

Location: Building 2, Library Conference Room

Date & Time: December 11, 2024 at 10:00 AM

Attendees: Angela Mobley, Director of College and Career Readiness; Jeremiah Jackson, VP Continuing Education, Workforce Development; Manika Parker, Director, High School Programs; Erica Caracoglia, Associate VP, Institutional Effectiveness and Research/Accreditation Liaison; Brian Busch, VP, Student Development Services; Happy Gingras, VP Academic Affairs/CAO.

Recording Secretary: Happy Gingras

Agenda Items

- I. Call to order -Dr. Busch called the meeting to order at 10:11 AM.
- II. Roll call & Verify quorum – Quorum was verified.
- III. Approval of minutes from last meeting – Angela Mobley motioned to approve the minutes and Jeremiah Jackson seconded the motion. Motion approved.
- IV. New business
 - I. Data Report – Erica Caracoglia
 - I. FTE is up, headcount not as much, this means that students are registering for more classes
 - II. IE/IR is working with continuing education to develop dashboards.
 - III. Many of the spring classes are full.
 - II. Planning – Plan was trimmed down to reflect on a few things to work on.
 - I. Postcards sent to students who have “stopped out” in the last year – 4 of these students have submitted a new application but have not registered yet.
 - II. Identifying students who are enrolled but not registered – this is currently at 35.55% (92 students) and CCP is at 15.07% (82 students).



These numbers are expected to steadily decline as we get closer to school start.

- I. Discussed how this information could be used in the future by advisors to reach out to students.
- III. Need to identify students as they complete certificate, degree or diploma – we have been working on this process for a while:
- I. Identify students who complete a credential
 - II. Changing the Registrar’s process, no longer need to apply for graduation
 - III. Students who have completed will get an email about this accomplishment.
 - I. Happy wanted to review the email and language used.
 - II. This accomplishment will help to create momentum for students.
 - III. Awarding credentials in a timely manner is good for the college -as this metric is used for several funding purposes.
 - IV. Serves as a safety net to catch all students and allows us to intentionally award credentials.
 - V. Removes possible barriers (paperwork) from students.
 - IV. Creating this process and will use it to award credentials this fall and then roll out the process in full as we move forward.
- IV. Calendar (for this committee and advisors)
- I. Calendar is created – need to fix a few minor items, but it is a solid start.
 - II. Need to add the person responsible for each item (accountability).
 - III. Need to determine the mode of communication for each item (message, email and/or text).



- IV. Committee members should review this list to ensure it is what we wish to track.
 - V. Minutes will be posted on SharePoint and on the intranet.
 - VI. US House Bill Workforce Pell Act – Pell for some short-term workforce training. Erica Caracoglia mentioned that this change may have some accreditation implications.
 - VII. Dr. Busch brought up the economic indicators since their has been a new tier determination. Martin county was in the bottom 10% for both population growth (negative growth) and income. Martin County was in the bottom 16% for unemployment.
- V. Old business
- I. Dr. Busch reported that the text message policy would go before the President’s Council.
- VI. Next Meeting – January 15, 2025, in the Library Conference Room
- VII. Adjournment at 11:05 AM

Respectfully submitted by: Happy Gingras
(Signature of Recording Secretary)

