

Core Staff Meeting Notes - 3/13/2019
9:00 am Instructional Technology Center (ITC 139)

Attendees: Clark Elswick (by phone), Karen Franklin, Mike Martinez, Linde Newman, Donna Oracion, Shawn Powell, and Rebecca Schneider

- **Higher Learning Commission (HLC)**

- Focused Site Visit, March 23-24, 2020 - HLC Criterion 3A, 4B, & 5C (see below)

Our response for the Focused Site Visit is due January 2020. The response can be up to 100 pages submitted in a pdf format. Mr. DeKay will set up the response framework and ask people to assist with writing the response. The strategic plan, strategic planning meeting notes, academic affairs assessment meetings and actions, and notes from budget meetings are examples of documents to be included in our response to demonstrate our intention to meet HLC criteria.

Criterion 3. Teaching and Learning: Quality, Resources, and Support

The institution provides high quality education, wherever and however its offerings are delivered.

3.A. The institution's degree programs are appropriate to higher education.

1. Courses and programs are current and require levels of performance by students appropriate to the degree or certificate awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate, and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).

Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

4.B. The institution demonstrates a commitment to educational achievement and improvement through ongoing assessment of student learning.

1. The institution has clearly stated goals for student learning and effective processes for assessment of student learning and achievement of learning goals.
2. The institution assesses achievement of the learning outcomes that it claims for its curricular and co-curricular programs. The institution uses the information gained from assessment to improve student learning.
3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty and other instructional staff members.

Criterion 5. Resources, Planning, and Institutional Effectiveness

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

5.C. The institution engages in systematic and integrated planning.

1. The institution allocates its resources in alignment with its mission and priorities.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

○ Comprehensive Evaluation – date TBD (possibly Fall 2021)

Planning for the required HLC comprehensive evaluation site visit to occur in fall 2021, perhaps in October. Preparations will begin January 2020. Ken Maguire and Todd DeKay will appoint chairs/co-chairs for five criterion committees. The response template we need to complete currently allows for 35,000 words with links to other documents. The federal compliance review will also be included in the requirements for this site visit. A group from ENMU-Roswell is planning to attend the HLC conference in April. We will plan for a larger cross-sectional group from campus to attend the 2020 HLC conference.

● **April 24 Retirement Reception, 3:00-5:00 pm, Admin Bldg. lobby**

Recently, Dr. Powell met with several individuals to plan an annual campus retirement reception. This year's reception has been scheduled for Wednesday, April 24, 3:00-5:00 pm in the Admin Lobby. Ms. Schneider sent Ms. Newman the list of retirees we are currently aware of at this time. Ms. McNabb and Ms. Bitner will visit with the iCenter to inquire about 3D printing the ENMU-Roswell cougar as a gift for each retiree.

- How to Encourage Retirement Notification
We does not have an early retirement system, which makes it difficult to identify everyone planning to retire within the year. Additional thought will be given to encourage early notification of retirement intentions to allow more time for replacement planning.
- The Educational Retirement Board (ERB) will be asked to conduct a retirement planning seminar on our campus annually. Ms. Schneider will contact ERB to present a campus-wide seminar in the fall of 2019 if they are available.

● **Agenda Items for March 20, 2019 Campus-wide Meeting**

The campus-wide meeting will focus on accreditation and the upcoming HLC Focused Site Visit and Comprehensive Evaluation in 2021-22. Dr. Powell will discuss the reason our HLC pathway was changed from the open pathway to the standard pathway. This occurred due to the 2017 HLC findings resulting in a need for the focused site visit. Campus-wide meetings will be held to present the preparations for the focused site visit and comprehensive evaluation. Information on our preparations for

the HLC site visits will also be presented to the Community College Board and Board of Regents. Another Comprehensive Evaluation is scheduled in 2027-2028

- **Campus wide BBQ**

Faculty Senate requested a campus-wide family-focused event. It was proposed the best time for this would be a date about the time of the pool closing for the season, which is the weekend before RISD begins classes for the fall. Ms. Oracion will invite foundation members and CCB members and asked to help prepare the food.

- **Fall 2018 Ruffalo Noel Levitz Student Satisfaction Survey**

The fall 2018 Ruffalo Noel Levitz student satisfaction survey found that students did not find administrators approachable.

- In an effort to reach to improve approachability Ms. Oracion will look at having a campus wide clean-up day in April with all campus members encouraged to participate.
- Core Staff members will consider other ways to improve the perception of difficulty in approaching campus administrators.

- **CCB / BOR Agenda Items**

Dr. Powell will show the new campus video during the President's remarks at the next CCB.

Ms. Schneider will explain the process for policy development as we move to a System-wide approach. She will also share University Council's process for approving policy—policies are reviewed one month and revised the following month.

The new CCB Vice President responsibilities must be approved by the Board of Regents. At the next CCB meeting, board members may be nominated for the position of CCB Vice President, however the person could not assume the role until after the BOR has approved the revised policy.

- **University Council Update**

The next University Council meeting is scheduled for March 25, and the bid proposal policy has been added to the agenda for review.

- **Personnel Actions**

Several open positions have been posted: part-time security, pool manager, carpenter/maintenance, nursing assistant, registrar, recruiter, and custodian.

- **Additional Topics**

Open house for the New Mexico Youth ChalleNGe is being scheduled for April.

Student Services hosted a three-campus meeting, with concerns across the three campuses being discussed. For example, the group talked about difficulties with student transcripts being transferred to Portales due to different instances of Banner in place between the Roswell and Portales campuses.

Presidential Scholarship informational meeting is scheduled for March 21. Invitations will be sent to the top 10% of RISD students.

The campus has two new security vehicles and is receiving quotes for painting/displays

Mr. Martinez will establish a committee to screen students in order to identify the graduation speaker. Dr. Powell would like to meet with the student before graduation.

Mr. Martinez will send Student Affairs updates to Core Staff.

ENMU-Roswell is hosting the Capital Outlay Hearing on July 24. This is a hearing for the 2020 G.O. bond.

Ongoing Agenda Items:

- Student Orientation, Fall 2019
- Everbridge
- Development of Campus Master Calendar of Recurring Events
- Update on Planned Construction Projects
- Memberships with National Organizations

Action Items:

Who	What	When
Brad McFadin	Identify 2-3 Building Coordinators for each building	
Donna/Brad McFadin	Better signage for fire exit/evacuation routes	
Core Staff	Discuss potential fire drill issues with their staff	
Rebecca	Develop Policies & Procedures talking points for Core Staff	
Rebecca	Send Linde approved policy for adding VP position to CCB	
Rebecca	Send Linde BOR approved System policies—will be presented to CCB as information items	Ongoing
Karen	Continue to coordinate Campus Facility Master Plan meetings	Ongoing
Linde	Schedule Recruitment meeting—Donna, Karen, Mike, Shawn	

Upcoming events

- Budget Meeting—Wednesday, March 20, 9:00-12:00, Fireplace Room
- Retirement Reception—Wednesday, April 24, 3:00-5:00 pm, Admin Lobby

Campus-wide Meetings

- Wednesday, March 20, 2:00-4:00 pm, OTC 124
- Tuesday, April 30, 1:30-3:30 pm, OTC 124

AACC Conference in Orlando - April 13 to 16

Planning

- 2018-2019
 - Strategic Planning – started October 23, 2018 and complete by July 2019
 - Campus Master Planning - start Fall 2018 and complete by August 2019
- 2019-2020
 - Data Governance – formally start August 2019 – (initial discussion fall 2018 with HEDW conference attendance in April 2019)
 - HLC Focused Site Visit, March 23-24, 2020
 - Strategic Enrollment Planning – start August 2019 and complete by December 2020
- 2020-2021
 - HLC Focused Site visit date TBD