

**Academic Affairs Council**  
Meeting Summary – October 31, 2006  
Boardrooms

**Present:** Ann Adams (guest), Scott Anselm, Bridgid Backus, Sheri Billetter, Russ Burchard, Linda Carroll, Rod Carter, Margarita Casas, Colleen Clancy, Kathy Clark, Linda Donald, Pamela Dunn, Denis Green, Alan Heywood, Beth Hogeland, Mike Holland, Mike Houglum, Sharon Ketchum, David Ketler, Rick Klampe, Wendy Krislen-Adams, Mary Ann Lammers, Carolyn Lebsack (guest), Janet Lodge, Cathy Lovingier, Dawn McNannay, Jorry Rolfe, Gary Ruppert, Carol Schaafsma, Linda Spain, Alice Sperling, Christy Stevens, Mark Weiss, Gary Westford, and Jerry Wille

**Absent:** John Aikman, Dave Becker, Jim Bell, Perry Carmichael, Patsy Chester, Bruce Clemetsen, Lynne Cox, Darci Dance, Richard Gibbs, Fred Haynes, Kristen Jones, David Kidd, Elizabeth Lundy, Ann Malosh, Faye Melius, John Niedermann, Steve Pearson, Bryan Schiedler, Ron Sharman, Ann Smart, Tom Smithburg, and Diane Watson

The meeting was called to order by Linda Carroll at 3:05 p.m.

**Strategic Plan Action Steps and Department Goals:** Linda asked if chairs had discussed the Strategic Plan Action Steps with departments. Following are a few of the ideas from those meetings:

- Learner - hire someone to enter transcript data so prerequisites can be checked
- Online class access fee
- Enrollment - better coordination of students between Benton Center and OSU and between Benton Center and Albany campus
- Need to increase size of functional spaces in art classes
- Survey fall and spring related to attrition in Graphic Design and Art and have high school students visit campus

Copies of the latest draft were shared (also distributed by email). Members were asked to take a few minutes to write down department goals and post them under the appropriate Element and Action Step area on the wall, marking with an asterisk those having budget impact. Results are recorded below:

Learners

Action Step 1

- Use an informal survey instrument each and every time we interact with past, current, or potential employers or CWE/internship supervisor - it has been drafted (Business Tech)
- Increase retention by creating a better “feeling of group belonging” for students (Culinary Arts)
- Target specifically at-risk undecided and professional technical students to help them better identify their goals and provide interventions (academic, advising, counseling) from a coordinated team (Developmental Studies)\*\*
- Identify recommended reading writing, and/or math levels for 100- and 200-level courses for catalog publication. Will help advisors and students pick courses they are well-prepared for (Developmental Studies)\*\*
- Development of assessment tools based on our gen ed outcomes for speech (Performing Arts)
- Improve and increase assessment (Biology)
- Emphasis on outcomes evaluation - making it formal (EIT Division)\*\*
- Develop an art/graphic design entry and exit survey to determine student needs within the program (Art/Graphic Design)
- Specifically target part-time students (Art/Graphic Design)

- Develop team of faculty liaisons between departments and Center with goal to encourage feedback loop with Benton Center students/faculty (Benton Center)\*\*
- Improve industry support to augment programs (EIT Division)\*\*
- Learning outcomes assessment - developing effective assessment tools (Foreign Language)
- Develop new/expanded programs - course offerings (EIT Division)\*\*
- Improving retention in WR115 by reducing the number of students in each section (English)\*\*
- The college should create a free, one-credit, mandatory course (college success, freshman orientation, advising, success skills, etc.) that all students would be taking (Career & Counseling Center)
- Information literacy goal: Systematically and strategically integrate IL learning outcomes into curriculum (Library)\*\*

#### Action Step 2

- Backfill money for a faculty to be able to spend significant time as an “advising coordinator” for the college (Career & Counseling Center)
- Mandatory advising check, at a number of credits to be determined, for all students (Career & Counseling Center)
- Develop and implement strategies to track the intent/goals of students (Ed/CFS)\*\*
- Hire an extra full-time faculty to, in addition to some teaching duties, coordinate community services for speakers of other languages, coordinate department recruitment and marketing efforts, coordinate retention and transition plans, develop and coordinate dept assessment systems, and help coordinate industry education and training (ESOL)\*\*
- Hire a person to enter transcript data into computer so students who are registering can have prerequisites checked (Math/Biology)\*\*

#### Enrollment

##### Action Step 1

- Improve on diversity enrollment and do a better job in retention (Performing Arts)
- Develop two new internet courses from Business core classes with goal of all business core classes online (Business Management)
- Hire an instructional designer to assist faculty in the design and deployment of e-learning courses with goal of improving quality and choices for access to distance courses (Media Services)
- Work on opportunities / requests / collaboration with OSU (Foreign Language)
- React to fluctuating enrollment by expanding course delivery systems - adding online classes - adding WR227 to writing lab (English)
- Increasing retention by offering enrichment activities in English/Humanities - new chapter of ΣKD honor society - English open house - extracurricular activities such as theater partners, book group, etc. (English)
- Continue work on POGs, COGs, course outlines and assessment (Physical Sciences)
- Online cell biology course (Biology)\*\*

##### Action Step 2

- Provide workload for current faculty to recruit at high schools (Ag Sciences)\*\*
- Increase offerings of Biology classes at Centers (Biology)\*\*
- Increase number of online course offerings (Criminal Justice)
- Develop at least one new course online (Physical Sciences)\*\*
- Full-time recruiter, trained and skilled, to increase enrollment (Counseling & Career Center)
- Implement quality matters peer review system for continual improvement of online courses - supports - evaluation of courses (Media Services)

##### Action Step 3

- Develop and implement a marketing plan to recruit new students to the program (ED/CFS)\*\*
- Dedicate some classified staff time to coordinating and implementing a department-designed recruitment and marketing plan (ABE/GED)\*\*

Revenue

Action Step 1

- Have created a new “career exploration” system that allows us to create FTE for some of the work we do (Career & Counseling Center)
- Lab fees to help offset cost of materials in welding classes (EIT Division)
- Charge students for printing copies when using campus computer (Math)

Action Step 2

- Increase outreach to employers for the purpose of contracting for employee work/life programs (Family Connections)

Action Step 3

- Pursue additional grants and contracts to fund classes (Parent Ed)
- Grant writing for dental link supplies and equipment from Oregon Dental Foundation (Dental)
- Make Dental Link a credit class - patient money goes to class (Dental)

Community

Action Step 1

- To continue to assess the needs of businesses and industry through regular interaction with our advisory committee and externship/CWE sites (Business Tech)
- Re-examine our Computer User Support program to meet changing needs (Computer Systems)\*\*
- Establish a dedicated line item in our dept/division budgeted for ongoing computer repairs, upgrades, etc., for our CISCO equipment not serviced by Computer Services (Computer Systems)\*\*
- Identify principle employers of our students and target them for input in our programs (Computer Systems)

Action Step 2

- Internet continuing education (Dental)
- Continuing ed courses on weekends and Friday afternoons (Dental)
- Investigate Oracle training through the Oracle University to be able to offer more DB (Computer Systems)\*\*
- Welding and technology seminars - short-term courses (EIT Division)

Deans and Directors will submit plans that have budget impact to the appropriate Vice President. That information will be used in a discussion with the Board in November. Keep in mind that the Strategic Plan (portion in italics) is a five-year plan; the action steps vary in length. The action steps will be reviewed annually.

**Academic Affairs Charter:** Members worked in small groups, each discussing one section of the charter (purpose, work plan, scope, and expectations). Facilitators from those groups will meet with Linda, Christy, and Carol in the near future to compile the information and revise the draft charter. The document will be brought back to AAC in November.

**Adjournment:** The meeting was adjourned at 4:30 p.m.

Notes by Janet Lodge