

Student Affairs Leadership Team Meeting
August 20, 2024
2:00 p.m.
OCC Student Services Conference Room

Participating: Matt Fowler, Amber Malone, Libby McVicker, Cassandra Goldman, Chad Groves, Levi Johnson, Wain Davis, and Katie Hinderliter (Recorder)

President's Report: Dr. Fowler reported on the town hall meeting held today from 1-2 p.m. in the OCC Student Services Conference Room. He discussed the vision and process for early alerts, fielding the alerts in a timely manner, and the future of this work with CRM Advise. Cassandra, Libby, Wain, and Levi consented to work on exploring possibilities and will report back to SALT for further discussions after initial conversations.

Employment Update:

1. **Program Director, College & Careers Center:** The search committee interviewed applicants but has paused the filling of the position until better alignment of personnel changes district wide.
2. **TRIO SSS Counselor (LTC & OCC):** Annie Matthews (OCC) and Caleb Kamplain (LTC) are being recommended to the Board for approval.
 - a. **Action:** An itinerary for the training of new TRIO employees will be developed and submitted to Dr. Fowler once completed.
3. **Academic Librarian:** Chad reported on the job description that has been developed for an Academic Librarian. SALT recommended adding components of AI and DEI to the essential functions of the job. This position would be a part of the Learning Commons team.
 - a. **Action:** Chad will add the revised job description to Teams then Dr. Fowler will submit to Academic Affairs for review.

Approval Items:

- A. **Discussion:** Libby submitted the following documents for review and approval:
 1. 2024 Annual Security Report (Added TLB WRC location);
 2. 100.31 Preventing Sexual Misconduct (Policy remains in effect exclusively for addressing complaints that occurred before August 1, 2024); and
 3. 100.42 Preventing Sexual Misconduct (Policy to address complaints occurring on or after August 1, 2024).
- B. **Decision:** SALT approved documents 1-3, which will now be presented at SEPC.
- C. **Action:** Documents from July and August will be presented at the September SEPC meeting.

Orientation Recap:

- A. Discussion:** Chad reported the following attendance at orientation: FCC - 97; OCC - 148; LTC - 123; WVC - 150-175. Ninety-two (92%) of survey respondents from orientation stated they would feel more comfortable starting college, with 81% rating their comfort level with Canvas or Entrata as good or excellent.
- B. Decision:** None.
- C. Action:** There will be a District-wide debrief meeting to discuss orientation and the first 10 days on August 28.

ISAB Rollout:

- A. Discussion:** Applications are now being accepted for membership to the IECC Student Advisory Board (ISAB). Cassandra has been promoting and encouraging students to apply, with applications due on September 3.
- B. Decision:** None.
- C. Action:** A Teams meeting to review submitted applications is scheduled for September 3.

Co-Curricular Assessment Team:

- A. Discussion:** SALT discussed the development of a co-curricular assessment team and who should be involved.
- B. Decision:** Libby, Cassandra, and Levi volunteered to join the team, with names of others provided to ask to join, including members from Learning Commons, TRIO, Financial Aid, and a faculty member.
- C. Action:** Dr. Fowler will send out information to the group, with plans to schedule a meeting in September with implementation in spring.

10-Day Checklist/Early Alerts:

- A. Discussion:** The 10-day calendars for each campus have been distributed and promoted, with the goal of increasing student engagement in the first 10 days. Cassandra is pushing for faculty to submit progress reports and ensuring that each report is addressed.
- B. Decision:** Continue to build upon the first 10-day engagement and make it impactful for students. Additional employees are receiving training in the early alert process.
- C. Action:** Discuss and evaluate assessment measures and attendance at sessions during the August 28 meeting.

TRIO Eligible Determination and First Advising Appointment:

- A. Discussion:** Wain, Amber, and Jamie have not yet had a chance to meet and discuss.
- B. Decision:** None.
- C. Action:** Follow up at the September meeting.

FY25 Departmental Goals by Quarter:

- A. Discussion:** Dr. Fowler asked that each member identify two departmental goals for each quarter and upload them to Teams. His expectation is that each member will have discussions with employees in their department regarding goals and metrics each quarter. Individual employee goals in each department should include these departmental goals.
- B. Decision:** Measure first-quarter goals by the end of September.
- C. Action:** Determine progress in meeting goals and create opportunities for feedback on those goals.

Next Meeting: Tuesday, September 17, at 2:00 p.m., with a town hall meeting from 1:00-2:00 p.m. at WVC.

Adjournment: The meeting adjourned at 4:05 p.m.