

Location: Building 2, Library Conference Room

Date & Time: January 14, 2026, at 10:00 AM

Attendees: Brian Busch, VP, Student Development Services; Happy Gingras, VP Academic Affairs/CAO; Jeremiah Jackson, VP Continuing Education, Workforce Development; Angela Mobley, Director, College and Career Readiness; Deborah Morris, Associate VP, Bertie Campus; Manika Parker, Director, High School Programs

Absent: Erica Caracoglia, VP, Strategic Initiatives

Recording Secretary: Manika Parker

Agenda Items

- I. Call to order: Dr. Busch called the meeting to order at 10:03 AM.
- II. Roll call & verify quorum: Quorum was verified.
- III. Approval of minutes from last meeting – Jeremiah Jackson motioned to approve the minutes, and Happy Gingras seconded the motion. Motion approved.
- IV. Data Report (Brian Busch)
 - I. Overall increase in spring enrollment from dual enrollment, traditional students and juvenile justice. Spring FTE is 353, headcount is 916, dual enrollment is 613, and traditional students are 302.
- V. Course Grades and Withdrawal Analysis (Happy Gingras)
 - I. Looked at all courses taught in Fall 2025 and identified hot spots based on withdrawals, Ds, Fs, and retention issues. Be aware that different courses have different success rates (BIO 168 is less successful than ACA 115 due to subject matter and rigor). Late-start classes show less success rates than regular-start classes.
 - II. Institution-wide withdrawal rate is around 11.7%. ABC completion rate is at 90.2% and D/F rate is 9.5.
 - III. This analysis will be repeated in the spring to identify any recurring patterns because only one semester of data is insufficient for intervention decisions.
 - IV. Curriculum Development analysis SWOT: Strengths: CCP and transfer are our strong revenue generators. Weaknesses: Classes with low enrollment and labeling gaps in Colleague. Opportunities: Clean up labeling inconsistencies in Colleague, stack micro-credentials, and increase



employee partnerships. Threats: Capacity constraints limiting growth in high-enrollment programs.

- VI. Graduation Requirements (Brian Busch)
 - I. Proposed three solutions: 1. Keep current policy. 2. Allow students up to 6 credit hours or fewer to participate if there is evidence of early registration and a demonstration of intent to complete the courses. The course must be offered and completed by the summer semester. 3. Possible hold a December recognition event.
- VII. Enrollment and Success Management Planning (Brian Busch)
 - I. Advising boot camp started in December and a second meeting will be scheduled for this semester.
 - II. The CCP advising structure has not changed. We still meet with student's multiple times during the semester to discuss their goals and plans after high school graduation.
- VIII. ESM Calendar Dates (Brian Busch)
 - I. Child Care Grant notification was requested to be moved to February
- IX. New business (Brian Busch)
 - I. Workforce Pell www.nccommunitycolleges.edu/workforce-pell/ (Appendix B and C)
- X. Old business (Brian Busch)
 - I. There was no new business.
- XI. Adjournment at 11:34 AM (Brian Busch)

Respectfully submitted by: Manika Parker

