

ADMINISTRATIVE COUNCIL MINUTES
NOVEMBER 3, 2021 @ OTC 124

Attended: Annemarie Oldfield, Donna Oracion, Laurie Jensen, Sherry Durand, Todd DeKay, Vickie Thomas, Robert Moore, Ron Flury, and Devin Stroman

Guests: Steve Starkey, Jacob Puckett, Andrea Warton

Absent: Dr. Powell, Romo Villegas

- I. Guided Pathways – Steve Starkey
 - a. Being implemented in all surrounding communities. Target audience is first generation students. Need to continue to get the word out
 - b. Provide the tools for 8th graders to give them multiple options they will excel in and to give them ideas of other options for a career
 - c. Builds relationships with kids through mentoring, tutoring, retention, focus, and how to maneuver the system
 - d. We have been working with the public schools on this idea for the last few years.
- II. HLC visit draft is positive – Annemarie Oldfield
 - a. We are not putting out the draft for review because we have to ‘answer’ it.
 - b. All 5 areas were classified as met by the committee
 - c. The final version of the report from HLC should be received in February, 2022
- III. Predictive analytics report for course scheduling – Jacob Puckett
 - a. CAP audits. Lists students who need courses to graduate; what courses they are lacking.
 - b. Shows what should and should not be offered in a semester
 - c. Identifies individual students who need certain subjects and allows precise advising from the advisors
 - d. Can predict how many professors to employ
 - e. Can be divided into divisions
 - f. Reports will be sent to divisions March 1 and October 1 in order to help with class scheduling
- IV. Logos and clubs – Annemarie Oldfield
 - a. Dr. Powell has said all logos must be ENMU-Roswell and vetted through Donna
 - b. All clubs need to follow the policies for organizations in the on-line handbook. Organizations/Clubs will be educated to follow clear guidelines. These guidelines will be in effect Fall, 2022.
 - c. Organizations/Clubs must be registered through Student Services
- V. Book groups – Annemarie Oldfield
 - a. Robert Moore. Last week of semester, top 10 ideas that would benefit the university and share with larger book group. Book group is one of the ways we can educate the larger campus about guided pathways. Ideas will go to SIAC. RISD, Artesia, Dexter central offices are reading the book.
 - b. Todd DeKay. Group learns about each other on an individual basis and the areas they each work in.

- c. Redesigning Community Colleges will continue to be studied in the next book groups
- VI. List ideas for 1.9 million outstanding dollars – Annemarie Oldfield
Each faculty/staff will write up a formal proposal on the following
 - a. Must be related to Covid – 19
 - 1. Annemarie Oldfield - Remove dual credit fees
 - 2. Devin Stroman, Todd DeKay – Landscaping
 - 3. Robert Moore - LRC 120 student activity space
 - 4. Ron Flury - Teaching studios (to record and stream lectures) in each building
 - 5. Vickie Thomas, Annemarie Oldfield - Scholarships
- VII. Re-thinking positions (Move forward to next meeting)
 - a. Where can we focus first?
 - 1. Do a needs analysis

Other business

- 1. Faculty and staff should talk at the campus wide meetings about special programs, events, etc. in their areas. This is another way we can be sure everyone understands what we are doing with guided pathways and other innovative programs/events happening on campus and in the community.
- 2. Todd DeKay and Ron Flury will implement new employee orientation based on the planning that was done about on-boarding during the summer NMHEAR workshop last July.
- 3. Vickie Thomas will construct a proposal for a regular, recurring in-service for professional staff similar to what faculty does.
- 4. Andrea Warton is organizing administrative assistants to secure the training and professional development that will help them better support their areas (Outlook, taking minutes, etc.)