

DEAN'S CAMPUS ADVISORY COUNCIL MINUTES

TUESDAY, DECEMBER 5, 2023

First Tuesday of the month from 8:30 to 9:30 a.m.

DON 132

MEMBERS:

<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO • <input type="checkbox"/> Kelley Turner, Exec. Dir. Of Operations • <input checked="" type="checkbox"/> Cari Schwen, Exec. Dir. Fiscal Services • <input checked="" type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/Fin. Aid • <input checked="" type="checkbox"/> Jessie Pate, Dir. IR/Effectiveness • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing • <input type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input checked="" type="checkbox"/> Della Dubbe, Dir. Library Learning Hub • <input checked="" type="checkbox"/> Ann Willcockson, Dir. TRIO & Retention • <input type="checkbox"/> John Rutherford, Dir. Of Facilities & Maint. 	<ul style="list-style-type: none"> • <input type="checkbox"/> Stephanie Hunthausen, Exec. Dir. CTE/DE • <input type="checkbox"/> Paul Nicholson, Fac. Senate Pres. • <input checked="" type="checkbox"/> Beau Howard, Staff Senate President • <input type="checkbox"/> Ryan Loomis, Director CEC, SBDC • <input checked="" type="checkbox"/> Seth Roby, Gen. Ed. Art Instructor • <input checked="" type="checkbox"/> Amy Kong, Dir. eLearning & Faculty Dev. • <input checked="" type="checkbox"/> Debra Rapaport, Director of Nursing • <input checked="" type="checkbox"/> Emily Schuff, Director of Student Life • <input type="checkbox"/> Mel Ewing, CIO • <input checked="" type="checkbox"/> Melanie Heinitz, Exec. Asst. & Office Manager (Recorder)
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Mastermind Discussion:

- **Approve Minutes:**
 - Jessie made a motion to accept the minutes as read, and Ann seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:**
 - All links need to be active for our NWCC reporting. No dead link, large website changes need to be on hold until after the review. Jessie will remind the IT department of the need to keep links active.
 - Policy updates will be another discussion.
 - Off-campus databases have been offline since last Thursday, and students are unable to use the databases in the library. UM is not able to fix this problem. Students will need to see library staff for assistance.
 - Open Access Articles are accessible.
- Fall 2023 Enrollment Summary (Jessie)
 - It will be posted in the Employee Drive.
 - Tabs with additional information
 - Charts for programs
 - Number of students
 - Comparison with national numbers
 - 99 students enrolled in high school are currently taking courses on our campus
 - 50 students are using our Quottly option
 - Tracking students by meta majors
 - Definition of online courses
- D-identify data from FAFSA to allow reporting
 - Formula conversion $\frac{\text{fall credits}}{\text{semester}} = \text{FTE}$

Annual average FTE (AAFTE)

Summer FTE + Fall FTE + Spring FTE

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- Jessie will add a tab with definitions for campus reports
- It will be posted in the HC Main Team
- January Meeting with Jen Hensley at the Airport Campus: DISC report and Gracious Spaces combination.
 - Circle Report of all our placements with DISC – Robyn will share this with all DISC individuals on campus.
 - How do we work with new employees to be part of DISC moving forward?