

University of Arkansas Community College
Administrative Cabinet Minutes
September 5, 2018 / 9:00 a.m.
IH 104

Ms. Frazier called the meeting to order at 9:04 a.m. with the following members present: Mr. Greg Thornburg, Mr. Gayle Cooper, Dr. Anne Austin and Dr. Brian Shonk.

Dr. Shonk moved to approve the minutes from the August 24, 2018 meeting. Mr. Cooper seconded the motion, and the motion carried.

Campuscast - Ms. Hannah Keller-Flanery provided a demonstration of the Campuscast program which allows college personnel to send blast emails, texts or phone calls to constituents of the college. Currently, Ms. Keller-Flanery, Ms. Amy Foree, Ms. Erica Tilley, and Ms. Meagan Akins serve as the campus administrators of the system. The system allows outgoing messages to be personalized which saves Admissions staff time when requesting information from students. For instance, Ms. Tilley has sent a blast text to those who still need to turn in transcripts. The system can be personalized utilizing students' names. Ms. Keller-Flanery said persons receiving messages can opt-out of receiving further communications. To date, only one person has utilized the option. The system allows for videos, photos and .pdf files to be imbedded within the messages.

Dr. Austin recommended developing a governance document similar to the myUACCB governance document. Mr. Thornburg recommended that Ms. Keller-Flanery serve as the overall "gatekeeper" to provide oversight for the system.

There was discussion regarding if Campuscast worked with or complimented the communications module of Colleague. Colleague can produce letters on que when certain items are not received via coded "if this, then that" commands.

Guided Pathways - Mr. Nate Pyle provided an update regarding the work of the Guided Pathways workgroup.

Items reported:

- The steering committee, which consists of the chairs from each workgroup, received training in May 2018.
- Some of the work already accomplished is providing access to training on multiple advising systems for all advisors on campus.
- Program maps were created and protocol was established for the program mapping. During the mapping process, the workgroups discovered that some program credentials cannot be completed within the stated timeframe.*
- The steering committee plans to deliver the Program Maps to the cabinet for review by late November, 2018.
- Launch date for Guided Pathways is fall 2019.

Workgroup tasks:

- The Internal Communications workgroup will collect and disseminate information to the campus constituency regarding Guided Pathways model progress. This allows the sharing of information by one group reducing the duplication of communications to the campus.
- The External Communications or Marketing workgroup is responsible for taking the “finished product” of Guided Pathways and making it easy to understand for all audience members (students, prospective students, community, others)
- The Technology workgroup is working on taking the program maps and other ideas and incorporating these in the student on-boarding process.
- The Developmental Education Reform and the Teaching and Learning workgroups are currently reviewing curriculum.
- The Financial Stability workgroup is reviewing what financial information to provide to students that will allow students to make informed financial decisions.

*Dr. Austin noted that faculty have also reviewed the program maps.

Mini Grant Application – Dr. Shonk presented a mini grant application on behalf of the Nursing and Allied Health division. The application requested funding to allow approximately 60 (Level IV) RN students to attend the Barb Bancroft- Pharmacology: Simplify Don't Mystify conference to be held on the UACCB campus November 15, 2018. The grant application would provide “realistic and usable information to apply to pharmacology concepts prior to taking the NCLEX-RN.” Dr. Shonk indicated this is an area that typically provides challenges for nursing students.

A discounted rate of \$60 per student for the conference was requested. Dr. Austin moved to approve the grant request for 60 students limiting the total funds to \$3,600.00. Dr. Shonk seconded and the motion carried.

Dr. Shonk presented a second mini grant application he received from Academic Advising. The grant would target approximately 56 students currently enrolled in the UACCB STEM and pre-engineering program. The goal of the grant is to provide students to both academic and student life on the UA Fayetteville campus as the students will tour the campus and attend a football game.

Dr. Austin asked that learning objectives be included in the grant request. Dr. Austin moved to approve in principle the request with the addition of learning objectives. Mr. Thornburg suggested students complete an application to attend the transfer trip. Dr. Shonk seconded the motion. More discussion occurred and a motion to table the vote until additional information could be obtained was made. Dr. Shonk agreed to obtain additional information regarding the grant and would ask that learning objectives be provided in the grant application. He agreed to have this completed for review by noon on Friday. An email vote would be completed by 5 p.m. on September 7, 2018.

Campus Committee Restructuring – Ms. Frazier and Dr. Austin presented their plan for restructuring the campus committees to more effectively utilize faculty and staff time. In addition, better align the campus committee structure with the UACCB goals of enrollment, retention, and graduation.

Ms. Frazier described two broad categories of committees: Planning and Review. The three Planning committees are Academic, Technology, and Retention. Review committees are Assessment, Orientation and Research Utilization. Campus workgroups were organized to serve a specific, task oriented

directive. Ms. Frazier described the following workgroups: Guided Pathways, Library, CORC, Passport Initiative, and In-Service (Professional Development Days). Ms. Frazier also discussed the task of the policy or procedures workgroups. These committees exist to perform specific tasks that have been mandated by the Board of Trustees or by UACCB policy. These workgroups included: Red Flag, MyUACCB Governance, Cybersecurity, Financial Aid/SAP, Professional Development Funds, Professional Education, and Gainful Employment.

Ms. Frazier noted that as the policies and procedures change over time the workgroup committees will change. One example is the Catastrophic Leave committee which is no longer necessary as catastrophic leave was replaced by employee short term disability on July 1, 2018. The current catastrophic leave allows for any one eligible to apply for the leave. Eligible employees will use the original committee to reconvened and review request. Ms. Frazier will work with human resources specialist on a time to remove the UACCB Operating Procedures 420.5, 420.60, 420.61 from the governance procedures manual.

Dr. Austin told the cabinet that the committees and workgroups will be required to provide at least one paragraph to be included in the year-end report that is submitted to the Chancellor. She said the planning and review committees will need to provide longer, more in-depth reporting and they would also be required to present to the Chancellor's Advisory Committee. She noted that she and Jodie Hightower are working on a timeline for those reports and presentations.

Ms. Frazier stated that transfer and enrollment committee tasks were currently being addressed by the Guided Pathways workgroups. She also spoke with Mr. Jay Strickland (librarian) regarding the processes used to update the library policies and how resources were currently allocated. During the conversation, Mr. Strickland indicated the library's software package contract is in the last year of a five year contract and will need to be reviewed. She reported Mr. Strickland would use the library workgroup to address these tasks.

Ms. Frazier indicated the most important part of the restructuring was to tie each committee or workgroup to the mission of the college.

Enrollment Update – Mr. Thornburg provided a spreadsheet with enrollment data. He said 38 students were dropped for non-payment. He also said there have been between five and ten students dropped for non-attendance and typically there is an overlap of students who are no-shows and those who have not paid. Complete withdrawals have been minimal. Mr. Thornburg reminded the cabinet that the budgeted projected head count was 1260 and on September 5, 2018 the unofficial head count was 1401. Dr. Shonk said the additional work in advising is helping with the enrollment numbers. Included in the fall enrollment number of 1401 is 456 returning students.

There was discussion regarding how to count or separate concurrent students from those in the secondary career center programs. Dr. Austin acknowledged it is a challenge to tag courses in Colleague. Dr. Shonk said that Rana Dowdy and Zach Harber keep detailed spreadsheets with this information.

Personnel Hiring – Mr. Thornburg requested that the Administrative Specialist III position be re-posted due to the limited applicant pool. Dr. Austin reported that Institutional Research is closer to filling the

Administrative Specialist II position and have interviewed several good applicants. Mr. Cooper said that Melissa Foster will start on September 17, 2018 as the Food Preparation Supervisor.

Follow-ups - Dr. Austin said the Co-curricular Assessment monitoring report is due to Higher Learning Commission November 1, 2018. As she prepares the final pieces of the report, she is meeting with the supervisors of work study, advising and student organization leaders to discuss informed learning goals, measurements, and timelines. Dr. Austin also reminded the cabinet of the comprehensive visit in 2022 and the campus will need to show progress in this area. As announced in previous meetings, the Guided Pathways will be utilized as the campus quality improvement project for the

Mr. Thornburg said his area is creating a comprehensive list for community services, rather than disability services, as noted on the agenda. Due to recent changes in community resources, his office is updating the list.

Other Updates – Ms. Frazier said that the 2018 Outstanding Alumnus and Academic All-Star will be recognized at the Community Picnic tomorrow (September 6) along with the outstanding faculty, staff and adjunct. The picnic may have to be moved indoors due to rain.

Cabinet members reviewed the reminders list on the agenda and noted the following additions or corrections:

- September 11 – Tuesday – Lunch ‘N Learn with a Social Security Presentation at noon in IH 104
- September 21 – Friday – Chancellor’s Advisory Committee at 9 a.m. IH 104

Mr. Thornburg said the Sunday Study Stop will host a kick-off event on September 9, 2018 and will serve pizza. He also discussed Constitution Day activities that will be held Monday, September 17, 2018.

Dr. Shonk provided graphs with fall 2018 Secondary Career Center enrollment numbers. There are a total of 144 students enrolled in the program. There are 81 in the first year and 63 in their second year. He said Batesville, Cave City, Cedar Ridge and Southside school districts are sending buses for their students. Two Midland School District students are driving themselves to campus for CNA classes.

Dr. Shonk said that Zach Harber and his wife welcomed a baby girl recently. Mr. Harber will return to campus full-time on Monday, September 10th.

Mr. Cooper said the architect will be on campus Monday, September 10, at 10:00 a.m.

With no further business, the meeting adjourned at 11:35 a.m.

Submitted by Jodie Hightower