Pursuant to provisions of the Illinois Public Community College Act, as amended of the State of Illinois, County of Cook, an Academic Affairs and Services Committee meeting of the Board of Trustees of Community College District No. 508 was held on Thursday, February 18, 2016 at 11:00 A.M., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES
Marisela Lawson, Committee Chair
Clarisol Duque
Isaac S. Goldman
Karen Kent
Charles R. Middleton, Chair

OFFICERS OF THE DISTRICT
Craig Lynch – Chief of Staff and Enterprise Services
Rasmus Lynnerup, Executive Vice Chancellor and Chief Strategy Officer
Laurent Pernot – Executive Vice Chancellor and Senior Adviser
Stephanie Tomino – Vice Chancellor, Human Resources and Staff Development

CHIEF ADVISOR TO THE BOARD
Tracey B. Fleming

CHANCELLOR
Cheryl L. Hyman

GENERAL COUNSEL
Eugene Munin
I. CALL TO ORDER

Committee Chair Lawson called the February 18, 2016 Finance and Administrative Services Committee meeting to order at 11:06 A.M.

II. ROLL CALL

The Chief Advisor to the Board called roll:

- Clarisol Duque Present
- Isaac S. Goldman Present
- Karen Kent Present
- Marisela Lawson Present
- Charles R. Middleton Present

III. COMMITTEE CHAIR REMARKS

Committee Chair Lawson thanked the trustees for their attendance and participation and thanked Executive Vice Chancellor Lynnerup and staff for preparing and distributing the materials to the committee in advance of the meeting.

IV. CHANCELLOR REMARKS

Chancellor Hyman introduced the presentations by the Office of Strategy and Academic Governance on efforts and Chancellor Hyman discussed the connection between these initiatives and student success.

V. AGENDA ITEMS

The full presentation of agenda items can be viewed here.

Speakers: Executive Vice Chancellor and Chief Strategy Officer, Rasmus Lynnerup; Vice Chancellor, Human Resources and Staff Development, Stephanie Tomino; Senior Associate Vice Chancellor,
1. **Reinvention Update**

- **Enhancements to SmartPlanner**
  Executive Vice Chancellor Lynnerup introduced Senior Associate Vice Chancellor Ansell to provide an update on SmartPlanner.

Senior Associate Vice Chancellor Ansell discussed collaborating with advisors, transfer directors and workforce partners to achieve major advancements with SmartPlanner. Ansell stated the imminent enhancements to SmartPlanner technology are: 1) ability for students to specify preferred day of the week and campus location, 2) preferences combine with course-by-course plans to present optimal registration options, and 3) incorporate planner/preferences data into course schedules.

Trustee Goldman asked whether or not this technology was capturing students early enough and properly characterizing their desired course of study.

Senior Associate Vice Chancellor Ansell responded that the tool is designed to solve these issues and students continue to receive advisement in a variety of ways.

Trustee Middleton asked how SmartPlanner communicates to students regarding the various course options that meet curricular requirements.

Vice Chancellor Lynnerup stated SmartPlanner first provides a placeholder describing the requirement generally, then provides a list of courses the student may take to fulfill the requirement. Senior Associate Vice Chancellor Ansell stated that while the technology makes recommendations, CCC continues to actively engage in student advisement.

Senior Associate Vice Chancellor Ansell discussed the upcoming addition of a credit hour preference tool and tuition component to SmartPlanner. He stated both of these enhancements should occur in April 2016.

Senior Associate Vice Chancellor Ansell also presented an update on Star Scholarship transfer partnerships and efforts to advance SmartPlanner’s ability to accommodate and map to the Star Scholarship partner institutions.

Trustee Duque asked if students enter into agreements with Star Scholarship partners prior to matriculating at CCC.

Vice Chancellor Lynnerup stated that in some instances students are dual-enrolled and begin integrating at the secondary campus while attending CCC. Trustee Duque asked Vice Chancellor Lynnerup to clarify whether or not the students are officially accepted at the Star Scholarship partner institutions. Senior Associate Vice Chancellor Ansell stated that in most cases students are granted conditional acceptance with accompanying GPA requirements.
• **Academic and Student Policy Manual Overhaul Proposal for March Board**

Vice Chancellor Lynnerup presented the “Academic and Student Service Policy Manual Overhaul Proposal”. He discussed the goals for these revisions and well as an overview of the structural changes being recommended.

The Trustees discussed the manner of presentation for the items proposed for board consideration. Executive Vice Chancellor Lynnerup and his team agreed to provide updated versions of the documents under consideration to more easily allow for comparisons between the current policy and procedure documents and proposed changes.

Chair Lawson requested that Vice Chancellor Lynnerup explain, more specifically, the changes being proposed in the “Removing Barriers to Student Success” portion.

Executive Vice Chancellor Lynnerup then further described the policy changes in the implicated sections. EVC Lynnerup explained how the proposed amendments to the “holds” process simplify the process and support students’ efforts to raise their GPA instead of precluding them from registering. He also discussed how the Satisfactory Academic Progress (SAP) standards were reviewed and refined to be more streamlined and federally focused as well as changes to the academic intervention requirement adjusting the term GPA criteria.

Chair Lawson, Trustee Middleton and Vice Chancellor Lynnerup discussed the timeline for obtaining board approval of these policy changes in March.

Trustee Duque asked how many of the changes being proposed now were previously approved by the Board when it last revised any of the policies recommended for revision now. Vice Chancellor Lynnerup stated a very few were approved at that time.

Vice Chancellor Lynnerup discussed the ongoing work of updating and cataloging syllabi across the district. He outlined a plan to reduce the number of courses without a master, catalogued syllabus and to develop an archival process.

Vice Chancellor Lynnerup then discussed the discontinuation of COMPASS placement testing and described the planned approach to finding an alternative. Executive Vice Chancellor Lynnerup noted that while the district is currently preparing a public request for proposals to allow external vendors to bid on the District’s business in this area there is also an internal team of district-wide English faculty working to develop a possible tool for the purposes of English placement testing for incoming students.

Trustee Middleton asked who would own any intellectual property born from these internal efforts to create a competitive placement tool.

General Counsel Eugene Munin stated his expectation is that any such product would be owned by City Colleges of Chicago.

Trustees Middleton and Goldman requested further clarification on this issue at the appropriate time.
Chair Lawson asked about the market for this type of testing product.

Vice Chancellor Lynnerup stated that there are two large vendors dominating the market, but that market forces are changing with the disappearance of COMPASS. He stated there are different vendors specializing in different educational subject areas.

Senior Associate Vice Chancellor Scott Martyn discussed the timeline and process to procure and implement a new placement testing tool for the spring 2017 term.

Trustee Goldman asked about the expense associated with these products. Vice Chancellor Lynnerup stated he believed the current COMPASS expenditures were approximately $300,000 and that the number fluctuates based on enrollment.

- **Student GPS**
  Vice Chancellor Lynnerup discussed the use of data to identify students at-risk of academic failure and initiate intervention efforts. Senior Associate Vice Chancellor Ansell discussed the specific interventions that can be employed with the GPS tool and emphasized the goal of providing precise, customized intervention tactics.

  Chair Lawson asked if these tactics are available in a “dashboard” or a custom report form.

  Senior Associate Vice Chancellor Nancy Chavez stated the information is available in a variety of forms including interactive reports and data extracts.

  Chair Lawson asked about the volume and nature of the feedback that has received on the GPS tool.

  Senior Associate Vice Chancellor Ansell stated it has been positive and further training has been requested by various colleges.

- **Childcare Development Programming**
  Vice Chancellor Lynnerup presented statistical data regarding the number of students enrolled in child development programs at each college and district-wide. He also provided information on the current state of the program and projected status by spring of 2018.

  Trustee Middleton asked for a more narrative document on the child development programs.

  Trustee Goldman requested further data on student enrollment and faculty involvement.

  Chair Lawson asked about articulation agreements associated with the childcare program.

  In response, Vice Chancellor Lynnerup presented a “Pathway Map” illustrating how students could complete the majority of the necessary childcare courses online or at the
various colleges—Kennedy-King College or Malcom X College, specifically.

Trustee Duque asked what percentage of the coursework could be completed, without traveling to Truman College by spring of 2018.

Vice Chancellor Lynnerup responded 94% of the coursework.

Chair Lawson thanked Vice Chancellor Lynnerup and associates for all the information provided.

- **Kennedy King College Higher Learning Commission (HLC) Reaccreditation**
  Vice Chancellor Lynnerup provided an overview of the status of preparations for the HLC visit.

  Trustee Goldman asked whether the entire district and board were also subject to review during the HLC visit.

  Executive Vice Chancellor Pernot answered yes, the entire district is involved and elaborated on the District Office’s role in the accreditation process.

2. **CCC Demographics**

   Vice Chancellor Tomino discussed faculty and student demographics at CCC.

   Chair Lawson asked how many of the Colleges are considered Hispanic-Serving Institutions (HSI). Tomino stated that CCC has four (4) Hispanic-Serving Institutions. Chancellor Hyman noted the district also has three (3) African-American serving institutions.

   Trustee Goldman asked whether or not faculty positions could be created or if there must be a withdrawal or opening in order to hire new faculty. Vice Chancellor Lynnerup stated that the full-time positions are fixed and based on enrollment and there is greater flexibility with part-time positions.

   Trustee Goldman asked whether or not the President and/or Vice Chancellor has to participate in all interviews for prospective full-time faculty members. Vice Chancellor Tomino stated that while this is not a firm rule, it is the general practice.

   Trustee Middleton thanked Vice Chancellor Tomino for the information and stated the Board would provide her guidance on what information they’d like in the future.

   Trustee Goldman asked if there is a residency requirement. Chancellor Hyman stated there is a Chicago residency requirement for all full-time faculty and staff.
VI. **ADJOURNMENT**

Committee Chair Lawson asked for a motion to adjourn.

<Motion>Trustee Isaac S. Goldman  
<Second>Trustee Charles R. Middleton  
Motion Carried

Meeting Adjourned 12:41 p.m.

Clarisol Duque  
Secretary  
Board of Trustees

Submitted by – Bethany Myles, Assistant Board Secretary