

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	2007-2008 Assessment Planning Reports due	All	10/2007	1	
2	Encourage staff to participate in all United Way endeavors, specifically, Once Upon a Time a Mystery Tale	All	10/26	2	
3	Donate items for department/division basket donation event for united way	All	11/1	2	
4	Ideas for Q-building	All	10/31	1	To Paul G. or Shirley
5	Bring budget items to next meeting for discussion	All	11/8	1	
6	Bring CCSSE findings to next meeting	All	11/8	1	Review
7	Disaggregate area data of users to see if they representative of students at the college (for Diversity Task Force)	All	ongoing	1	
8	Create portfolio of diversity activities that help us meet our goal of inclusiveness/student success	All	ongoing	1	
9	Consider how we leverage this information (data and existing programs to infuse diversity and multiculturalism) to move toward our goal	All	ongoing	1	
10	Create student focus groups to gather more intentional data (include past graduates) on diversity / multiculturalism	LSS Diversity Committee	ongoing	1	
11	Create LSS ePortfolio to showcase what's being done at college re: diversity	Tina	ongoing	2	

Meeting Notes

Present

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Sheri Bakunowski  | <input checked="" type="checkbox"/> Jo Ann Caufield | <input checked="" type="checkbox"/> Norma Chandler  | <input type="checkbox"/> Laurie Cigan              |
| <input checked="" type="checkbox"/> Ken Clarke        | <input checked="" type="checkbox"/> Paul Dale       | <input checked="" type="checkbox"/> Tina Emmons     | <input type="checkbox"/> Rod Fensom                |
| <input type="checkbox"/> Lily Fultz                   | <input checked="" type="checkbox"/> Mary Lou Goff   | <input checked="" type="checkbox"/> Paul Golisch    | <input checked="" type="checkbox"/> Shirley Green  |
| <input checked="" type="checkbox"/> Chrystle Hall     | <input checked="" type="checkbox"/> Ellen Hedlund   | <input checked="" type="checkbox"/> Rosemary Hooper | <input checked="" type="checkbox"/> Heather Kruse  |
| <input checked="" type="checkbox"/> Loretta Mondragon | <input type="checkbox"/> Richard Morales            | <input checked="" type="checkbox"/> Carol Myers     | <input checked="" type="checkbox"/> Stella Napoles |
| <input checked="" type="checkbox"/> Jim Rubin         | <input checked="" type="checkbox"/> Esther Schon    | <input checked="" type="checkbox"/> Rick Sheets     | <input checked="" type="checkbox"/> Greg Silcox    |
| <input type="checkbox"/> Jennifer Strickland          | <input type="checkbox"/> Paula Vaughn               | <input type="checkbox"/> Amber West Martin          |  |
- Jacque Battistone       Jack Becker

Welcome and Agenda Overview

- Congrats to Norma on the Job Fair—reports from vendors they were very appreciative of the students who came through

SIS Implementation

- Delayed until February
  - Load testing issues
  - Next "window" with least impact on students
  - November 12 "window" to test preparedness
- Load testing continues at District
- Training ongoing

- o Backing off from "sprint" to a "hard run"
  - o Training demo tomorrow (10/12) and November 30
  - o Continue Friday closures from 3:00-5:00; a schedule will be shared that will balance due dates/etc.
  - o Chrystle and trainers have been doing great! (Jack B.)
- New load testing issue => Servers are more than adequate but some small fixes are still needed to control load; constant updates ongoing (tweaking)

#### Update on ClearTXT and Google Email

- Making progress on ClearTXT => emergency notification system
  - o Text messages
  - o Emails (using any email, not just MEMO)
  - o Desktop computers at the college
  - o Beginning spring, 2008, students may opt-in to receive messages
- Google email for students (similar format at gmail online, but with Maricopa address)
  - o Want to provide students with an email account to communicate with them (set up for every student who can then forward email to another, more active account)
  - o Naming convention may be "studentname@maricopa.edu"
  - o Continuing to look at other ways (multimodal) to communicate with students during emergencies

#### LSS Division Given Additional Carry Forward (~\$112,000)

- Budget reduction return is a priority
- APB with highest priority
- Paul D. / Paul G. / Shirley looking at how to distribute => Fund 1 focusing on temp wages
- \$340,000 available to three divisions (\$60,000 off top for SIS => used for backfill, overtime, consultant fees working on shadow systems, new help desk staff)

#### 2006-2007 Assessment Cup Winners

- Recognize exemplary work regarding assessment
  - o Runners Up Awards go to:
    - The Children's Center
    - IRTS Student Network
  - o Assessment Cup goes to: Career Services and Job Placement
  - o Featured at next month's meeting best practices from all winners

#### Announcements

- United Way
  - o Silent Auction
  - o Diversity Luncheon (new) on 11/14 from 11-2 in KSC Hallway (meals from around the world)
  - o Once Upon a Time a Mystery Tale => make it a night out and help support
  - o Department and Division Baskets (new) Donation Event => baskets need to be ready and to Sue Isaacson by 11/1
  - o United Cookie Caper ... pending (cookies for LSS Division were stolen! Ken's on the hunt ... ) => Ken will be by later with forms and, perhaps, cookies, so you can fill in form and return to Ken ASAP (right then)
  - o Donation boxes in Aramark, College Bookstore, and "Take a Barrel to a Meeting/Event!"
- Cher Whittum is now in E building acting as an academic advisor in the LSC
  - o Developmental course students
  - o iStartSmart students
  - o Athletes
  - o Any students who may stop by
  - o This is just one more option for students to receive advising
  - o Hours are Mon-Thur, 8:00-7:00 p.m.; drop-in basis
- Student Success Conference, 11/2, The Invisible Man: The Vanishing Minority Male in Higher Education
  - o African American male students for talking session at Rio on 11/1, 1-2 p.m.
  - o Encourage participation by all at the conference

#### Discussion

- Bond Money for PVCC to cover:
  - o Life Science building planned opening fall, 2009
  - o KSC expansion and remodel

- Q-building proposal ideas shared => planned occupation fall, 2009
  - Smaller group will come up with ideas for what might go in space => ideas welcome
    - Can atrium of Q-building be set up for career fairs, vendors, etc.?
    - Not a good idea to have faculty far away from where students gather (in response to planned faculty offices in Q)
    - Put administration/IA/IE (non-direct student-services related offices) in Q
    - Express college => work with HS in residence about space in PM
    - Are there any plans for a multicultural center?
    - In lobby area, look at setting cafe, area for gathering
    - Teaching and Learning Center, faculty development area
    - Haven't spent any time on getting student input
    - Large area with mobile walls for flexibility (i.e., conference space)
    - Insights for how to move into areas vacated by moving to Q
    - Send feedback
  - David Matus working with consultants on breaking a path between areas
- CCSSE Web and CCSSE Updates => next meeting discussion topic
  - The single most effective measure of student success is the degree to which a student is an actively engaged learner
- General Cleanliness
  - New carpet in E is already getting dirty => what can we do to help keep up?
  - LSC, IRTS, Student Life, Disabilities Services => carpets not vacuumed
  - E-building restrooms are filthy
  - Campus cleanliness has declined, overall
  - Bob M. is working third shift for two weeks to determine what can feasibly be done
  - Support M&O budget requests
- WiFi
  - Great success, students are using it everywhere
  - College-wide soon, some logistical issues
  - Students are using it a lot now => can we put in a help desk for tech problems specific to the WiFi?
  - Students kept rearranging furniture in Student Union to be closer to outlets => more outlets coming in
- Not accepting Fund 1 budget requests for FY08-09
  - Copies of what was submitted for FY07-08 will roll over
  - Reprioritize things to be considered

### Assessment Activity and Discussion

- Create conditions in which students can learn
  - Performance-based learning for funding
  - Assessment is everywhere
  - Activity: Learning ...
    - Learning occurs throughout the campus ... ACE/SUCCEED, Honors, Service-Learning, Financial Aid navigate processes, student mentors => transferable experiences; we are open, accessible, want students to ask questions, want students to stay in class, and spend a lot of time communicating with students; students have access to people in departments rather than just being a "number" in the queue
    - Learning involves the whole student ... Social, emotional, cognitive, physical development => increase their responsibility to try in adult behaviors; Commons students know how to use, those who don't get lifelong learning skills; expect communication and responsibility FROM students
    - Active and engaged learning is the single biggest indicator of student persistence and success ... Physically active to come and participate with us to do what they need to do; the more touches, the more involved they are; do a lot to engage students when to choose to come in to our areas
    - Learning can not be left to chance in the out of class environment ... Provide an open, welcome environment so students feel welcome, provide new technology adding new areas so students can access; Blackboard training for students, new SIS student videos (don't want to leave training to chance anymore)
    - How do you know students are learning in your areas ... A&R and Student Life students are able to demonstrate some knowledge or skill and apply (i.e., refund appeal process in A&R or successfully navigate conflict in Student Life)
      - The assessment process is a journey ... lifelong learning => we are learning, too. Benefit of learning is what we're after .. how are we going to do better next time?
      - Division goal: 80% comfortable with learning assessment in each area => increase student engagement

**Homework**

- Bring budget items to next meeting (passed out at end of meeting)
- Bring CCSSE findings (benchmark scores from web) to next meeting
- SIS Demo training tomorrow (or 11/30)

<b>Next Meeting</b>
November 8, 2007 • 2:00-3:00 p.m. • M132