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COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2013**



CITY COLLEGES
of CHICAGO

Academic Affairs Board Committee Update

November 5, 2013

Agenda

- **Academic Affairs Update**

- Accreditation and Compliance- CDL/HLC Visit
- College to Careers Programs Updates
- PAC Process and Communication with FC4
- College Success Course Redesign
- Academic Operations Management (Updating Electronic Business Processes, Campus Solutions)

Accreditation and Compliance

At a glance:

- *Liaison for all regulatory, accreditation, and academic compliance matters.
- *Mitigate risk relative to any state, federal, regional, or specialized accreditation agency requirement, documentation request, site-visit, and/or regulatory audit.
- *Coordinate regulatory and accreditation site visits on behalf of the seven City Colleges.

Substantive Change Applications

1

- Parts I and II of the Higher Learning Commission's (HLC) Substantive Change applications for online courses and degree program offerings were reviewed, edited, and submitted to HLC and the Site Visit Team, together with additional College documentation (Colleges were required to submit the applications two months before the scheduled visit – Sept. 11 2013).

District Consortial Application

2

- A consortial application was completed and uploaded to HLC on behalf of all seven Colleges and the District (Sept. 2013).

Access to Three Online Courses

3

- The HLC Site Visit Team was provided access to three, sample online courses through CCC's CDL. Business 271, CIS 123, and Social Science 102 .

Travel, Contact, and Strategic Plan Information

4

- The HLC Site Visit Team received CCC contact information, as well as links to CCC's five-year Strategic Plan and a map of the College locations.

Accreditation and Compliance

CDL Process and Documentation Improvements

Academic Affairs continues to provide guidance to, and oversight of CDL, which has culminated in the following process and documentation improvements in the last seven weeks:

- ❖ New CDL SharePoint Site for greater document and workflow transparency.
- ❖ Greater communication to the Colleges regarding course schedules and online faculty.
- ❖ CDL Fact Sheet detailing CDL's processes, an FAQ, contact information, and staff credentials.
- ❖ Weekly CDL management meetings and bi-weekly CDL staff meetings to discuss workflow improvements and enhancements.
- ❖ Weekly, documented reports from CDL management regarding major accomplishments and work/meeting outcomes.
- ❖ Blackboard and GradesFirst training of all CDL management and staff.
- ❖ Review and editing of three CCC CDL Manuals for operations, faculty, and students (anticipated completion is 11/8/13).
- ❖ Professional development submissions by all management and staff.
- ❖ Installation of a SmartBoard in the CDL conference room, as well as a copier.
- ❖ Regular attendance at District-wide VP, Deans, and Faculty Chair Meetings.
- ❖ CCC CDL Advisory Committee (to address student retention, student assessment, online faculty instructional evaluation, and course syllabi, and student learning outcomes).
- ❖ CCC CDL Executive Council (meetings to begin in December to address governance, operations, and expansion).
- ❖ Collaboration with Reinvention team for data analysis and participation in the SmarterMeasure Pilot Tool for assessment of student readiness to take online courses.

College to Careers

Increasing relevance

At a glance:

* Approving programs on the Careers Pathways

Transportation, Distribution, and Logistics

Approved	Pipeline (Fall 15)
TDL (BC)	Auto Tech (BC, AC, AAS)
TDL, (AC)	Diesel Tech (AC, AAS)
TDL, (AAS)	

Health Science

Approved	Pipeline (Fall 14)
Health Professions (BC)	Nursing (curriculum alignment)
Medical Billing (BC)	PTA (AAS)
Medical Coding (AC)	Pharmacy Tech (curriculum alignment)
Health Information Management (AAS)	Dialysis Tech (AC) revision
Personal Training (BC)	Renal Tech (AAS) revision
Massage Therapy (AC)	Mort Science (AAS) revision
Community Healthcare Worker (BC, AC, AAS)	
Dental Assistant (AC)	

Business and Professional Services

Approved	Pipeline (Fall 14)
AA with Insurance Focus	Business Common Core (BC)
	Revised Accounting BC, AC, AAS

Hospitality and Culinary

Approved	Pipeline (Fall 14)
	Culinary Arts (BC, AC, AAS)
	Baking and Pastry Arts (BC, AC, AAS)
	Hospitality (BC, AAS)

Advanced Manufacturing

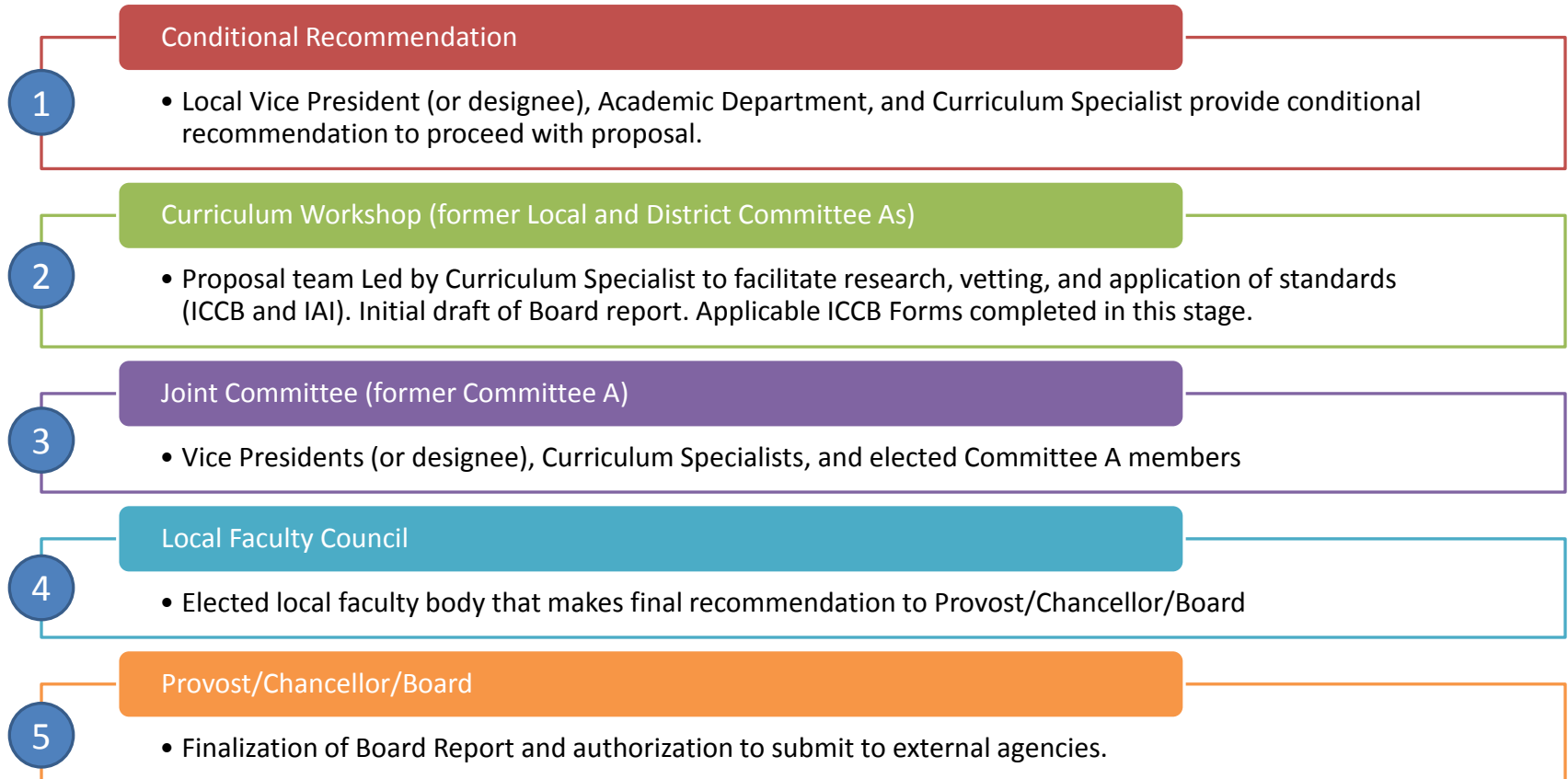
Approved	Pipeline (TBD)
Basic Welding (BC)	Quality Assurance (AC)

Information Technology

Approved	Pipeline (Fall 14)
IT Problem Solving (course)	Network Tech AAS
	Computer Science AAS

Update on the PAC Process

A proposed curriculum development concept has more than 50% fewer steps than the current process and features an integrated model, ensuring shared governance and objectivity.



Enhancing Communication and Collaboration with Faculty Council (FC4)

- 1 Partnered with Curriculum Committee to develop revised PAC Process
- 2 Meeting with local Faculty Council to discuss college and district initiatives
- 3 Monthly meetings with Executive Council and bi-weekly meetings with Council President
- 4 Facilitated 35 district-wide discipline meetings and developing structured meeting agendas with outcomes

College Success

At a glance:

- *In Fall 2012, 121 sessions were taught across 6 city colleges.
- *In Fall 2012, 89% of courses were taught by part-time instructors versus 11% full-time faculty.
- *In Fall 2012, 71% of students successfully completed the College Success course.

College Success courses are linked with higher retention rates and have been shown to have a 4% increase in retention at CCC versus those not enrolled in College Success.

1 Expansion of Course

- Expand College Success course district-wide

2 Course syllabi with instructional materials

- Develop consistent course syllabi with instructional materials

3 Instruction

- Refine the hiring and selection process of instructors

4 Professional Development

- Improve on continuous professional development opportunities for instructors

Academic and Operations Management

At a glance:

- * Focus on student policies, core processes, and systems
- * Academic Affairs lead on Campus Solutions (student system) reimplementation

FY13 Performance and Accomplishments

1

Operational improvements

- Online admissions application & splash page
- Online graduation application & report
- Online class certification and ADW drop process & report

2

Campus Solutions (student system) re-implementation

Academic and Operations Management

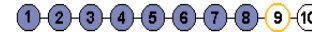
At a glance:

* Focus on student policies, core processes, and systems

Online admissions application & splash page

- Problem
 - New applicants defaulted into AGS
 - 37,000 existing students in AGS
- Goal – get all students into an academic program that aligns with career & education goals
- Solution – improved online application and splash page enable students to select a focus area
- Results – 14,000+ students have selected a focus area via the splash page

Apply to City Colleges of Chicago



ADMISSIONS INFORMATION:

Applying for term beginning
 Fall Spring Summer Year: 2013

We are standing by to help you select the academic program and the City College that is right for you. To help you understand your choices and weigh your options, select "Help me pick Program/College" in the Academic Focus Area and/or the College drop down menus and an Advisor will help you map out your best opportunities and proceed through the registration process.

*I want to...

Choose one Academic Focus Area*

<input checked="" type="checkbox"/>	Advanced Manufacturing
<input type="checkbox"/>	Business and Professional Services
<input type="checkbox"/>	Construction Technology and Drafting
<input type="checkbox"/>	Healthcare
<input type="checkbox"/>	Hospitality and Culinary Arts
<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Liberal Arts
<input type="checkbox"/>	Public and Human Services
<input type="checkbox"/>	Sciences
<input type="checkbox"/>	Transportation, Distribution and Logistics
<input type="checkbox"/>	Help me pick Program/College

The Advanced Manufacturing focus area prepares students for careers as production and automation technicians, jobs which are now in great demand.

*College:

< Previous Next >

Academic and Operations Management

At a glance:

*Focus on student policies, core processes, and systems

Online graduation application & report

- Problem
 - Good – more applicants and grads
 - Bad – poor/manual processes
- Goal – adhere to academic policies, keep process smooth and organized, provide timely reports
- Solution – online graduation application (Fall 2012)
 - Five minutes to apply
 - Advisor evaluation, then Registrar
 - 11 status levels, emails to students
- Results – 8,800 students have applied

Online class certification and ADW drop process & report

- Problem
 - Manual process, ICCB requirement
 - Generates about 25,000 pieces of paper annually
- Goal – meet ICCB requirements via online process
- Solution – created a new online class certification and ADW drop process and associated report (Spring 2013)
- Results (early) – thousands of faculty have successfully used the new process

Academic and Operations Management

At a glance:

* The Campus Solutions (student system) reimplementation will enable us to operationalize the reinvention of CCC

Key goals

- Accelerate achievement of 4 key goals and reinvention of CCC
- Flexible, adaptable, easy to maintain
- Operational efficiency, business process redesign
- Vastly improved service to students
- Enable students to manage their own success

Five key decisions by year-end

- Academic structure – organization and hierarchy upon which all academic programs, records and content is built; pathways implementation
- Financial aid system – CS vs. Regent
- Advising – CS advising center <> GradesFirst reconciliation
- Recruiting, online applications, admissions processing – smooth entry, set up for success
- Student records – cleansing, retention, conversion

Academic Affairs Update

Questions?