia Schauer, Nicole McClure, Mary Morehouse, Anella Koneru for their organizing efforts with the Math and Sciences April Adjunct Appreciation event.
- Thank you to everyone who worked together setting a great example of cross-KVCC collaboration and making the Foodway Symposium a huge success.

— Hires, Resignations, Transfers, Retirements

Resignations

- Michelle Bennett-Siwula, Office Specialist ParaPro – AWH, effective 4-25-19
- Joseph Montgomery, FT Systems Analyst, effective 5-1-19
- Lisa Lowe, Athletic Department Secretary, effective 5-24-19

— Other

- Volunteer Management Team is creating a draft summary for review
- Kalamazoo Valley Community College has been awarded the Corporate and Business Partnership Award from the American Association of Community Colleges for our partnership with Bronson Healthcare and Kalamazoo County Mental Health and Substance Abuse Services.

Next Cabinet Meeting: May 7, 2019 at 8:00 am.