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**APPROVED—BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 5, 2018**

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

MINUTES

**ACADEMIC AFFAIRS AND STUDENT SERVICES COMMITTEE MEETING
FRIDAY, SEPTEMBER 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 Student Services Committee meeting of the Board of Trustees of Community College District No. 508 was held on Friday, September 22, 2017 at 1:00 p.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

ATTENDEES

TRUSTEES

Marisela Lawson, Committee Chair
Clarisol Duque, Secretary
Deborah Telman

CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming (teleconference)

CHANCELLOR

Juan Salgado

PROVOST AND CHIEF ACADEMIC

OFFICER

Mark Potter

GENERAL COUNSEL

Eugene Munin

OFFICERS OF THE DISTRICT

Eric Lugo – *Executive Vice Chancellor, Institutional Development*
Diane Minor – *Vice Chancellor, Administrative Services and Procurement*
Kimberly Ross – *Chief Talent Officer*

OTHER ATTENDEES

Kai Love Davis	CCC District Office
Mike Heathfield	Harold Washington College
Armen Sarrafian	Harold Washington College
Jonathan Keiser	CCC District Office

I. CALL TO ORDER

Committee Chair Lawson called the September 22, 2017 Academic Affairs and Student Services Committee meeting to order at 1:00 p.m.

II. ROLL CALL

The Chief Advisor to the Board called roll:

Clarisol Duque	Present
Deborah Telman	Present
Marisela Lawson	Present

III. WELCOME

Committee Chair Lawson thanked everyone for their presence and for the staff preparation for the committee meeting, expressing the trustees' appreciation.

IV. CHANCELLOR AND PROVOST REMARKS

Chancellor Salgado noted that he and Provost Potter aligned their priorities and were being sure to hit their timeline objectives. He also noted that the shared mission of the team.

Provost Potter affirmed Chancellor Salgado's statement, and also noted that moving forward, they would be looking to actively engage with the Board regarding issues of academic quality.

Chancellor Salgado commented on the shared leadership framework being discussed with faculty and how the central District Office and colleges were working towards a shared vision.

V. REVIEW AND APPROVAL OF AGENDA ITEMS

Next, Committee Chair Lawson initiated the review of October Board Reports.

Deputy Provost Keiser reviewed Resolution 1.03, the acceptance of the renewal and non-renewal of non-tenured faculty. Committee Chair Lawson asked if the amount of people going through this process for training was low, high or average, and if there was any indication of how many had gone through during the previous October cycle. Deputy Provost Keiser noted that the numbers have been dwindling as a result of faculty hires being lower over the previous two or three years. He went on to say that this meant that three new faculty members are now in their first or second semester. Committee Chair Lawson asked if there was a target in mind, to which Deputy Provost Keiser answered no, as the faculty is being right-sized to match the lower enrollment, with less need for full-time hires.

Trustee Telman asked what someone getting a tenure in college success meant. Provost Potter noted that a small number of faculty hired full-time were hired to teach the college success course. Trustee Telman also asked if there was enough tenured faculty with the appropriate degree to teach in the engineering program, given the desire to develop the program. Deputy Provost Keiser responded that has not been a recent assessment on that, though there are two very solid full-time faculty members, and hiring will depend on enrollment growth.

Secretary Duque inquired how the CCC process compares with a four-year institution. Deputy Provost Keiser noted that four-year institutions have research components involved in tenure, which CCC does not have per se, as CCC is more interested in faculty being experts in the discipline pedagogy of teaching, not research.

Secretary Duque then asked if evaluation on the area of expertise a factor. Provost Potter clarified that content knowledge, content experience, and the ability to remain current in the content field are dimensions of teaching up for evaluation.

After Executive Vice Chancellor Lugo reviewed the Resource Development Report, Committee Chair Lawson noted that the trustees would like to see more about the strategy and process behind grant review moving forward, such as ideal formulas, and being more transparent about things being worked on. Trustee Telman also suggested having metrics anticipating how much grants will generate for the year as benchmarks. Chancellor Salgado noted that such processes are being worked on and cultivated, including the CCC Foundation.

Next, Provost Potter reviewed Agreement 4.10. Trustee Telman asked how big the vendor company was. Provost Potter responded that it is not as big or well known as blackboard, but a known product in higher education. Trustee Telman inquired after student experience with the product, especially community college students. Vice Chancellor Minor spoke about the input and evaluation criteria for picking the product and vendor.

During the review of Agreement 4.11, Committee Chair Lawson asked if the evaluation criteria used for the current vendor had been used for PeopleSoft – Vice Chancellor Minor responded no. Trustee Telman asked about company ownership, if it was an MBE/WBE. Vice Chancellor Minor noted that it was not, however, it worked with other companies and made an effort to engage companies to work with that fit the acceptable criteria.

Executive Vice Chancellor Lugo reviewed Purchase 5.04 regarding advertising services. Committee Chair Lawson asked if there was a good sense of what advertising tactic worked well and how judgment calls were made. Executive Vice Chancellor Lugo spoke about the experimentation and observations between tv advertisement and the leveraging of social media, noting that they would be keeping a close eye over the course of the year.

Vice Chancellor Minor reviewed Purchase 5.05, noting the hope for larger spending authority and that most of the businesses were local Chicago businesses. Chancellor Salgado noted the importance of purchasing local. Secretary Duque asked if there was a way to capture minorities or businesses that are not registered as such. Vice Chancellor Minor said in terms of the program approved by the Board, no, but that in the notations of the Board Report itself, the fact that it was a minority owned business, though not certified, is still listed. Secretary Duque noted that it would be important moving forward to remain aware of minority owned businesses and how it impacts CCC alumni as they could go on to become vendors themselves.

Concluding the review of the October board Reports, Committee Chair Lawson asked for a motion to recommend the reviewed Board Reports to be included in the Consent Agenda of the October 5, 2017 Regular Board Meeting.

<Motion> Secretary Clarisol Duque

<Second> Trustee Deborah Telman

Motion Carried.

VI. PRESENTATION AND DISCUSSION

Speakers: Mark Potter, Provost; Armen Sarrafian, Vice President, Harold Washington College; Mike Heathfield, Professor, Harold Washington College

- **Harold Washington College mission statement**

Provost Potter opened the discussion on Harold Washington College's re-accreditation cycle, noting that it was an opportune time to revise the mission statement of the college. The Provost introduced Vice President Sarrafian and Professor Heathfield.

Vice President Sarrafian opened by noting the importance of revising the mission statement, and noting the work that the accreditation team and Dr. Heathfield had been doing thus far.

Dr. Heathfield noted the process that had already been undertaken thus far regarding the mission statement, including conducting a survey regarding values of beliefs, starting back in 2016. He noted that the new mission statement is not much different from the original 2008 one, but that there are some key word changes and structured slightly different; the content remains the same

for the most part. Dr. Heathfield also noted that the team was ready to begin engaging the rest of the Harold Washington community and key stakeholders in the mission statement process.

Committee Chair Lawson asked if there any outstanding or loaded words included, to which Dr. Heathfield answered no.

Trustee Telman noted that there was a lot feedback throughout the mission statement process. She further asked if that was more aspirational, especially given accreditation. Vice President Sarrafian noted the difference between vision and mission, noting that mission should be something that you already have the tools to work on. Trustee Telman asked about the survey, asking how big the pool was, given that they sent it to 375 people.

Dr. Heathfield noted that it went to everyone. Vice President Sarrafian noted that there were 250 hard responses to the survey, with lots of discussions within the team faculty meetings. He noted that the response rate was not bad per se, if including the ongoing discussions and wordsmithing occurring in committees and meetings. Trustee Telman inquired about the response rate.

Dr. Heathfield responded that it was 254 out of 8,000 students and 750 faculty combined. Trustee Telman noted that it was not a great response rate looking at the total, which Vice President Sarrafian conceded for the hard copy.

At this point, Secretary Duque departed from the committee early, thanking everyone for their work. Trustee Telman asked if the trustees needed to approve the mission statement; Provost Potter noted that there was some uncertainty, requiring follow-up. Committee Chair Lawson said that there would be no action on it today, regardless.

- **Provost vision and goals for FY18**

Next, Provost Potter began the discussion on provost vision and goals. He began by acknowledging the work of Jonathan Keiser, Meredith Ament, and Nancy Chavez on his team. Provost Potter spoke about the role of provost and chief academic officer in broad terms, not specific to CCC, and the principle responsibilities of academic quality and academic strategy.

Committee Chair Lawson inquired which title Provost Potter used primarily – Provost, Provost and Chief Academic Officer, etc. Provost Potter noted that “provost” captured it. Trustee Telman further clarified regarding responsiveness of the provost role, wondering where the connection between provost and students was, as Provost Potter had already mentioned the connection with the Chancellor and the faculty.

Provost Potter noted that the provost drives the agenda set by the Chancellor and the leadership team aligned to the mission, and noted that he would have more direct and specific to CCC comments later. He did note, however, that the provost is the only position that typically focuses on students on a leadership team. Trustee Telman responded that everyone needs a constant reminder that everything should be about the student, students first.

Provost Potter spoke about the position of provost and the Office of Academic and Student Affairs, and the roles of being connectors across the District. He mentioned the importance of communication and fostering employee engagement.

Next, Provost Potter shared a few of the goals he set for CCC. Among these goals included a dynamic research agenda and creating metrics for the student experience. Trustee Telman and Committee Chair Lawson asked for the Provost to clarify what he meant by research on the student experience.

Provost Potter responded that developing partnerships with other local Chicago universities and learning from them on how they study and collect data on the student experience would be key. Research in this instance, the Provost noted, was not setting up an academic press and publishing. Rather, it was focused on gathering data and useable information regarding the students themselves and the CCC experience.

The Provost went on to share about other goals, including operating and developing the College to Careers Program, creating a strategic enrollment plan, improving the process students enter into college-level math and English, and develop an advising and student assistance program. Committee Chair Lawson clarified that the career and academic advising were separate before and what the goal was for them in the end. Provost Potter noted that there needed to be more thoughtful integration between academic and career advising. Provost Potter also noted that the desire to expand the adult education opportunities, as well as adopt a new learning management system.

Trustee Telman inquired about the other chief academic officers and how these goals are communicated to them. Provost Potter noted that there were three vacant vice president positions, which CCC was trying to fill, at least on an interim basis until the presidential searches were concluded. He noted the plan to meet with the interim vice presidents periodically and establish a community practice of meeting. The Provost also noted the standing meeting once a month with vice presidents, deans, and members of the District staff.

Chancellor Salgado noted that it is a high order, and that the hiring freeze has also created leadership challenges in this sense. The Chancellor noted that the presidents and vice presidents have been functioning as presidents and vice presidents. Trustee Telman inquired as to why, if they have not been empowered.

Chancellor Salgado responded affirmatively, noting that the District Office has empowered the presidents and vice presidents, making it difficult to work externally. The Chancellor noted that the new model and initiatives proposed by Provost Potter would help clarifying the roles of the presidents and vice presidents so as not to create overlap. The Chancellor noted the work he also needed to do to assist.

Trustee Telman noted that the Provost had said the goals were co-created and then moving these goals out in tandem with the chief academic officers – she asked for clarification where the Chancellor’s goals fit in, if they were separate.

Provost Potter noted that they were his draft goals, and that they are not surprises to college leadership. Committee Chair Lawson noted that the new structure and goals change the way everyone engages at all the colleges. She noted that it would be interesting for Provost Potter identify the top priority, as well as some specific initiatives that would be launched and could be tracked for success.

Chancellor Salgado affirmed the changes that would be seen, and the Provost’s work, noting that changes would be happening over time as the model went from conceptual to being put in practice.

VII. ADJOURNMENT

Committee Chair Lawson thanked everyone for their time and adjourned the meeting.

Meeting Adjourned 3:12 p.m.

**Clarisol Duque
Secretary
Board of Trustees**

Submitted by – Ashley Kang, Assistant Board Secretary