

32025
APPROVED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 2, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

MINUTES

COMMITTEE ON ACADEMIC AFFAIRS AND STUDENT SERVICES
WEDNESDAY, AUGUST 14, 2013
DISTRICT OFFICE – 226 W. JACKSON BOULEVARD, ROOM 300

Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, a Committee Academic Affairs and Student Services of the Board of Trustees of Community College District No. 508 was held on August 14, 2013 at 9:30 a.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Marisela Lawson, Committee Chair
Paula Wolff,

ASSISTANTBOARD SECRETARY
Candace Montgomery

CHIEF ADVISOR TO THE BOARD
Leah Heinecke-Krumhus

CHANCELLOR
Cheryl L. Hyman

PROVOST
Vernese Edghill-Walden

OFFICERS OF THE DISTRICT

Craig Lynch, Chief of Staff and Enterprise Services
Laurent Pernot, Vice Chancellor, Institutional Advancement
Rasmus Lynnerup, Vice Chancellor of Strategy, Research and
Organizational Effectiveness

OTHER ATTENDEES

Ana Maria Becerra	CCC-District Office
Ann Brennan	CCC-District Office
Sameer Gadkaree	CCC-District Office

Lydia Gonzalez	CCC-District Office
Preston Harden	CCC-District Office
Rosalind Henderson-Mustafa	CCC-District Office
Jonathan Keiser	CCC-District Office
Ileo Lott	CCC-District Office
Claudia Mercado	CCC-District Office
Michael Russell	CCC-District Office
Gené Stephens	CCC-District Office
Marcia Turner	CCC-District Office
Gerald Doyle	IIT

I. CALL TO ORDER

Committee Chair Marisela Lawson called the August 14, 2013 Committee on Academic Affairs and Students Services to order at 9:30 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Trustee Charles Jenkins	Absent
Trustee Marisela Lawson	Present
Trustee Everett Rand	Absent
Trustee Susan Santiago	Absent
Trustee Paula Wolff	Present

Chair Wolff acknowledged that in accordance with the Illinois Public Community College Act and the Illinois Open Meetings Act, there was a quorum.

III. WELCOME REMARKS

Committee Chair Lawson welcomed everyone to the quarterly Committee on Academic Affairs and Student Services.

IV. AGENDA ITEMS

The full presentation of agenda items can be viewed [here](#).

Panel of Speakers: Provost Vernese Edghill-Walden, Associate Vice Chancellor Claudia Mercado, Associate Vice Chancellor Preston Harden, Associate Vice Chancellor Sameer Gadkaree, Executive Director, Anne Brennan, Executive Director Jonathan Keiser, Executive Director Ileo Lott, Executive Director Gené Stephens

1. Introduction – Mission and Day in Academic Affairs and Student Services

Provost Edghill-Walden outlined the agenda for the day and discussed the mission of Academic Affairs and Student Services and the alignment of Academic Affairs mission with the District's strategies of success.

2. Reinvention and Academic Affairs

Provost Vernese Edghill-Walden highlighted strategic initiatives in the areas of adult education, holistic placement, GradesFirst and the new tenure process among others.

3. Academic Affairs in District Office and the Colleges

Accreditation and Compliance

Executive Director Gené Stephens provided an overview of accreditation and compliance. She discussed her role in mitigating risks relative to state, federal, regional and specialized accreditation agencies. She outlined goals to ensure Illinois Community College Board (ICCB) compliance and other regional accreditations. She shared recent performance and activities include the ICCB recognition visit in which the team performed an audit of CCC policies and procedures with minimal findings.

Adult Education

Associate Vice Chancellor Sameer Gadkaree discussed his role in overseeing English as a Second Language, Adult Basic Education and Adult Secondary Education classes at six colleges/satellite locations across the district as well as the 70 off-campus locations. He outlined goals to increase the number of students who achieve a GED and the number of students who transition and succeed in college level courses. He also shared recent activities to include a 21% increase in GED credentials earned and the addition of 30 new off-campus adult education sites.

Transfer and Articulation

Executive Director Anne Brennan discussed her role in leading the effort to optimize the rate of transfer for City College students. She discussed her goals to increase the rate of transfer, improve transfer advising and actualize opportunities for partnerships. Performance and activities includes recent transfer fairs where 98 universities participated and 3859 students attended.

College to Careers Programs

Executive Director Ileo Lott provided an overview of his work in overseeing academic program development, ensuring the alignment of career programs with College to Careers initiatives and working with faculty to enhance the Proposed Academic Change process. His goals are to increase the number of students earning college credentials of economic value and increase the number of students transferring to four-year institutions. Recent performance and activities include rigorous internal approvals, new College to Careers courses and standardized FY13 ICCB program reviews for career programs.

Enrollment Management

Associate Vice Chancellor Claudia Mercado provided an overview of her role to oversee enrollment including recruitment, retention and completion initiatives. Her goals include increasing the rate of enrollment, retention and completion. Recent performance and activity include aligning enrollment and communication strategies, utilizing the new call center to ensure students receive quality information and enrolling more high school students in Early College programs.

Student Engagement

Associate Vice Chancellor Preston Harden discussed his oversight of student engagement district-wide. His goal is to ensure that students are aware of specialized wellness, veteran, disability, and international services as well as student clubs. Performance and activities include the coordination of the district-wide Welcome Week, increased veterans support and the development of programs, events and summits for students across the district.

Quality Instruction and Assessment

Executive Director Jonathan Keiser discussed his role in overseeing compliance of the tenure process and faculty professional development. His goal is to improve the quality of instruction and establish district-wide course and program assessments. Recent performance and activities include the launch of the new tenure process and the development of the 20-hour New Faculty Orientation Seminar for tenure track faculty.

Academic and Operations Management

Provost Vernese Edghill-Walden discussed Academic Affairs' responsibility for creating course schedules, academic catalogs and student policy manuals, collaborating with other departments to improve student support services and the acquisition and management of grants from state and federal sources. The major

goal in this area is to improve student facing business processes and resources. Key performance and activities in this area include the launch of a news and digital literacy program with USA Today and Reading Faculty and the development of a new policy that allows students to declare program focus areas and pathways.

4. Plans for 2014 and beyond

Moving forward, the Office of Academic Affairs plans to meet the FY2014 performance goals discussed throughout the presentation with a focus on enrollment, policy and catalog review, increased transfer partnerships.

This concluded the review of agenda items.

V. MOTION TO ADJOURN

Committee Chair Lawson asked for a motion to adjourn the meeting.

<Motion>Paula Wolff

<Second>Marisela Lawson

Motion Carried

Meeting Adjourned

**Larry R. Rogers, Sr.
Secretary,
Board of Trustees**

Submitted by - Candace M. Montgomery, Assistant Board Secretary