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**APPROVED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 4, 2016**

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

MINUTES

**COMMITTEE ON ACADEMIC AFFAIRS AND STUDENT SERVICES
FRIDAY, SEPTEMBER 18, 2015
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 September 18, 2015 at 10:30 a.m., District Office, 226 W. Jackson Boulevard, Room 300, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Marisela Lawson, Committee Chair
Charles Middleton
Gary Gardner

OFFICERS OF THE DISTRICT

Rasmus Lynnerup – Executive Vice Chancellor and Chief
Strategy Officer
Laurent Pernot – Executive Vice Chancellor and Chief
Adviser

ASSISTANT BOARD SECRETARY

Candace Montgomery

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

OTHER ATTENDEES

Katheryn Hayes	CCC-District Office
Martin Kaplan	CCC-District Office
Jonathan Keiser	CCC-District Office
Cherie Meador	CCC-District Office
Steve Saba	CCC-District Office

I. CALL TO ORDER

Committee Chair Lawson called the September 18, 2015 Committee on Academic Affairs and Students Services to order at 10:33 a.m.

II. ROLL CALL

The Assistant Board Secretary called roll:

Trustee Gary Gardner	Present
Trustee Darrell Griffin	Absent
Trustee Marisela Lawson	Present
Trustee Charles Middleton	Present
Student Trustee Eliana Blancas	Absent

Committee Chair Lawson 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: Executive Vice Chancellor/Chief Strategy Officer Rasmus Lynnerup, Vice Chancellor Martin Kaplan, Associate Vice Chancellor Jonathan Keiser,

1. New Office of Strategy and Academic Governance

EVC Lynnerup discussed the vision and purpose of the combined Office of Strategy and Academic Governance which is to develop, implement and monitor strategies to improve student outcomes. He further explained how the organizational structure of the department and the dynamics between the District Office the colleges and their key performance objectives.

Trustee Lawson asked what areas are operating more efficiently now that the offices have been combined. EVC Lynnerup stated that the number one thing is anchoring, in terms of meeting metrics and that the metrics serve as a proxy for meeting goals. So, the focus is on doing things because it ties to specific objective. He also noted that he solicited feedback from the team on what works and what doesn't work and they were able to address some those things in the last 60 days. He noted CS9 and catalog changes as examples. VC Kaplan noted tighter collaboration as operating more efficiently, AVC Ament noted improvements surrounding technical issues and AVC Chavez mentioned clear communication and clear responsibilities.

Chair Middleton asked if there were any inter-college or inter-institution communications. EVC Lynnerup mentioned the weekly calls to discuss practices and issues.

With regard to targets for improving student outcomes, Committee Chair Lawson asked if remedial transition to college credit in one year was typical. EVC Lynnerup stated that it is not typical of adult education but is part of CCC's reinvention goals to set the bar higher for adult education students. So instead of learning English or getting a GED, students are encouraged to move on to college credit which leads to a credential of economic value.

Chair Middleton asked if there was an underlying philosophy to determine what metrics are used to measure success and progress. EVC Lynnerup stated that as part of the Strategic plan there was a lot of thought about what strategies need to be employed and what are the numerical versions of the Reinvention goals. Chair Middleton provided the example of adult education students moving into credit courses. He inquired as to how success and progress is determined in this instance. EVC Lynnerup stated that it's less about metrics and more about targets. In other words, what is the total maximum potential of performance in that particular area using internal historical performance, benchmarks and perceived performance based on particular initiatives and add a little more. EVC Pernot noted that with adult education transitions to college credit, there was no benchmark for it, because it wasn't a typical path as noted previously. He stated that those goals were driven by previous performance and expected performance. Committee Chair Lawson noted that there is some historical context that the new Board members are missing in terms of operational improvements. EVC Pernot noted the Five-Year Plan as a resource and there was further discussion about the components of the Five-Year plan and how it applies to the topic at hand.

2. Strategic Priorities

EVC Lynnerup provided an overview of the strategic priorities used to achieve the targets in the Five-Year Plan, student GPS/pathways, learning and assessment structures, academic and student policy and the assessment of incoming students

Committee Chair Lawson asked if all the academic and student policy documents noted in the presentation typically handled at the Board level. She's familiar with some but not all. EVC Lynnerup stated that the Academic Policy Manual, the Student Policy Manual, testing guidelines and the course catalog or brought before the Board.

Committee Chair Lawson also asked if there is a benchmark in terms of student assessments. EVC Lynnerup stated that COMPASS has been the standard. He also noted ACCUPLACER, which has some of the same drawbacks as COMPASS. It also mentioned competing philosophies of computer vs. human testing. Chair Middleton asked if there was any guidance from the state board or other institutions. EVC Lynnerup stated that there was a recent statewide Chief Academic Officers meeting in which testing was on the agenda. ALEKS was discussed for math placement and there isn't a strong sense of testing for English. He stated that many discussed ACCUPLACER as an option. He noted that of the 43 institutions, 4 had a solution.

Chair Middleton asked how the District was doing in terms of assessment and re-accreditation. He noted an upcoming re-accreditation at Kennedy-King College. EVC Lynnerup stated that assessment practices are variable across the District. Some disciplines have very strong assessment practices while others do not. In terms of re-accreditation, Kennedy-King College

3. Next Steps

This concluded the review of agenda items.

V. **MOTION TO ADJOURN**

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

<Motion>Gary Gardner

<Second>Charles Middleton

Motion Carried

Meeting adjourned at 12:14 p.m.

**Clarisol Duque
Secretary,
Board of Trustees**

Submitted by - Candace M. Montgomery, Assistant Board Secretary