

**OFFICIAL Minutes**  
**NORTHERN'S PRESIDENT'S COUNCIL MEETING – November 15, 2017**

<b>DATE:</b> November 15, 2017	<b>PLACE:</b> Board Room	<b>CONVENED:</b> 9:04 a.m.	<b>CONCLUDED:</b> 10:49 a.m.
<b>ATTENDEES:</b>	Dr. Riley, D. Barnhardt, T. Becker, P. Carmichael, H. Coffield, J. Fike, A. Frey, K. Herrington, J. Loveless, T. Marker, S. Payton, J. Sayre, R. Spurlock, P. Stroud, G. Wallace		<b>ABSENT:</b> C. Farnsworth, J. Sayre, L. Tackett
<b>BY PHONE:</b>	D. Bennett, C. Corbin, L. Soly		
<b>MINUTES RECORDED BY:</b>	Stephanie Kappel		
<b>NEXT MEETING</b>	<b>December 13, 2017</b>		
<b>ITEM</b>	<b>DISCUSSION</b>		
<b>1. Strategic Plan Update</b>	Dr. Riley stated that the revised strategic plan was recently sent to campus. The next step is to drill down and develop more specific strategies at the unit/department/program level in order to formulate an operational plan. Cabinet is to work within their areas to have items for their unit level submitted to the President's Office by November 30 <sup>th</sup> . When we come back in January, we need to determine which items will have fiscal implications and strategies for those. She hopes that several of these strategies will impact recruitment with an increased enrollment result for Fall 2018.		
<b>2. Facilities Update</b>	Ms. Marker announced that there will be a life safety inspection planned for all three campuses on November 28 <sup>th</sup> & 29 <sup>th</sup> . The HR Suite will be completed this week. This is her first Christmas parade. If you have any special needs, please let her know. The Christmas tree turned out well. The new café tables for Weirton have been delivered. AVI desks are being ordered and delivered.		
<b>3. IT Update</b>	Mr. Corbin stated that the RFP for campus connectivity is out this week. If you have projects that need to happen over Christmas break in preparation for the spring semester, please get your requests in now for planning purposes. He will also send this request out to faculty.  Michael has started at the NM campus. Jason will be coming back to the Wheeling campus after the start of the year.		
<b>4. Business Office Update</b>	In Mr. Sayre's absence, Dr. Riley reminded everyone that on travel requests to make sure that we are getting details on credit card receipts not just a total. Also, in terms of travel requests, the Business Office will let people know on Friday's about the availability of vehicles for the following week. If you have any questions or comments, please let her or Mr. Sayre know.		
<b>5. HLC Update</b>	Dr. Riley stated that she wants to start having a regular monthly update on HLC and where we are by letting campus constituents know about timeframes of HLC related activities. Ms. Soly shared a revised calendar for the Assurance Report preparation and what progress has been made to date on the Assurance Report. Mr. Tackett is to share readers and criteria chairs (Criteria 1 – Ms. Soly; Criteria 2 – Mr. Tackett; Criteria 3 – Dr. Loveless; Criteria 4 – Dr. Sharma; and Criteria 5 – Ms. Spurlock) by the end of the week with campus. Readers will have until 12/15 to submit comments back. The goal is to have a first draft by 2/15. As of right now, we do not know when the HLC visit will be but plan to have the document locked down by 9/10. Mr.		

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	<p>Koon thinks we will know in January/February on when the visit will be. They have made progress on 4B (Assessment) and 4C (Student Success data) by having several faculty workshops since last January. This semester, 39 courses and 14 programs have active assessment activities underway. There is an assessment calendar and a full scale plan underway. The strategic plan has been revised to reflect our demographic rather than the state goals as supplied in the Compact. Ms. Herrington asked about addressing the faculty credentialing and Dr. Loveless stated that they have changed the credential tracking document. She is still discussing with Mr. Koon some missing credential pieces. The Weave software program will also help with some of this by listing what faculty can teach by CIP codes so divisions chairs will see eligibility when assigning faculty to teach. If there is an exception made, it can be noted in the Weave system. Ms. Carmichael stated that she has also asked Academic Affairs to review the credential files in their office in preparation of the HLC visit. Dr. Loveless asked if the readers would have training and Ms. Soly will pass that along but she thinks that is a great idea. They will also work with the Chairs.</p> <p>Assessment Update – Dr. Sharma handed out an Institutional Effectiveness model. This model will serve as the framework for assessing institutional effectiveness. The proposed model was approved by the Assessment Committee. She has discussed it with Dr. Loveless this week. It will be presented to staff council in November and Faculty Assembly in December. She also stated that faculty and staff are in the data collection phase. The Assessment Committee is working on updating the Institutional Effectiveness Plan to ensure vocabulary is consistent for HLC purposes. She stated that all assessment documents will be monitored carefully for consistent vocabulary. Staff is doing the same thing. Workshops are planned for faculty and staff in January to help them prepare assessment reports. Everything on the assessment plan is to be aligned. A December 15<sup>th</sup> workshop for assessment committee members is planned to prepare them for reviewing assessment reports. Dr. Sharma also distributed a general education matrix document. Working with the Assessment Committee, she had put together a matrix to align general education outcomes and curriculum. This will allow various programs to access data on assessment of general education outcomes in foundational courses. Dr. Loveless added that the document center is being updated. Terri Klepack is keeping track of all the reports and it will be made available on the webpage. All assessment activities will be kept in a central location on the website and grouped by division in a chronological order. Co-curricular assessment reports will be available under the Document Center. New reports will be stored on WEAVE. HLC will be given access to the old and the new documents. Dr. Riley thanked Dr. Sharma for her work on this.</p>
<p><b>6. Online Transcript Service</b></p>	<p>Ms. Fike stated that this service should be live by the end of the week. It will allow for processing of transcripts when we are not open. If the student has a hold, they will be notified by several means on how to resolve it. A student may pay for the transcript via debit card, credit card, or gift card. Barnes and Noble will get a card to keep in stock.</p>
<p><b>7. Registration Update</b></p>	<p>Ms. Fike handed out registration information for fall and spring. The first time that she will have a comparison to from last year is 11/27. The triage ticket system seems to be working and they are tracking it. She appreciates faculty and staff sending students to the Service Center. They will also make a targeted effort at the student Thanksgiving on Tuesday to make a push for registration.</p>

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<p><b>8. EM Council Update</b></p>	<p>Ms. Fike stated that there was a good working session yesterday. They identified significant items to work on. They are looking at the orientation class, assessing academic advising and looking at new ideas to go with it. They are looking at doing a special information session for early entrance 8<sup>th</sup> grade students since they plan their high school path from there. They are using ideas that people came back with from CCCSE and hope to have something to the President's Office by Friday. These items will tie into the Strategic Plan. Ms. Herrington asked how students are responding to the triage ticket and Ms. Fike stated that they are appreciative of knowing where they stand and their advisor contact information. With the triage ticket, Ms. Fike stated that they have also been able to update student contact information and make students understand why they can't take more than a certain amount of hours due to academic standards of progress. Ms. Herrington stated that she will be interested to see how this effects purge data. Ms. Fike stated that this has helped with graduation applications. Ms. Becker added that she thinks the triage ticket has created a sense of urgency for registration. Dr. Riley asked that we keep track of data points such as graduation data. Ms. Coffield stated that it could be run from Banner. 12/5 and 1/4 are purge dates to compare. The triage ticket system and schedule builder should give us a few other data points. There is no longer a fee for the graduation application. Some programs are sending their entire classes to complete graduation applications. They are working on those students who still need to complete Orientation. Registrar's Office is entering holds on those students who still need Orientation. Dr. Loveless is meeting with Schedule Builder staff and asked Ms. Fike if her people would want training on preloading cohorts/students in there and they will. Ms. Fike is to supply a list of people for training to Dr. Loveless.</p>
<p><b>9. HR Updates</b></p>	<p>Ms. Carmichael stated with the holidays coming up, it's important to note that the payroll ends on 12/22. Ms. Paree will not be working Christmas Day so payroll will need to be approved by 5:30 pm on 12/22. She stated that if they are salary, they can be approved early. The hourly time card people will be a bit different as they will have to wait on the punches. Ms. Carmichael also asked if anyone wants to see how involved the Oasis system is, they are welcome to come sit with Ms. Paree. Dr. Riley asked if it was possible to opt out of the Oasis system and Ms. Carmichael stated that it was not. The College reopens on 1/2 and timecards will need approved by 1/8. Ms. Carmichael reminded everyone that annual leave needs to be approved before they take it. Elise is the PT payroll person and is here 8:30 -12:30 M-F.</p> <p>Professional Development Requests – Ms. Carmichael announced that there are funds available. The changes in the travel request process has caused a ripple effect. Mr. Sayre and Ms. Carmichael are discussing the best way to streamline process. Dr. Loveless gives approval for Perkins funds to be spent on travel. Ms. Carmichael needs the travel forms and professional development forms in order to record professional development for a report that is required for the state.</p>
<p><b>10. Blackboard Analytics</b></p>	<p>Ms. Coffield overviewed the Blackboard Analytics software and what data it can track. The system will be able to monitor student enrollment and success measure as well as help us stay on top of strategic goals. The data will always be the yesterday's data. Dr. Loveless stated that the nice thing about this system is that you can keep drilling down to see the next layer of data. Ms. Coffield also showed what is available from the IR section of the website such as lped. She intends to have roll out sessions November – January at multiple levels. Blackboard will also allow IR to see who is logging in and what information they are using.</p>

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	<p>They are on the Retention Committee agenda. In January, they will meet with Program Directors. She would like to have a group of power users. There will be different levels of training. Power users might try to meet once or twice a week. She still needs to get data validation for admissions and student account receivables. She will talk with Mr. Sayre and Ms. Fike. Dr. Loveless suggested an advisory committee. Mr. Corbin was asked if someone could check daily to see if the data loaded properly the day before. He suggested that they could set up alerts and look into it. Ms. Coffield will send emails on moving forward. Dr. Riley stated that this is a good system and will be a key evidence piece to share with HLC.</p>
<b>11.Other</b>	<p>The Christmas parade details have been taken care of and are on track. There was a segment on WTOV last night. Dr. Riley asked Ms. Marker who will be here from Maintenance that night and she said that it would be Thomas and Dave. Ms. Marker will share their contact information. Barnes &amp; Noble will be open until 9 pm. Ms. Payton stated the floater volunteers are to be here at 5:15 and leave for float at 6:15.</p> <p>Ms. Becker stated that STAR dates have been set and postcards have been sent out. The dates for spring are as follows: 11/28 – WHG; 11/29 – NM; and 11/30 – WT and 12/12 – WT; 12/13 – WHG; and 12/14 - NM. These are for students admitted and not registered. She also stated that there is a Save the Date for the Open House on 3/24.</p> <p>Mr. Barnhardt stated that a student survey will be sent out soon to get feedback on marketing efforts and social media. If they complete the survey, the student will be entered for a chance to win a \$100 B &amp; N gift card.</p> <p>Mr. Corbin asked if anyone had any ideas for staff and faculty workshops to please let them know.</p> <p>Ms. Fike announced that this Friday (11/17) is the last day for students to w/d and for faculty to AW.</p>