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COMMUNITY COLLEGE DISTRICT NO. 508  
FEBRUARY 4, 2016



# Board of Trustees: Academic Sub-committee Meeting

Office of Strategy and Academic Governance

Friday, December 11<sup>th</sup>, 2015



# Executive Summary

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## Follow-up from last sub-committee meeting

- All students are on semester-by-semester education plans ✓
- The majority of returning students are on intentional plans, concentrating in a clear program of study ✓
- **Inventory of all syllabi** ✓
- **Completed program-level student learning outcomes** ✗
- District-wide assessment calendar ✓
- Policy revamp ✓
- Assessing how we help incoming students ✗

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## Continuing focus on strategic priorities for FY2016:

- Student GPS: As of Nov., all students are on semester-by-semester education plans
- We are improving pathways and technology, and completing work required to allow students to enroll into multiple semesters at once
- **Learning and Assessment: SLOs and toolkit**
- **Policy: Compile, simplify, and improve policies dramatically**
- Assessing incoming students: New placement mechanism
- **Other key points on agenda**
  - **Kennedy-King College and upcoming visits**
  - **Network Footprint**

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## Next steps

- **Upcoming board items** Jan-Mar 2016
- **What to expect** at next sub-committee meeting

# Student GPS: As of November, all students are on semester-by-semester education plans

*Last time, we discussed having all students on semester-by-semester education plans. Today, this is reality. Here is how it works:*

- Student has a declared academic pathway in our student information system
- Each corresponds to a pathway in our catalog
- Based on their choice, a recommended course sequence completes their SmartPlanner, which informs which courses they register into
- SmartPlanner content informs Shopping Cart content – recommended courses for registration

## Students add courses to their plans

ECON 202	<a href="#">Principles Of Economics II</a>	<a href="#">Course List</a>	3.00	✓
PHIL 105	<a href="#">Logic</a>	<a href="#">Course List</a>	3.00	✓
		<a href="#">Course List</a>	4.00	

MATH

Course List

Add To Planner	Course	Description
<a href="#">Add To Planner</a>	MATH 118	<a href="#">General Education Math</a>
<a href="#">Add To Planner</a>	MATH 121	<a href="#">Math For Elem Teachers I</a>
<a href="#">Add To Planner</a>	MATH 122	<a href="#">Math For Elemen Teachers II</a>

## Student plans and preferences combined suggest courses into which students should register

### Spring 2016 Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	<a href="#">ECON 201-B (61961)</a>	MoWe 9:30AM - 10:50AM	Bldg 1 - Rm 3961	T. TBA	3.00	●
	<a href="#">ENGLISH 102-J2 (61845)</a>	TuTh 12:30PM - 1:50PM	Bldg 1 - Rm 2951	T. TBA	3.00	●
	<a href="#">MATH 140-FG (61335)</a>	TuTh 9:00AM - 10:50AM	Bldg 1 - Rm 3973	H. Valdez	4.00	●

[validate](#)

[enroll](#)

We are improving pathways and technology, and completing work required to allow students to enroll into multiple semesters at once



### Next Steps for Spring 2016

1. Better technology
2. Four-year pathways
3. Student-driven scheduling

### **1 Improve system look, feel and function**

- ❑ Show total tuition cost per-semester and for whole program in plan, so student can see how time spent impacts cost.
- ❑ Surface CH load preferences and plan information all in one screen so students can more easily visualize how long it will take to complete their degree, depending on program and CH load chosen.

### **2 Enroll students onto 4-year semester-by-semester pathways**

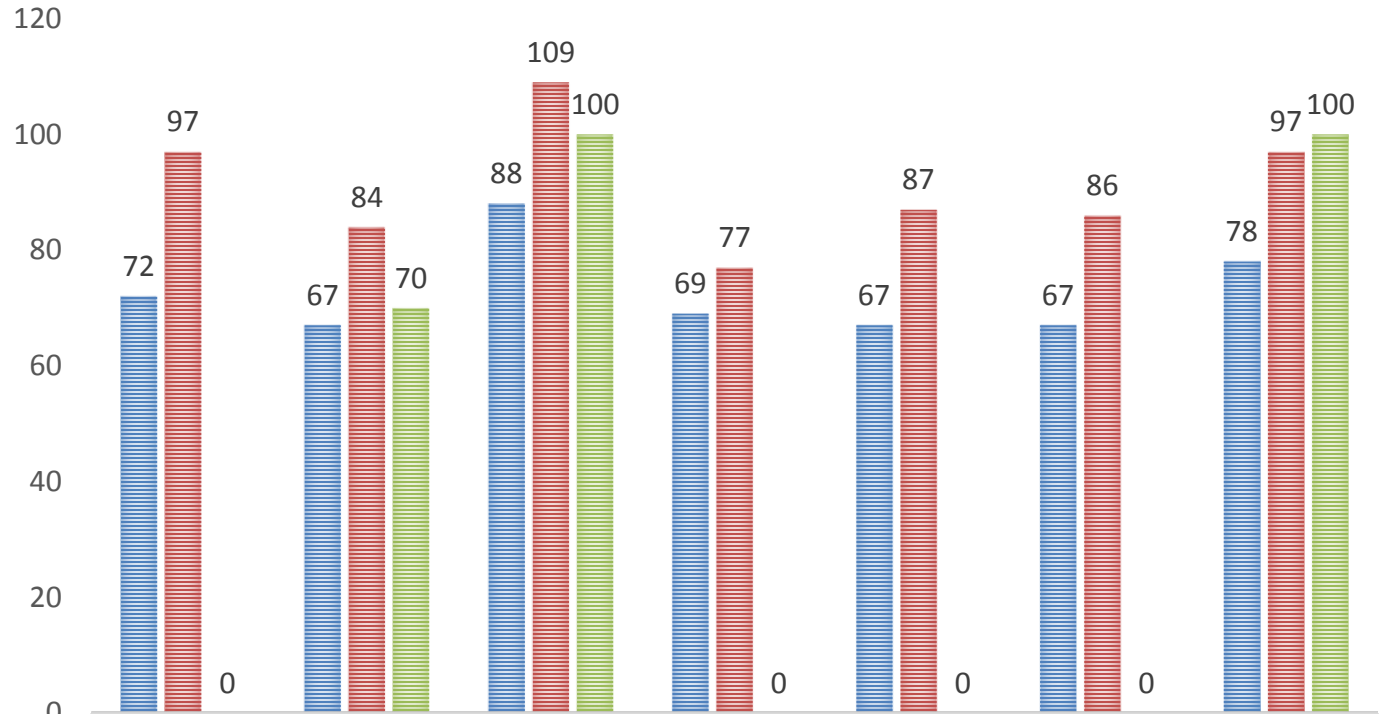
- ❑ Expand upon present ~60 freshman-to-senior pathways a CCC student could traverse with our STAR partners, depending on their pathway/4-year-destination combination
- ❑ Enter these into SmartPlanner system so when a student indicates preferred destination and pathway they get precisely right combination of courses

### **3 Provide students predictable schedules around which to plan work, childcare and other life needs**

- ❑ Forecast demand by course, time, day, term based on plans and preferences
- ❑ Create the class schedule each term based on this student demand
- ❑ Develop more agile course-scheduling processes so we can...

**❑ Allow for students to enroll into all semesters at once!**

# Learning & Assessment: Collecting Pathway-Level Learning Outcomes Across the District

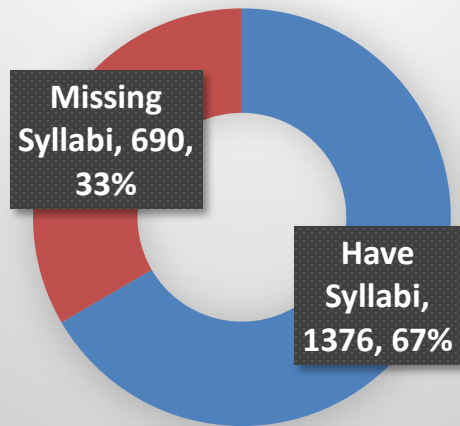


	DA	HW	KK	MX	OH	TR	WR
Pathways	72	67	88	69	67	67	78
Credentials (AA, AS, AAS, AC, BC)	97	84	109	77	87	86	97
% Defined	0	70	100	0	0	0	100

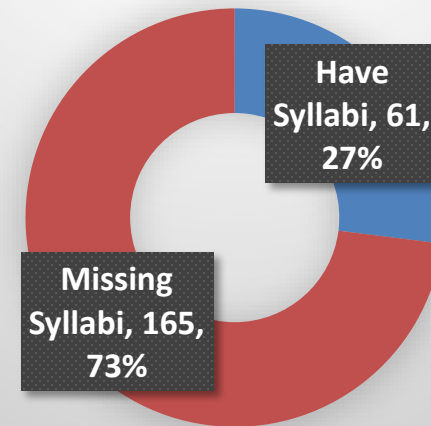
- % Defined: P-SLOs identified and mapped to pathway/credential(s)
- KK & WR have completed this project, HW has some work done
- Work for DA, MX, OH and TR is in-process

# Learning & Assessment: Creating a Master Syllabus Repository Across the District to Maintain Educational Quality

## 2,066 ACTIVE COURSES



## 226 GEN ED COURSES



- Program relevance team identified **2,066** active courses; **1,376** found and catalogued
- There are **226** gen ed courses, of which **61** master syllabi have been found and catalogued
- Various states of quality; paper records are being scanned

\* Associates (all areas), AC and BC credentials; number reflects some pathways with multiple credential offerings

# Learning & Assessment: The Path Forward

## Pathway-Level Student Learning Outcomes

- Leverage existing technology to store data, report out for comparison and project management
  - CS9
  - SharePoint
  - MS Access
- Provide specialized assistance to “in-process” colleges through training, support and project planning
- Quality review: compare data from across colleges to identify gaps, overlap and areas for quality improvement

## Syllabi

- A SharePoint repository is being used to store all master syllabi
- Communicate the availability of repository to faculty; assisting with their own syllabi development and sharing of best practices
- Collect and review existing syllabus construction guides/templates from across the district. Conduct quality review of materials to determine areas of efficiency and operational improvement

## 2 Four key goals guide Academic and Student policy revision in two phases for FY16

- Goals:**
1. **Streamline, simplify and condense** policies.
  2. **Eliminate redundancy** between and within the *APM & SPM*.
  3. **Update/create new policies** and delete policies that are no longer needed - focus on correcting policies:
    - Barriers to student success
    - Compliance
    - Errors, clarifications
  4. **Separate procedures** (not board approved) from policy (board approved) to create more nimble and responsive operations.
    - Policy: states “what” is the policy
    - Procedure: “how” or “what steps” are to be followed

	2015					2016		
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>Phase 1 draft: combine, update</b>	█							
Administrator, faculty review			█					
CCC leadership review			█					
<b>Board review: Nov Board</b>			█					
<b>Phase 2 kickoff</b>				▲				
Leads review*, draft				█				
Administrator, faculty review						█		
CCC leadership review							█	
<b>Board review: March Board</b>							█	

\* Each policy article assigned an owner (subject matter expert) within the District Office and assigned a reviewer from the Faculty Council Curriculum Committee



## 2 Phase II objectives build on Phase 1 results

### Phase 1 results (Nov 2015):

- Updated AS and SAP policies and procedures (Nov board)
- Working revised draft of policies and procedures to begin “deep dive” to March update
  - Consolidated academic and student policy into a single document, reduced by 34 pages (16% reduction)
  - Eliminated duplication... more to go
  - Streamlined selected policies... more to do
  - Made it easy to distinguish policy from procedures
  - Conformed formatting and improved navigation, readability, and ease of use

### Phase 2 objectives (March 2016):

#### Build on Phase I work

- **Operational owners review ALL policies & procedures** – update, consolidate, streamline, delete, separate procedures from policy, and create procedures where needed
- **Address 34 outstanding issues/requests** – current and new policy
- **Collaborate with stakeholders** (faculty, staff, administrators district-wide) working groups Nov-Dec, FC4 policy committee, SharePoint site available for input, broad CCC-wide review in Jan 2016

#### Revised policy by March board deadline

- Policies
- Procedures
- Business process (playbooks)
- Systems – enforce, enable processes, report

## 2 Proposed policy and procedures governance beyond March 2016

### Policy

- Twice yearly board submissions
  - March: prior to the Summer/Fall registration cycle and term
  - October: prior to the Spring registration cycle and term
- Ongoing engagement: VPs/Deans through regular meetings, faculty through FC4 policy committee
- changes submitted and managed through SharePoint site (now live) available to all CCC faculty and staff. Proposed changes to include:
  - Proposed policy name, whether new/revised/deleted, rationale
  - Policy content and procedures, if applicable
  - When effective
- All collaborative work with stakeholders must have been completed prior to submission

### Procedures

- Up to monthly procedures updates for existing policies, including creating new procedures for policies with none
- Procedures will be submitted and managed through SharePoint site (to be created)
- Submission will include:
  - Which policy the procedures are for
  - Changes to existing procedures (if applicable), rationale
  - Procedures content
  - When effective
- All collaborative work with stakeholders must have been completed prior to submission

# Kennedy-King College Reaccreditation Overview

## HLC Site Visit: April 4-5, 2016, Standard Pathway

### Current State

#### Assurance Argument (*draft 1*):

Submitted to DO Accreditation Team & Executive Leadership for review on 12/1/15  
DO Accreditation Team Feedback provided by 12/11/15

#### DO Accreditation Team Supports

**Mock Site Visit – Day 1** - December 18, 2015.

Focus Areas:

- Administrator and Committee Interviews
- Evidence review.

**Mock Site Visit – Day 2** – Early January

Focus Areas:

- Faculty and Student Interviews
- Evidence review.

#### Dedicated Compliance Manager

- Completed Federal Compliance Section

#### Outcomes Assessment Manager

- Assisting with Program Level Assessment efforts
- Assist with gathering & analyzing evidence

#### KKC Accreditation Leadership

##### Steering Committee

- Provides Strategic Leadership
- Oversight of KKC's progress and preparations

##### Core Team

- Tactical Execution of Accreditation Efforts
- Review HLC & DOE Requirements
- Draft Assurance Argument (Criterion 1-5)
- Draft Federal Compliance Report
- Training Admin, Faculty & Staff for Site Visit Interviews

##### Faculty Engagement

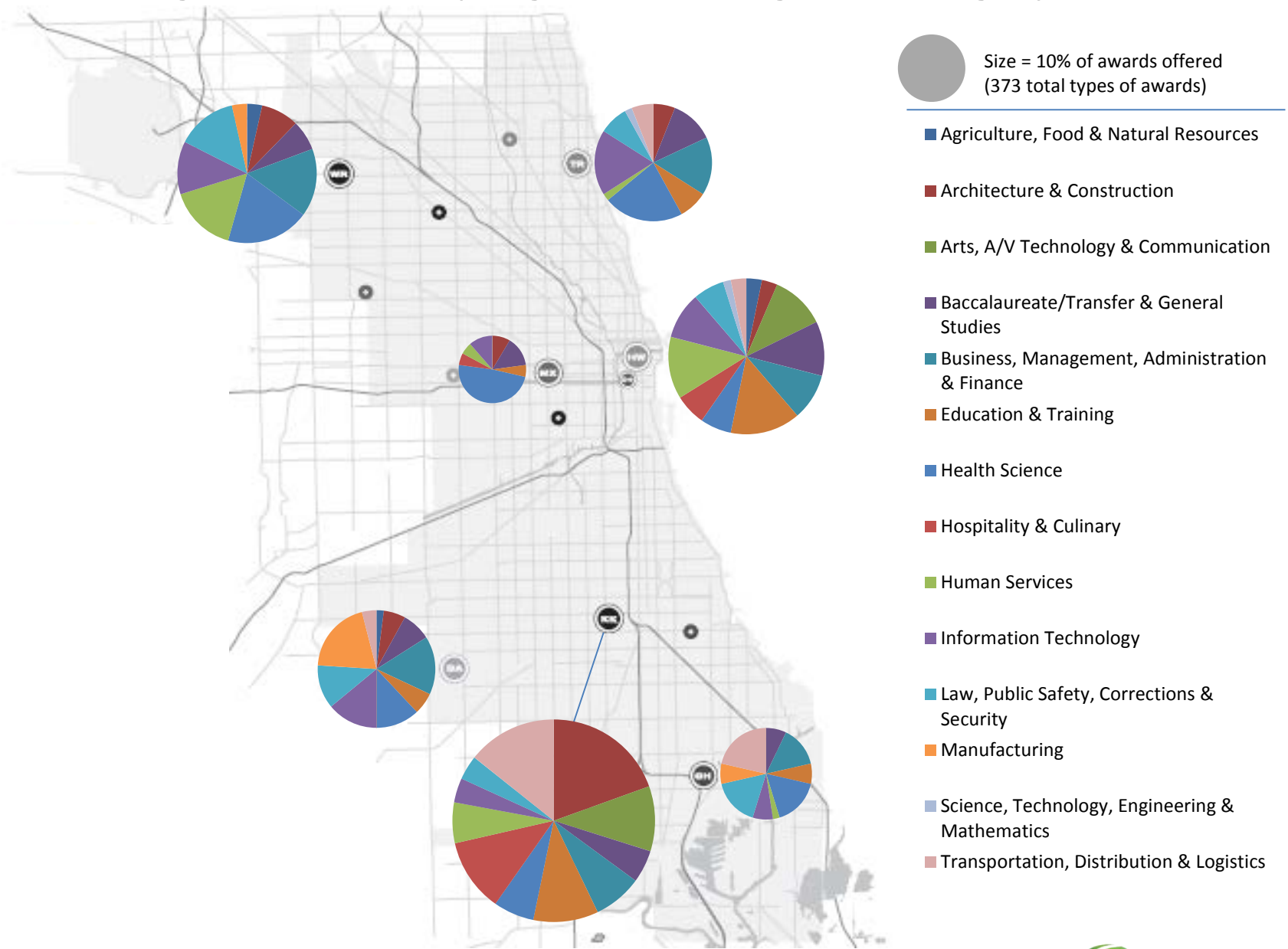
- 5 Criterion Committees driven by Faculty
- Faculty Development Week (Jan 11-15) focused on HLC Reaccreditation efforts

# CCC HLC Regional Accreditation Schedule

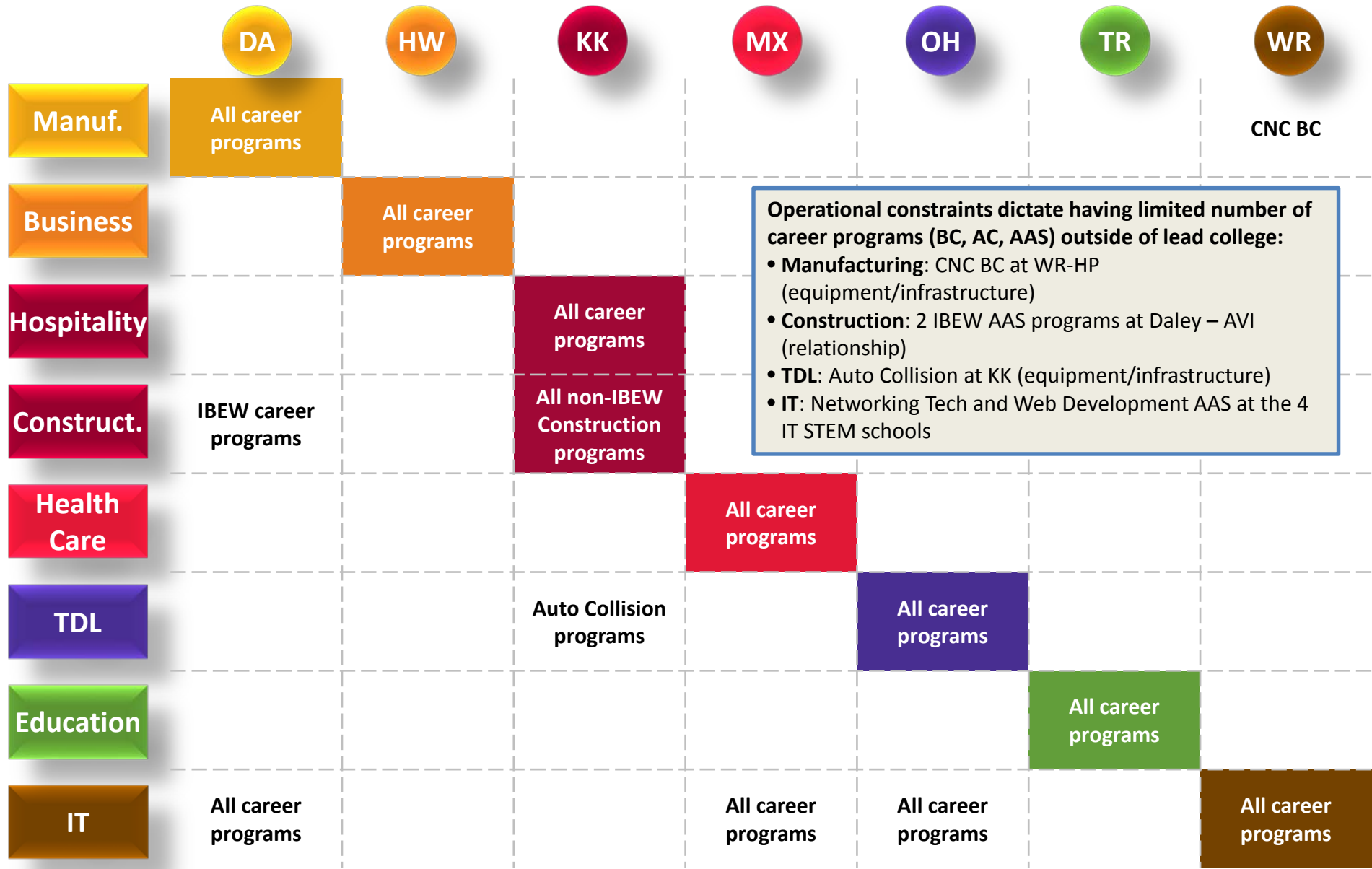
2015-2022

Colleges	2015-2017	2018	2019	2020	2021	2022
<b>Malcolm X</b>			HLC Visit: 3/13-14/2018 (Open Pathway)			
<b>Daley</b>						HLC Visit: 2021/2022 (Open Pathway)
<b>Harold Washington</b>			HLC Visit: 2018/2019 (Open Pathway)			
<b>Olive-Harvey</b>						HLC Visit: 2020/2021 (Open Pathway)
<b>Truman</b>						HLC Visit: 2020/2021 (Open Pathway)
<b>Wright</b>						HLC Visit: 2019/2020 (AQIP Pathway)

## 2 Before College to Careers, program offerings were highly distributed



## 2 Future state realizes College to Careers Centers of Excellence

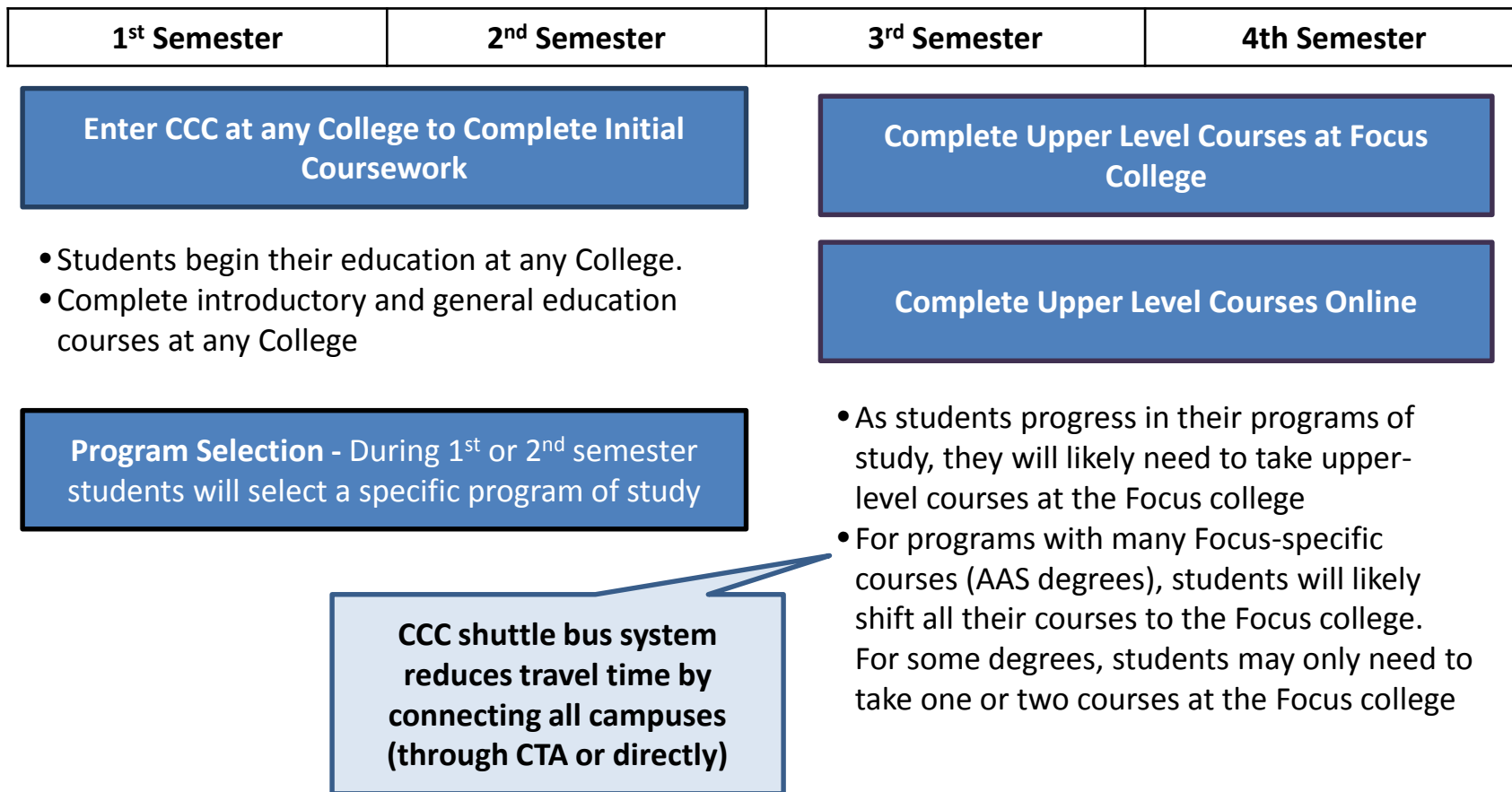


**Operational constraints dictate having limited number of career programs (BC, AC, AAS) outside of lead college:**

- **Manufacturing:** CNC BC at WR-HP (equipment/infrastructure)
- **Construction:** 2 IBEW AAS programs at Daley – AVI (relationship)
- **TDL:** Auto Collision at KK (equipment/infrastructure)
- **IT:** Networking Tech and Web Development AAS at the 4 IT STEM schools

## 2 Student Navigation of CCC's Centers of Excellence in the Future

After the implementation of Network Footprint, each College will lead a focus area to concentrate resources, maximize program quality, and promote student success. The Consortia Agreement with HLC allows CCC to effectively add or move programs between colleges without requiring external approval from ICCB/HLC. Below is an overview of how students will experience CCC in this future state.



## 2 Transportation between Colleges will be facilitated by the CCC Shuttle Bus system





# Upcoming board items: January - March 2016

## January

### Resolutions:

- None

### Contracts:

- None

## February

### Resolutions:

- Full-time faculty contract renewals

### Contracts:

- None

## March

### Resolutions:

- Academic and Student Policy Update

### Contracts:

- *[Tentative]* Library Systems Contracts
- *[Tentative]* Faculty Leadership in Teaching Program Contract
- *[Tentative]* Graduate Follow-up Survey Vendor Contract

# Wrap-up: what to expect at future sub-committee meetings

## By next meeting, CCC has...

### Student GPS

- ✓ Major enhancements made to SmartPlanner technology
- ✓ Enablement of enrollment into four-year pathways
- ✓ Initial forecasts of Fall '15 schedules based on student plan data

### Learning and assessment

- ✓ Catalog one master syllabus for every active course
- ✓ Define syllabus template for use at all colleges
- ✓ 80% complete with P-SLO identification for each pathway/credential across all colleges

### Policy revamp

- ✓ Academic and Student policy overhaul proposal for March board

### Assessing how we help incoming students:

- ✓ Completed framework of criteria for evaluation of placement options

## Based on everything you've heard: thoughts and feedback?

### As last time

- What is most valuable to you about these committee meetings?
- What would you like to know more about at next meeting ?
- What would be useful for your trustee colleagues not on this sub-committee to know?

# APPENDIX

## 2 Phase I key policy changes: removing barriers to student success

### Holds

- Academic Standing – simplified policy, eliminates Pace standard
- Financial aid/SAP – summarized policy, moved procedures (warnings/holds/appeals) to procedures document (out of policy)

### Incoming Placement

- Adds SAT exam; recognizes that entering students may have SAT test scores rather than ACT scores

### Other

- Voluntary medical leave (students)/withdrawals; enables students with a serious medical (mental or physical) condition to withdraw from all classes; recognized best practice
- Allow CPS early college students to use their CPS issued student ID card to verify residency
- Dress code – modifications to current Headcovering Policy; states that dress should reflect a seriousness of purpose, respect for others, and model behavior that is consistent with their chosen career pathway
- Student conduct, mediation, disciplinary process – updates to existing disciplinary and appeal process, including disciplinary hearings involving allegations of sexual harassment, and a new policy (mediation) to address certain types of student conduct issues without engaging in the disciplinary process

## 2 Phase I key policy changes: compliance

### HLC

- Update graduation requirements for degrees to reflect HLC policy of 25% of program (current policy reads 15 CH, which does not always equal 25%)
- Definition of a credit hour – new language clarifies existing equivalencies (no change in policy); complies with U.S. Dept. of Education - 34 CFR 600.2 (11/1/2010) and HLC Policy Number FDCR.A.10.020

### State

- Supportive Intervention Team (SIT) – new policy enables SIT teams to remove a student from a college or all colleges when the student's presence threatens the health, safety or well-being of the college; required by the Department of Education and the ADA, complies with the Campus Security Enhancement Act (110 ILCS 12/20)
- Cannot pursue a previously conferred credential – new policy; prevents a student from being assigned an academic plan that he/she has already earned
- Cannot confer a subordinate degree – new policy; prevents awarding an AGS degree concurrently or after earning an AA, AS, AES, AFA or ATA degree since the AGS requirements are included within the requirements of the higher level degree

### Federal

- Student disciplinary & general notifications – new mediation policy, Title IX update (General Counsel)
- Veterans – policy updates (list of federal programs); corrects (adds to and deletes from) the list of veterans education programs available at CCC

### Internal

- Tobacco-Free Campus – broadens & clarifies current Smoke-Free Policy; aligns with the CCC Healthy Campus Policy, board report 31273, Jan 12, 2012
- Tuition/fees, refund update – aligns with CCC's new flat-price tuition program

## 2 Phase I key policy changes: eliminate duplication

Board Policies and  
Procedures for  
Mgmt & Gov't  
retained

- Academic Policy Responsible Computer Use Policy eliminated – incorporated by reference Board Policies and Procedures for Management and Government, Article 6 Responsible Computer Use Policy

Academic Policy  
retained

- Student Policy “Sunset Policy” eliminated – duplicates Academic policy Index 1.25: Sunset Policy and Procedures

Student Policy  
retained

### Academic Policies eliminated:

- Index 1.4: Human Diversity Requirement
- Index 1.10: Guidelines for Degree Programs and Certificate Programs – some language duplications Student Policy (Governing Academic Catalog)
- Index 1.27A: Program Code Assignment and Usage – no longer needed and duplicates Student Policy (Admission for Signature Program/Plan)
- Index 1.28A: Revocation of Degrees or Certificates – duplicates Student Policy (Revocation of Degrees or Certificates)
- Index 2.30C: Students Who Are Absent
- Index 2.30F: Awarding an Incomplete Grade of “I”
- Index 2.30G: Non-Grade Designations
- Index 2.30H: Student Appeal of Instructional Grading Procedure
- Index 2.30I: District Academic Standards
- Index 2.30J: Email Usage
- Index 2.31B: Guidelines for Determining Student Tuition, Fees, Charges, Residency, Waivers, and Refunds
- Index 2.31C: International Students on F-1 Student Visas – duplicates Student Policy (International Students with F-1 Academic Student Visas)
- Index 2.31D: Students Placing in Foundational Studies Courses
- Index 2.33A: Acceptance of Credit at CCC from Sources External to District 508

## 2 Phase I key policy changes: clarify existing content

Align in person  
and online classes

- Updates to NSW, ADW, grade appeals; simplifies & integrates with in-person classes (rather than separating online into its own section)
- Grade appeals – consolidates policy for in person and online courses (rather than separating online into its own section)

Placement

- Testing guidelines added to Admissions Procedures

No longer needed

- Academic Policy Index 1.5: Reports of Data to External Accreditors or Certifying Agencies
- Academic Policy Index 1.6: Security and Privacy of Student Data for Accreditors or Licensure