

# LEADERSHIP TEAM MEETING

Tuesday, April 23, 2013

3:15 p.m.

President's Office

## MINUTES

**Members Present:** Barbara Baker, Chelsea Blumenshine, Stanton Gartin, Marci Henry, Tammy Kallsen, Tyler Kelsch, Gail LaForce, Jay Lee, Andy Long, Larry Pollart, Shawn Rose and Steve Smith.

**Guests Present:** Kelli Reyes, Cindy Carey and David McNabb.

- **New GED Exam – Kelli Reyes**
  - The National GED tests are going through a major overhaul in 2014. The last change made to the tests was in 2002. Since that time, people who passed one or more of the tests but did not take or pass all five GED tests could still retain their scores. However, beginning January 1, 2014, these tests will no longer be valid, and the tester will have to start over. With this in mind, the GED Program will be offering two summer class sessions to help students complete the GED. This information will be advertised on the radio and both local newspapers and they will also attempt to contact testers who have not yet completed.
  - The new GED tests will consist of four content areas: Reasoning Through Language Arts (RLA), Mathematical Reasoning, Science and Social Studies. It will contain more rigorous content and complex texts. It will be computer-based offered by Pearson Vue. Students pay Pearson Vue directly for the tests either by credit card or by a debit card. The tests will contain multiple choice questions, fill-in-the-blank items, drag-and-drop, drop-down menu items, hot spots, short answer responses and extended responses.
  - Here is a link to additional information about the new exams: <http://www.gedtestingservice.com/educators/new-assessment>
- **Orientation Program – Cindy Carey & David McNabb**
  - Cindy Carey and David McNabb have reworked the Orientation Schedule for Fall 2013 to help spread out the orientation program for students. Here is their proposal:
    - **Saturday, August 17th**
      - Move in all day
      - BBQ late afternoon
      - Residence Hall Meetings
      - ASG Activity
    - **Sunday, August 18<sup>th</sup>**
      - 10 am Floor Meetings
      - 11 am Meet in Event Center (all full-time students)
        - Jay Lee Welcome
        - Steve Smith Advising Overview
        - Break into Groups (will be grouped by majors, etc.)
        - Team Building Activity
      - 12 – 1 pm Lunch In Cafeteria by Groups
      - 1-3 pm Service Projects by Groups (to get to know the Sterling area)

3-5 pm	Pool Party at Rec Center
5 -6 pm	Dinner by Group
6-8 pm	Rotation (Choices, Financial Literacy, SARA, Computer Lab (D2L, email, emergency notification sign-up, etc.) and Event Center Orientation (mandatory)
8 pm	ASG Activity

○ **Monday, August 19<sup>th</sup>**

10:30 am	Meet with Faculty and Student Leader in Groups in Rooms – Folders
11 am	Meet by Major
12-5 pm	Open for: Paying, Parking, Advising, Books, Team Meetings, etc.
5-6 pm	Dinner
6-8 pm	Rotations (Choices, etc.)

- The Leadership Team approved the revised Orientation Program for Fall 2013. David and Cindy will spend a lot of time this summer working out the details. Letters will be sent out to students as well as displaying the information on social media to students.
- **NJC Market Branding Survey – Barbara Baker**
  - Barbara Baker will be sending out a NJC Market Branding Survey soon to students, staff, alumni and community patrons to get their input on the college's branding and name recognition. Barbara handed out the proposed survey. The Leadership Team made some adjustments and Barbara will bring back a revised copy to the Leadership Team scheduled for April 30<sup>th</sup>.
- **Student Award Selection Processes – Barbara Baker**
  - Barbara Baker wondered how the Phi Theta Kappa All-Colorado Academic Team winners and the Rising Star student winners are chosen annually. Jay commented that the PTK students complete an application directly through PTK. David McNabb commented the Rising Star student winners are chosen based on their involvement in campus such as with clubs, activities and organizations while maintaining at least a 3.0 GPA. A list of about 20 women and 20 men are chosen and then David McNabb, Steve Smith and Resident Life staff narrow the list down and then vote on two winners. It was decided that this process should be documented and written down in case it is every questioned about how the winners are determined.
- **Advisory Council Meeting Debrief – Jay**
  - Jay noted that Callie Jones with the Journal Advocate did a good job of writing the newspaper articles relaying the information from the Advisory Council Meeting that was held on April 18<sup>th</sup>.
  - The Advisory Council went into an Executive Session afterwards to discuss several confidential items.
- **Foundation Board Meeting Debrief – Gail**
  - Several items were discussed at the Foundation Board Meeting held on April 22<sup>nd</sup> including the contract to redistribute the \$108,000 profit from selling the Hoffman Honor's House to the NJC Honors Program and the Board also discussed endowing the Hope Scholarship Fund.

- **AAA109 and Noel Levitz Recommendations – Stanton**
  - Stanton handed out the following AAA suggestions:
    - **No AAA requirement**  
Student tests into one 90 level course.
    - **AAA 101 Requirement – 1 credit**  
Student tests into two or more 90 level courses.  
Student tests into one 60 level course.  
Student tests into one 60 and one 90 level courses.
    - **AAA 109 Requirements – 3 credits**  
Student tests into developmental courses in all three areas (ENG, MAT, REA), regardless of level.  
Student tests into two or more 60 level courses.  
Student tests into any 30 or 45 level course, by itself or in combination with any other developmental course.
    - **Other AAA courses in database:**  
AAA 090 Academic Achievement Strategies – 3 credits  
AAA 098 Steps for College Success – 2 credits
  - With these requirements, there could possible need to be 10-12 sections of AAA 109 and with the other AAA classes they could be handled in big groups in the theatre or in the Event Center. Finding instructors or staff willing to teach AAA 109 could be difficult.
  - Stanton asked if we would want to make these changes this Fall or Fall 2014. Comments were made that we would struggle to make these changes for this fall since schedules have already been built for this fall. However, with the Developmental Ed changes coming in Fall 2014, perhaps making these changes happen this fall would be easier.
- **Good of the Order/Rumor Control**
  - Andy reported that 63 students showed up for the Registration Day on April 19<sup>th</sup>.
  - Larry has been questioned if the A/C installation will be completed in Phillips-Whyman this summer. Jay answered that it would be. Tracy Knox reported to the Department Chairs recently that this won't be a very big project and that no one would have to be relocated because of it.
  - Tyler reported that 90% of the wireless equipment is now on campus.
  - Marci and Nate Kelley will be visiting UNC's sports medicine program soon.
  - Jay would like to inform the campus that on May 15<sup>th</sup>, speaker John Medina, the author of "Brain Rules" will be in Denver conducting a workshop called "The School/College of Education of the Future". He welcomes anyone that could attend this free workshop to please do so. Jay and Steve are planning to attend. Jay will be sending out information on this workshop to the division chairs.
- **Next Leadership Team Meeting – Tuesday, April 30<sup>th</sup> – 3:15 p.m.**