

# 33508

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, DECEMBER 1, 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, December 1, 2017 at 1:00 p.m., District Office, 226 W. Jackson Boulevard, Room 301, Chicago, Illinois 60606.

## ATTENDEES

### TRUSTEES

Marisela Lawson, Committee Chair  
Diana Campos, Student Trustee

### CHIEF ADVISOR TO THE BOARD

Tracey B. Fleming

### CHANCELLOR

Juan Salgado

### GENERAL COUNSEL

Eugene Munin

### OFFICERS OF THE DISTRICT

Jennifer Mason – *Vice Chancellor of Legislative and Community Affairs*

### COLLEGE PRESIDENTS

Eduardo Garza – *Richard J. Daley College*

**OTHER ATTENDEES**

Alex Underwood	CCC District Office
Jonathan Keiser	CCC District Office
Christian Collins	CCC District Office
Michael Crawford	CCC District Office
Anne Panomitros	Daley College

**I. CALL TO ORDER**

Committee Chair Lawson called the December 1, 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:

Marisela Lawson	Present
Diana Campos	Present

**III. WELCOME**

Committee Chair Lawson welcomed everyone to the Friday afternoon meeting. She thanked Student Trustee Campos for joining her today, as well as the Chancellor and the rest of the staff for their attendance.

**IV. CHANCELLOR AND PROVOST REMARKS**

Chancellor Salgado noted the IBEW agreement, and the work of CCC staff. The Chancellor also pointed out the degree audit system, and the desire to share the process and systems surrounding degree audit with the trustees.

**V. REVIEW OF AGENDA ITEMS AND DISCUSSION**

Speakers: Jonathan Keiser, Deputy Provost; Alex Underwood, Executive Director of Academic Assistance and Student Records; Eduardo Garza, President, Daley College; Anne Panomitros, Vice President of Academic and Student Affairs, Daley College

• **Follow up from the Office of Institutional Advancement**

In the absence of Executive Vice Chancellor Lugo, Vice Chancellor Mason gave an update regarding two new hires that would help strengthen the development efforts of the Office of Institutional Advancement. The Vice Chancellor of Advancement role would help in the fundraising goals, as well the Executive Director of Alumni Relations to assist in building and

strengthening alumni giving. Vice Chancellor Mason also noted that a partner vendor had been identified to assist with the gala. Both the hires and the gala would help in the mission to fundraise.

- **Degree audit system**

Next, Director Underwood presented on the degree audit system. Director Underwood noted that degree audit was an initial evaluation tool to measure a student's academic record against the approved academic curriculum and approved academic policy. He noted that it helps take the student information and program requirements and produces a degree progress report.

Committee Chair Lawson clarified how the program produced the report. Director Underwood answered that it mapped the faculty curriculum requirements were used as an evaluative tool.

Committee Chair Lawson asked if the system showed any early warnings signs given timeline and degree completion. Director Underwood answered that it was used as a positive tool, but further incorporated non-degree requirements and some financial aid components as well to get a more holistic picture for advising and communications. Director Underwood noted that it helps the advising team guide the students in their course registration process.

Committee Chair Lawson inquired about the student body's response to the degree audit tool. It was noted that students were able to track their degree progress. Additionally, no negative feedback was necessarily noted, but returning students appreciated using the tool. Student Trustee Campos noted that students did not necessarily get great communication regarding which classes did not match their degree requirements. She suggested somehow showing which courses would not be covered by financial aid very clearly on the web page. Director Underwood responded that they would look into building into a better visual cue as versus relying just on communications. He noted that there were two messages typically sent – one regarding academic choices and a second one regarding financial aid.

Student Trustee Campos noted that it would be helpful to have tools to best understand pathways and degree completion options, as some students do not visit advisors and some advisors are not necessarily clear. It was further clarified that completing a degree via recommended courses was different from pathways, which focused on future careers and student transfer to a four-year institution. It was strongly encouraged to have students seek advising to guide pathways, while the degree audit system would help them complete the CCC degree. Director Underwood further clarified that the intention was to have the degree audit system help with degree completion and the planning tools assist with determining pathways and more specific course advising.

Deputy Provost Keiser noted that students were completing degrees more efficiently. Committee Chair Lawson noted that it would be interesting to see what has been learned thus far from the degree audit system as well as the pathway system. It was noted that the data was there, it was a matter taking the data and making it workable and do additional analysis, especially in regards to scheduling. Director Underwood noted that these were next steps.

Director Underwood shared the old system of more paper and manual transcription, as well as the issues with the older system.

Committee Chair Lawson asked about who was looking at the degree audit data aside from students. Director Underwood responded college presidents and deans used the aggregate data, as well as faculty and advising staff.

- **Review of December Board Reports**

Next, Committee Chair Lawson initiated the review of board reports by inviting President Garza to review Resolutions 1.03, 1.04, and 1.05.

Committee Chair Lawson asked if there were other contenders for Resolution 1.04 and 1.05. Chancellor Salgado noted that options were limited to partners who would allow CCC more influence, as well as issues of maintaining accreditation. Committee Chair Lawson clarified that the agreement was now in a comfortable place for CCC. Chancellor Salgado answered yes. There was further discussion regarding agreements that set up partnerships between CCC colleges and other institutions and organizations.

Deputy Provost Keiser reviewed Resolution 1.06. Committee Chair Lawson clarified what was meant by expanding. Deputy Provost Keiser responded that the intention was expanding to three additional cohorts. Committee Chair Lawson also asked what the success rate looked like. Deputy Provost Keiser noted that employment and placement of graduates in the field was a measure. Committee Chair Lawson inquired about the student body. Deputy Provost Keiser responded that there was some active military members, some in early 20s, some with IT backgrounds; essentially, he responded, a wide variety of backgrounds and experiences.

Next, Vice Chancellor Mason reviewed Agreement 4.10. Deputy Provost Keiser reviewed Purchase 5.01. Associate Vice Chancellor Fuentes reviewed Purchase 5.02.

Committee Chair Lawson concluded by recommending the reviewed board reports for inclusion on the Consent Agenda for the December 7, 2017 Regular Board Meeting.

## **VI. ADJOURNMENT**

With the conclusion of the discussion, Committee Chair Lawson thanked everyone for their time and adjourned the meeting.

Meeting Adjourned 2:19 p.m.

**Clarisol Duque  
Secretary  
Board of Trustees**

**Submitted by – Ashley Kang, Assistant Board Secretary**