

Early College Advisory Committee

Meeting Minutes

September 22, 2017

Present: D. Coates, B. Reynolds, P. Eagen, A. Cooper, K. Lavender, N. York, E.J. Bast, D. Bertch,, R. Kraas, E. Martin, S. Ott, K. Dockerty

Guests Present: J. Brady

Absent: J. Stasiuk, J. Stotz-Ghosh, S. Pernie, N. Dickerson

1. Call to Order- The meeting was called to order by D. Coates at 1:00 pm.
2. Meeting Minutes of February 17, 2017- the February 17, 2017 minutes were approved.
3. Updates
 - 3.1 Introductions- Anella Cooper, the new administrative assistant in the Dean's Office was acknowledged. In Nina Dickerson's absence, D. Coates went over briefly who she is and her role as a counselor.
 - 3.2 Partner Update- D. Coates talked about the new mentors for both Gull Lake and Kalamazoo County. Gull Lake has an office in room TTC 7467, and Kalamazoo County is in room 7504. D. Coates talked about working to get them a part time room to use in the Arcadia Campus. P. Eagen recommended that when their office hours are finalized to let the office staff know so that students can be properly informed.
 - 3.3 Summer Camps- D. Coates talked about the three summer camps that were held. All three of these camps each had 24 middle school students, and went over with great success. She expressed excitement about the prospects for camps that will be held next summer.
 - 3.4 Statistics- D. Coates shared some statistics with the Committee. It was requested that these statistics are included in the meeting notes. The statistics that were provided are as follows:

Winter 2017 Statistics- Early College

231 unique students

558 total sections

39 sections of DFWI- only 2 early alerts sent

92% pass rate

Semester GPA 3.15

Overall GPA 3.16

Winter 2017 Statistics- Dual Enrolled

731 unique students

1180 total sections

38 DFWI, three alerts sent out
97% pass rate

Fall 2017- Early College
425 total students, with 69 in the 5th year

Fall 2017- combining early college and dual enrolled:
Total headcount: 8658
Total credit hours: 5657
11% of total contact hours
10% of total head count

Fall 2017 off campus classes:
MOU2 = 12 total
MOU3 = 2 total

D. Bertch also brought up the subject about making sure that all the students that are in offsite classes are actually registered through KVCC. There should not be any high school student sitting in the class that has not been registered through the college.

3.5 5th Year 1st Friday's- D. Coates stated that these events are to help get students involved with campus life, as well as acclimating them to being a college student. The first event was in September, with more events planned for the following months: October, November, December, February, and April.

3.6 Tracking- K. Lavender filled everyone in on what he is doing for tracking the early college students. There is a spreadsheet on the G Drive that covers each student from each high school. He uses this spreadsheet to help verify that each student is registered for the correct courses. Along with checking over courses, K. Lavender has implemented a system of making sure that the student checks in with either himself, N. York, or N. Dickerson to make sure that they are on the right track. If the student shows that they are not meeting the deadline for a check in, K. Lavender then reaches out the student to try and get them to speak with an appropriate resource. D. Coates brought up the possibility of adding a hold code to the system for early college students who try to withdraw from a course. There was a discussion about the possibility of maybe having a 48 hour holding period before the student can officially withdraw from a course. There was also a question that was brought up regarding whether or not the early college will be a part of the academic probation policy.

3.7 Winter Class Requests- D. Coates requested that J. Brady attend this meeting to discuss the possibility of EFE teachers teaching WPE 112. Students who successfully complete this course can earn CPR and First Aid certification through the American Heart Association. This would entail a certified coach/instructor from the American Heart Association- the EFE teachers already hold those certifications, who would also be approved to be a competent instructor as per KVCC standards, to teach WPE 112

CPR Safety and First Aid to KRESA students. This class would only be using KVCC's classroom space; they are using their own equipment, as well as providing their own maintenance. There would be no additional cost to KVCC for this. J. Brady has stated that this would be beneficial to have at the college.

D. Coates also brought up that Comstock schools would like more classes for their dual enrolled students. It was during this discussion that the issue of why BUS 103 is not offered. N. York is going to make a list of possibilities for Comstock. D. Coates also brought up that Comstock has asked if they could have rooms set up in their old administrative building specifically for KVCC, and have instructors come out during the evenings for classes for the community. This would pull students from Comstock, Kalamazoo, Parchment, and Gull Lake. There was a discussion about this satellite campus mentality. Gull Lake wants to request that KVCC sends someone to teach PSY 150 on campus their campus. Bangor wants Pat back in the winter to teach COM. There was a discussion about whether or not 200 level classes and ENG 111 should be taught off campus.

4. Old Business

4.1 Mattawan Early College Partnership- there are still no new developments

4.2 Early Alerts- D. Coates present email about format of alerting instructors. There was a discussion about having some kind of Moodle orientation at some of the schools so that both the instructors and the students would be able to use Moodle's resources to their fullest extent. This might help with keeping the instructors up to date with their early alerts.

5. Other- At Comstock, are the students allowed to write in their textbooks? D. Coates needs to talk to Pam about the policy there.