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**APPROVED–BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 3, 2017**

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

MINUTES

**ACADEMIC AFFAIRS AND STUDENT SERVICES COMMITTEE MEETING
WEDNESDAY, FEBRUARY 22, 2017
DISTRICT OFFICE – 226 W. JACKSON BOULEVARD, ROOM 301**

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 Wednesday, February 22, 2017 at 10:00 A.M., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Marisela Lawson, Committee Chair
Charles R. Middleton, Board Chair

Chief Advisor to the Board
Tracey B. Fleming

OTHER ATTENDEES

Meredith Sparks Ament	CCC - District Office
Jonathan Keiser	CCC - District Office
Susan Grace	Wright College
Audrey Berns	CCC - District Office
Nancy Chavez	CCC - District Office
Hilary Hodge	CCC - District Office
Samantha Aigner-Treworgy	Office of the Mayor, City of Chicago
Jess Bader	Harold Washington College

I. CALL TO ORDER

Committee Chair Lawson called the February 22, 2017 Academic Affairs and Student Services Committee meeting to order at 10:14 A.M.

II. ROLL CALL

The Assistant Board Secretary called roll:

Charles R. Middleton	Present
Marisela Lawson	Present

III. COMMITTEE CHAIR REMARKS

Committee Chair Lawson thanked the staff for their preparation for the committee meeting and their hard work on follow up items from last time.

IV. REVIEW OF AGENDA ITEMS

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

Speakers: Senior Associate Vice Chancellor Meredith Sparks Ament, Senior Associate Vice Chancellor Jonathan Keiser, Senior Associate Vice Chancellor Nancy Chavez, Senior Associate Vice Chancellor Hilary Hodge, Audrey Berns, Executive Director, Web Services, Samantha Aigner-Treworgy, Director of Early Education Policy, Office of the Mayor, City of Chicago

Review of Items from Last Committee meeting

Senior Associate Vice Chancellor Ament began the meeting by reviewing items discussed at the last meeting of the Committee on Academic Affairs and Student Services. SAVC Ament noted that the Office of Strategy and Academic Governance is somewhat behind schedule on developing a planned knowledge base and advisor training initiative.

Committee Chair Lawson asked about the reason for the delays in these efforts. SAVC Ament noted that the delay has mostly been due to capacity issues to complete the training piece. SAVC

Ament noted that there continue to be significant training initiatives within the advising teams, including weekly communication with all the advising teams and regular professional development days. In reviewing follow up activities on the academic and student policies, SAVC Ament noted that new policies on satisfactory/unsatisfactory grading are now in place.

Chair Middleton asked if an “unsatisfactory” grade is treated the same as an “F”. SAVC Ament noted that a satisfactory/unsatisfactory grade does not impact a student’s cumulative GPA, but it is treated as an F in terms of not receiving credit for the class. Neither a satisfactory or unsatisfactory grade are calculated into a student’s GPA.

Chair Middleton asked if there is a limit to the number of classes a student can take as satisfactory/unsatisfactory. SAVC Ament noted that there is no such limit in the policy itself, but each course has to have the grading basis approved by the faculty and college administration, so students don’t have the ability to make the choice for satisfactory/unsatisfactory, rather these decisions are made at the course-level.

Chair Middleton asked for confirmation that as described, all students in a class are either satisfactory/unsatisfactory. SAVC Ament confirmed this. Chair Middleton noted that some four-year institutions will take unsatisfactory grades and recalculate them for GPA purposes to determine admissions as an “F”. SAVC Ament noted that information and will share it back with the rest of the team in the office of Strategy and Academic Governance.

SAVC Ament noted that the number of courses that are eligible for satisfactory/unsatisfactory classes are very limited, particularly relating to our taxi and forklift programs.

Chair Middleton noted that these being certificate programs, many of these students will not directly transition to four-year institutions. SAVC Ament confirmed this to be true.

Next, Senior Associate Vice Chancellor Hodge next provided an update on Adult Education, specifically the Gateway pilot program which is a model developed by the District to encourage students to transition by subsidizing their tuition 50% for four semesters. SAVC Hodge noted that nationwide adult education transition to credit programs is at approximately 2% and this program is designed to try and increase this percentage at City Colleges. SAVC Hodge noted that in the current school year CCC has had almost 2,000 students transition to credit programs already which is about 10% of our student enrollment. SAVC Hodge noted that the tools for the Gateway program now been rolled out to all the colleges after piloting at Truman earlier this year.

Chair Middleton asked about the demographics of the participants in the Gateway program. SAVC Hodge noted that these students are closer to traditional college age than our adult education population overall.

SAVC Hodge next provided an update on the Bridges program, which is for students at the sixth-grade level and above. The Bridges program is an intensive GED preparation program where students also learn about a career of interest and they also take a credit class for free during their second semester. SAVC Hodge noted that Bridges participants have to commit to 16-18 hours per week and the goal is to transition these students into the Gateway program. SAVC Hodge noted that we have established two new IT-focused Bridges programs at the Wright College main

campus and then during the spring at the Humboldt Park satellite and most recently at Daley College.

Committee Chair Lawson asked about the nature of the IT courses in the Bridge program. SAVC Hodge noted that participants learn about the Internet of Things and different kinds of careers in the IT field. They also take a credit class on introductory to computer science.

Committee Chair Lawson asked about the timeline for compliance on recent changes to requirements for WIOA. SAVC Hodge noted that Fiscal 2019 would be the federal requirement for compliance, however she noted that the District is hoping to have developed most of the Student Learning Outcomes (SLO's) for our language arts and math classes by the fall of 2017. Thereafter, there will need to be training of teachers on how to incorporate these into the standardized curriculum.

Chair Middleton asked about the penalty for not meeting the federal WIOA requirements. SAVC Hodge noted that they are minimal. We would likely be asked by the State to continue to work on the issues.

Committee Chair Lawson asked if there are grants or other funds that we receive that would be impacted by not meeting these requirements. SAVC Hodge noted that there are not at this time, but that this could change in the future.

SAVC Hodge noted that we have four key grants in the Adult Education arena: State Performance, state basic, federal performance and federal basic. These funds are tied more to the gains that students make than retention. She noted that we are required to have memoranda of understanding with workforce centers and through the Chicago Cook Workforce Partnership.

Committee Chair Lawson asked for a future update on other regulatory pressures facing the district as part of a deeper dive on WIOA changes and requirements. SAVC Ament also suggested that a deeper review of gainful employment would be a good supplement to this review.

Chair Middleton asked how does Adult education slot into our strategic goals with regards to serving other needs of the City. SAVC Hodge indicated that we currently have 72 off-site program locations for our Adult education programs and there is no specific limit to our ability to expand these services as demand increases. SAVC Hodge noted that we are currently working to cross index the neighborhoods in the City with the highest percentage of students without a GED with where we already have an Adult education program or facility. SAVC Hodge noted that there are 339,000 people without a GED in Chicago alone, so there is a large growth opportunity for City Colleges in this area.

Next, Senior Associate Vice Chancellor Keiser provided an update on district-wide assessment efforts.

Chair Lawson asked for additional discussion of ongoing efforts in this area both at the college level and across the district incorporating a discussion of value and challenges from a faculty perspective.

Chair Middleton noted that this is a risk management area as it relates to accreditation and as such, the Board would be interested in continued discussion of this topic.

Next, SAVC Keiser provided an update on the syllabus repository project.

Committee Chair Lawson asked for confirmation that the goal of this project is not uniformity across the colleges.

Executive Director of Web Services Berns provided a review of learning management systems at City Colleges.

Committee Chair Lawson asked about faculty and staff response to the planned issuance of an RFP to determine whether we should continue the use of our existing provider, Blackboard or identify a different provider. Director Berns noted that there are some who have expressed concern with the possibility of moving to a new platform since they have spent, in some cases years, developing their course materials in the existing system.

Committee Chair Lawson asked for the committee and members of the board to be informed about the financial scenarios as this process moves forward.

Chair Middleton noted that in the case of a transition between the existing system and possible new system there would need to be some period of overlap which could both increase costs and also confusion for students and faculty.

Committee Chair Lawson asked if during the proposal process, faculty and staff are learning about how other institutions have bridged from old platforms to new ones. Director Berns noted that we have talked with other colleges and some members of the planning committee have gone through learning management system transitions at other institutions.

SAVC Ament concluded this portion of the agenda by highlighting upcoming requests for board action on various policies by the office of Strategy and Academic Governance.

Committee Chair Lawson asked for an explanation of what consortium agreements will need to be clarified by the board as mentioned during the course of the meeting. SAVC Ament noted that students can designate a home school and a host school which are outside of the City Colleges. These agreements will clarify the relationships between these institutions as it relates to issues of financial aid.

In discussing placement tests and related tools, Committee Chair Lawson asked about the relationship between the number of individual users and the number of submitted placement tests. SAVC Keiser noted that when students log onto the system a credential is created and students take one or both available placement tests in English and Math.

Update on the Mayor's Early Childhood Workforce Development Task Force

Samantha Aigner-Treworgy provided an update on the work of the Mayor's Early Childhood Workforce Development Task Force.

Committee Chair Lawson asked what is the timeline for beginning the implementation of the recommendations of the Task Force. Ms. Aigner-Treworgy indicated that the task force is hopeful to begin the work of implementation by the end of summer.

Committee Chair Lawson noted that with the current course loads and resource challenges facing the CCC team, it might be good to engage with the Senior Associate Vice Chancellors directly going forward to facilitate additional efforts as the Task Force gets underway in the implementation phase of its work.

Committee Chair Lawson asked if CCC has automated interfaces to agencies outside CCC. Senior Associate Vice Chancellor Chavez noted that we do not and that data transmittal processes involving outside agencies usually involve uploading content to a website of some kind.

Committee Chair Lawson asked about bridge initiatives within CCC that try to develop interest and participation in the early childhood career field. Ms. Aigner-Treworgy noted that there is interest by the Task Force in thinking about how to facilitate building a pipeline for people into the field of early childhood education both inside and outside CCC.

V. ADJOURNMENT

At 11:53 a.m. Committee Chair Lawson adjourned the meeting.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Tracey B. Fleming, Chief Advisor to the Board