

SA Division Meeting

September 23, 2008

1:00 – 2:30 p.m.

J-138

Attendees: Ellen Hedlund, Esther Schon, Greg Silcox, Heather Kruse, James Rubin, Ken Clarke, Norma Chandler, Paula Vaughn, Richard Morales, Rick Sheets, Rosemary Hooper, Shirley Green, Stella Napoles, Loretta Mondragon

Recent iGoal Meeting:

- iGoal is more pertinent to some offices than others; not all offices will be included in iGoal meetings
- James Rubin was trainer at iGoal meeting
- We should strive to give all pages relative to PVCC website a common feel or look by placing the contact info on left side of page or placing all links on the same side of page, etc.

New Employee Orientation for temps and student workers:

- There was a video that was used for trainees in the past – we need something more updated
- College expectations need to be standardized in a manual that addresses appropriateness in dress, phone courtesy, common office practice, etc.
- Ken should be included in process of creating manual because he is directly involved with the work-study students
- **Action Item → Norma/Paula:** will collect handbooks from various departments to use as reference for universal handbook

Division Online Matriculation Video:

- Necessary in order to get students involved in PVCC registration process
- i.e. “Intro to PVCC” video that is short, but will provide welcoming info and a “how to” guide to navigate the PVCC campus/services available
- Corey has begun putting a video along these lines together – maybe looking for something shorter
- Heather → This video should somehow be connected to iStartSmart
- Ken → Financial Aid started a system that teaches students how the financial aid system works
- Heather/Norma → Kettering University has a series of short videos that contain animated graphics and are an example of what could be done to get students involved
- **Action Item → Heather:** will send link to Kettering Videos to SA distribution list for all to see
- **Action Item → For All:** Please provide any feedback or ideas at next meeting

Out of Class Assessment:

- We have faced challenges in these assessments – would like to offer different approach
- Assessment questions in Student Affairs (handout)
- Need to focus on the question, “What are we doing to help student success?”
- CCSSE survey will not be done in 2009, as the data gathered in 2007 has not been analyzed and procedures have not been changed – goal is to figure out how to merge CCSSE and other assessments
- Paula → the way CCSSE questions are perceived by students may differ from original intent
- Shirley → remember there is student, employee, and organizational learning

- out of class assessment vs. learning outcome needs to be defined; one goal of SA Division should be to create handbook
- Heather → there may be some confusion with program outcomes vs. learning outcomes; PVCC has developed a handbook for writing learning outcomes
- Rick → Intended learning outcomes may be written which will lead students to success; we could take the CCSSE goals and turn them into learning outcomes
 - As SA Division, we can focus on same goals within each department
 - Support for Learners (handout) and Choices of Successful Students (handout)
 - Please think about choices of successful students; what you had vs. what you will be doing; ask yourself if they are leading you to achieve desired learning outcomes.

Subcommittee: Rick, Heather, Ellen, Norma, Paula

- **Action Item → Rick:** will convene meeting to define one or two general learning outcomes for SA Division for presentation at next meeting and will bring handbook to next meeting

College Priorities:

- Want to see these priorities woven through every division
 - Maximize student learning, success, retention and completion (first year, developmental math, evening)
 - Develop our identity as a higher quality education post-secondary institute
 - Promote and expand occupational programs
 - Develop alternate course scheduling and delivery options
 - Improve student learning through quality assessment of programs and services

Next month's Discussion Items:

- What is the agenda for student success and learning? Which college priority items are agenda items most aligned with? → **Paula, Rosemary, Esther**
- What does student learning centeredness in student affairs mean to us? → **Richard, Heather, Norma**
- How will we work together? → **Stella, Greg, Larry**
- What does positive social change mean to you/us? → **Corey, Ellen, Jim**
- How will each department implement the Agenda for Student Success and Learning? → **Ken**
- How will and/or can we implement program based on assessment findings? → **Rick**

Announcements:

- Monday, September 29, 2008 – Several budget presentations Monday afternoon; Jackie Askin will be a presenter
- There will be a time change for SA Division meetings:
 - new time is 12:30 to 2:00 p.m. – all dates remain the same and locations are TBD; Rita will notify everyone when locations are determined
- Deadline for assessment plan was October 30th; this may change because clarification is needed as to what is expected in assessment/operational plan. Should it be solely budgetary or should it focus on larger picture as well?
- Jackie Askin will be invited to next meeting to discuss budget; we are in a much different position than in the past because of the merging of Fund 1 and Fund 2