

Core Team Meeting Notes - 10/2/2019

9:00 am, OTC 111

Attendees: Todd DeKay, Clark Elswick (by phone), Ron Flury, Tony Major, Linda Neel for Mike Martinez, Linde Newman, Annemarie Oldfield, Donna Oracion, Shawn Powell, Jacob Puckett, and Rebecca Schneider

- **Assessment Report**

Assessment Topics—What we discussed

- General Education Critical Thinking Assessment
- Common syllabus for all instructional units
- Assessment Workshops on the use of Watermark Taskstream will occur on the second Thursday of each month at 4:00 pm
- Co-Curricular Assessment Committee Assessed Constitution Day event
- Rollout for spring 2019 survey for Best Colleges to Work For
- Best Colleges to Work For crosswalks with HLC Standards
- HLC Webinars for Criterion 3 and 4
- 2018-2019 Program Review Findings
- Providing evidence for the criteria for accreditation
- Sending Program Review Faculty team to IUPUI Assessment Institute in October
- Status of Focused Visit Document

Assessment Actions—What we did

- General Education Assessment Assignment will roll out to all General Education students via Blackboard on first week on October
 - Two common syllabus templates are being finalized and will be voted on by Faculty Senate in October for implementation in January 2020
 - Submitted Third HLC Assessment Academy Assignment. Assignment and scholar/mentor work is now posted online on assessment webpage
 - Co-Curricular Committee reviewed Constitution event and assessment results
 - Continued individual committee work on gathering information/writing for focused visit document.
 - Continued collection of course-level artifacts for communication ILO (institutional learning outcomes). Assignments are being collected from fifteen instructors this fall and will be reviewed by faculty assessment team on October 18
 - Members of the IAC attended HLC Webinars on Criteria 3 and 4
 - Math instructors met to discuss internal course changes to support improved outcomes
 - Five years of math data files submitted to Iowa State University Research Institute for Studies in Education as part of Title V improvement work
 - Presented assessment brief to Arts and Science and Technical Education Division meetings
- **Campus Committees Review**
Ms. Brianna Bitner created a list of campus committees, broken down by boards, committees, clubs, etc. Dr. Powell would like this list placed on our website, so the information will be sent to Mr. Jacob Puckett. Mr. Puckett will work to make the list

searchable. Groups need to be taking minutes/meeting notes, so there should also be a place for minutes of meetings.

- **County Leadership Training**

County Leadership Training is a public servant emerging leader development program with Chaves county managers, which runs one day per month January through April. Ms. Schneider and Mr. Major were selected to participate.

- **Awards Recognition**

The retirement reception held in April could also be used to recognize various award recipients. The Spirit of Eastern award for support and professional staff will be discussed at the next Core Team meeting.

- **Campus-wide Meeting, Thursday, October 17**

Linde will send a reminder to campus, and we will provide an update on capital projects, armed security, etc.

- **Update on Strategic Enrollment Management Planning**

Mr. Cole Collins has been reviewing the strategic enrollment management RFP. A team of 5-6 staff will attend the ACRP SEM conference in Dallas.

- **Holiday Meal & Campus-Wide Meeting, Friday, December 6**

There will be a campus meeting on Friday, December 6, and senior staff will serve a holiday meal.

- **Holiday Cards**

It was requested that Linde select the holiday card.

- **CCB / BOR Agenda Items**

The next CCB meeting is November 20.

- **Strategic Plan Priorities—Review_____**

Ms. Oldfield will review options. Assessment may be a good topic for the November meeting.

CCB Materials Due	CCB Meeting Date	BOR Agenda Items Due	BOR Meeting Date
November 8	November 20	October 21	November 1
December 6	December 18	December 2	December 13

- **Policy Updates**

Ms. Schneider will send Linde an overview of the policies that need to be approved by CCB.

- **Personnel Actions**

Hires:

Director of OTA; tentative start date 10/15

Awaiting Approval:

Temporary groundskeeper

Nursing Assistant Instructor

Open:
Instructional Research Analyst
Custodian (2)
Electrical/Mechanical
STEM Advising Coordinator
One-Stop Generalist
Testing Program Specialist
Part-Time Security Officer
Talent Search Specialist
Director of Special Services
Administrative Assistant Outbound

- **Additional Topics**

Student Affairs—Dr. Neel indicated a need to follow-up regarding students signing up for Everbridge, our emergency notification system. A small number of students have opted-in. Dr. Neel will work with Portales to make things consistent because currently, some areas in the system are opt-in and others are opt-out. It may be better to make everything opt-out rather than opt-in. Dr. Neel will begin a conversation today with Mr. Justin Liles of ENMU-Portales.

- Spring registration is scheduled to open November 3-4. A meeting to discuss dual credit timelines and processes will be held October 15. New student relations will be advising Early College High School students October 21-November 1 regarding spring registration, which is November 8. NMEC college days is in its final week, and about 450 cards were collected from high school juniors and seniors. Those students will be contacted with additional information. We are still in the process of completing our fall 2019 post-registration review. Withdrawal procedures are changing to allow students to withdraw online beginning fall 2020. It will be important to include information about possible financial aid implications.

A new national student leadership society, National Society of Leadership and Success (NSLS), has 39 members signed up. Leadership training days will be October 8 and 10.

Title IX letters were sent to area high school students. The schools have been receptive and are planning to help us get the students through the training. Training is underway for current students. So far, 51 students have participated: 19 first-time regular students and 32 dual credit students. Title IX employee training will be delivered this week. Dr. Neel added that all employees must complete online training. Dr. Powell stated that student orientation needs to be changed to include the training rather than just an introduction to the training. Dr. Powell asked that a meeting be set up to discuss a better understanding about Title IX training. Linde will set up the meeting with Dr. Powell, Ms. Schneider, Dr. Neel, Ms. Oldfield, and Mr. Martinez.

The New Mexico Association of College Registrars and Admissions Officers will have a fall conference October 17-18. Dr. Neel will serve as the Association's president in 2020. Financial aid training in Albuquerque will be October 16-17. Four staff members are planning to attend the financial aid conference in December in Reno, Nevada.

Business Affairs—Approval was received from the Board of Regents for our capital projects. The projects will be submitted to the HED next week and the Department of Finance on November 19. Contracts will then be signed. We hope to break ground for the

new physical plant soon. The RFP is out for the electrical line. Mr. Major has been reviewing financials, and he will be forming a budget committee soon. There are ongoing interpretation issues with travel and system policies. Mr. Major will work to establish Roswell procedures. The moving of archives is underway, and the space utilization project is beginning. It will be formalized soon.

The Board of Regents also approved armed security on our campus. Along with legal counsel, Mr. Major, Ms. Schneider, Mr. Brad McFadin, Mr. Martinez, and Dr. Powell need to discuss logistics. Linde will set up a meeting. Procedures are being developed.

Academic Affairs— Ms. Oldfield wrote a charter for the newly formed catalog committee, which met recently for the first time. The group will meet again next week and is comprised of representatives from every area relating to the catalog. The committee is working on how to coordinate responsibilities for changes and creating a form allowing people to change text within the catalog. The AVP's are working with program directors to review degrees.

Information Technology—Rain is affecting phone lines in Portales, and phone service could be out for an extended period of time. Mr. Major and Mr. Elswick are working on a procedure to accurately identify all the computers on campus and develop a replacement process. An approval process will be necessary for some replacements. The active directory migration is continuing.

College Development—This is fair week. Ms. Oracion will also send out a reminder to pledge for the United Way campaign.

Mr. Major will have signature authority while Dr. Powell is at the HACU conference.

Upcoming events-November 7 Veteran's Day event and November 23 is the Turkey Trot.