

OAA Co-Chairs Meeting
February 28, 2013
WD 354

Agenda

I. Approval of minutes from February 1, 2013 meeting

II. Byron McClenney and Bruce McComb – Achieving the Dream (AtD)

Achieving the Dream is a national organization for community colleges with the goal of improving student success by using data to identify gaps in performance (socio-economic; cultural; ethnic; part-time/full-time status; etc.), and developing creative ways to close those gaps. (See also agenda item III A for how this is becoming increasingly important in the trend for funding higher education.)

Examples of initiatives that have proven successful elsewhere include:

- *Offering “boot camp” training for potential new students to prepare to take the COMPASS test (early results from Cuyahoga Community College show students place into higher courses, and succeed, thus increasing the likelihood that they’ll obtain their desired credential)*
- *Mandatory student orientation*
- *Early Alert systems (such as Starfish)*
- *Supplemental Instruction*
- *Learning Communities*
- *Partnerships with public transit for students commuting to school*
- *Recruit strong students (e.g., Lorain County Community College offers full scholarships for students graduating H.S. in Lorain County with a GPA of 3.70 or higher)*
- *Emporium model for remedial mathematics and English (self-paced, modularized; stronger and/or highly-motivated students may complete more than one “course” within a semester)*
- *Bridge courses for students who received a “D” in a course, but scored higher than XX% on final exam; allow them to review, study, prepare, and re-take final exam during four-week course; if pass, they enroll in the next course on a flex-term (last 11 weeks of semester) – not a lost semester*
- *Embedded advisors*
- *Require students to take sequential courses (e.g., mathematics) in consecutive semesters (to increase likelihood of success)*
- *Incentivize completion (e.g., opportunity for free tuition to anyone within 15 hours of completion of degree)*
- *Reverse transfer – students who take remaining courses at another institution to fulfill degree requirements for Associate’s degree get awarded the degree retroactively*

Byron McClenney serves as one of the 32 national Achieving the Dream "leadership coaches", and in fact is the National Director of Leadership Coaching for AtD. He has enjoyed a 51-year career as an educator, including almost 33 years as a community college chief executive at (I believe) three different institutions. He has served in numerous leadership roles with the American Association of Community Colleges (AACC), served on President Clinton's Steering Committee for America Reads/America Counts, and has served on several commissions of the American Council on Education (ACE). He was awarded the 2011 AACC Leadership Award.

Bruce McComb serves as one of the AtD "data coaches", and is the Principal of Organizational Effectiveness Consultants. He works with 10 colleges as data coach for AtD, and has authored or co-authored several articles on using strategic tools to improve performance. He holds degrees in Electrical Engineering from Michigan State University, and resides in central Ohio.

Byron and Bruce will be meeting with the OAA Instructional Success and Student Support Committees prior to visiting with the OAA Co-Chairs.

Jennifer Anderson (Director, Institutional Effectiveness) chairs the AtD Data Team. TJ Duda (A&S faculty) and MaryEllen Tancred (C&T faculty) co-chair the AtD Leadership Team.

III. Announcements (from Darrell)

- A. Ohio higher education funding model – used to be 100% enrollment-based. Goal was to phase in to 80% enrollment-based/20% success-based. Currently at 90% enrollment-based/10% success-based. **This year, funding will be 50% enrollment-based/25% completion-based/25% success-based. Next year will be 0% enrollment-based/100% success-based (not clear on how this will be defined yet).**
- B. Representatives from MOOC provider Udacity were on campus on January 29 to meet with various individuals on campus. One meeting included a group of faculty and other administrators, including: J.J. Schultz, Kent Fisher, Meredith Sellars, Jane Roberts, Gloria Rogiers, Kelly Hogan, Darrell Minor, Tom Erney, Bruce Massis, Karen Gray, Carol Thomas, Jack Cooley, and Dave Harrison. Udacity is interested in partnering with Columbus State in developing/offering some MOOCs. Some faculty expressed interest, but there are a number of issues to be worked out (including contractual issues between CSEA and CSCC).

Evidently, **Coursera has also now contacted Columbus State.** No additional information known at this time.
- C. In an effort to address concerns about students being incorrectly placed into their English and/or math classes, some faculty (likely working with the Office of Student Affairs) would like to begin researching **products**

other than COMPASS to use. This is something that may work its way to an OAA Committee.

- D. In response to a question from our last OAA Co-Chairs meeting, Tom Erney has indicated that they are **making the approved default shell available in Blackboard for faculty to view.**
 - E. The college is re-thinking how the grants process works, and some major revisions are likely to occur. My (limited) understanding, at this point, is that there is a desire to involve faculty directly throughout the process (from the grant-writing stage to the grant-oversight stage) to a greater extent than how the process has worked in the past. Watch for more information about this.
 - F. New deadline for submitting faculty emeritus nominations – beginning next academic year, the Board of Trustees is only going to confer emeritus status on retirees once each year, at the September board meeting. Thus, **nominations for faculty emeritus status must be submitted by department chairpersons to Dr. Cooley by August 1 each year.**
 - G. Spring 2013 enrollment numbers (as of 2/18/13). Total College Headcount – 25,449. Delaware Campus Headcount – 1,300. Total College Credit Hours – 223,316.50. Average Credit Hours Per Student – 8.78.
 - H. Enrollment Management Task Force – Jack is asking for a faculty representative from the OAA Committees (not necessarily a co-chair) to serve on the Enrollment Management Task Force. CSEA will also be appointing a faculty member, and we will coordinate to have one faculty member from each division appointed. The task force meets every Wednesday at 1:00. **Please solicit volunteers from your committee.**
- IV. Items from Student Support Committee **(See the attached documents)**
- A. Late Registration Fee Exceptions – the committee is recommending changing the late registration fee to \$50 (currently \$100); changing the deadline for on-time registration to 5 days prior to the start of the term (currently 2 weeks prior to the start of the term); and some additional exceptions or waivers to the late registration fee.

This item is up for approval by the OAA Co-Chairs.

B. Wait list

The committee recommends that the College implement the Wait List option to the Colleague system. The committee understands that Wait List is a feature that has to be applied to all courses since it is a college-wide application in Colleague. Therefore, if a department wants to

exclude some or all of its courses, the department will need to complete the process.

Implementing the Wait List feature at Columbus State would prove beneficial to students as well as faculty and academic advisors. At the present time, current and new students who wish to register for a seat in a full section are advised to watch the semester schedule daily and/or try to register beginning at 12:01 AM following the drop for non-payment date. This is a first-come first-served process that enables new students to register for a course that current students may need to complete their certificate or degree requirements. This system does not support the College's student success and degree completion initiatives since current students who are closed out of classes have to wait until the next term (or later) to continue pursuing their educational goals.

The Wait List option will also alleviate the amount of faculty and academic advising that is required. Currently, faculty and advisors receive numerous e-mails from students requesting advice because they were closed out of required courses. As indicated above, these students are advised to check for open seats daily and/or wait for the drop for non-payment date. To provide additional assistance during the registration period, faculty members also check current enrollments on a daily basis, evaluate class sizes, and contact other faculty to inquire about possible failures in current pre-requisite courses. Unfortunately, due to the current first-come first-served system, their efforts do not ensure that the students who most need the courses are given priority. The Wait List option will provide a more equitable process, enabling students to continue in their chosen field in a more consistent and time-efficient manner.

This item is up for approval by the OAA Co-Chairs.

- C. Distance Learning Student Success Task Force recommendations – The Student Support Committee recommends approval of the following recommendations to support improved faculty development of those teaching distance learning courses.

Recommendations:

- Each department is to be required to assemble a Peer Mentoring Committee, consisting of tenured faculty, in conjunction with the staff of the ITDL, to train and mentor all distance learning faculty (tenure-track and adjunct) within the department. Additionally, consistent records of completion of the required training are to be maintained by the chair and distance learning lead faculty within the department.
- Every faculty member is required to complete, at a minimum, “BB9 101 Getting Started with Blackboard”, to gain the basic skills in navigating Blackboard and its features.

- Additional sessions should be added to the new faculty orientation agenda to include stronger emphasis on effectively teaching distance learning courses. This is to append the Proposal for Faculty Orientation & Training developed written by Rich James and reviewed by the OAA Faculty Entry, Training & Professional Development Committee.

This item is up for approval by the OAA Co-Chairs.

V. Items from Curriculum Committee (**See the attached documents**)

A. COLS 1100 Curriculum

Rationale:

The curriculum and course materials provided did not reflect traditional classroom structure. Faculty reported to the OAA Curriculum Committee that topics did not clearly follow the structure of the textbook and that the syllabus was disjointed.

In the agreement for the approval of the COLS 1100 course, it stated that the course will be developed by Faculty. While the OAA Curriculum Committee is aware that faculty worked on a task force to develop the course, we are not confident that the final documents and syllabus accurately reflected faculty input. Specifically the syllabus and readings were not presented in a consistent and logical way to be best utilized in the classroom, or that allowed for construction of lectures and presentations that reflected course content.

Recommendation:

To ensure that the content is developed and maintained by Faculty; there will be established a standing Faculty Committee with equal representation from A+S and C+T, along with one member from the OAA Curriculum Committee, hereby referred to as COLS1100 Faculty Oversight Committee. The COLS1100 Faculty Oversight Committee will also be responsible for, and have the corresponding authority, for the COLS1100 curriculum, content and continual improvement review. The COLS1100 Faculty Oversight Committee will direct Advising in the implementation of the COLS1100 course content.

This item is up for approval by the OAA Co-Chairs.

B. COLS 1100 Textbook

Rationale:

We are told the textbook would be \$20. It was around \$60. That is a significant price difference and an unnecessary burden upon the student. Furthermore, all the needed material needed can be obtained online and populated in Blackboard. Not only will this save the student \$60, it will allow the COLS1100 Faculty Oversight Committee to be more proactive and reactive with the curriculum materials. It will also encourage more interactive assignments and prepare the students for the future classes.

Recommendation:

No textbook be required.

This item is up for approval by the OAA Co-Chairs.

C. COLS 1100 Staffing

Rationale:

Part of the course approval process through the OAA Curriculum committee contained the agreement that Full-time faculty have first right of refusal to teach the course, within a reasonable number of sections. We are not confident that this is being adhered to.

Recommendation:

We recommend that the COLS1100 Faculty Oversight Committee present the algorithm to be used to determine COLS1100 staffing to the OAA Chairs for approval.

This item is up for approval by the OAA Co-Chairs.

D. Definition of “attendance”

The committee is recommending that, based upon Faculty input and consensus, the Department/Program has the authority and responsibility for defining attendance policies.

This item is up for approval by the OAA Co-Chairs.

E. Use of extra credit

The committee is recommending that, based upon Faculty input and consensus, the Department/Program has the authority and responsibility for defining policy related to extra credit and participation in research.

This item is up for approval by the OAA Co-Chairs.

VI. Committee updates

A. Faculty Entry, Training, and Professional Development - process for prioritizing travel and conference registration requests

B. Other?

Next meeting – Friday, April 5, 10:00 - Noon, in WD 404