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:

- ☒ Sandra Bauman, Dean/CEO
- ☑ Kelley Turner, Exec. Dir. Of Operations
- ☒ Cari Schwen, Exec. Dir. Fiscal Services
- ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- ☒ Jessie Pate, Dir. IR/Effectiveness
- ☐ Abigail Rausch, Director of Marketing
- ☐ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☐ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Della Dubbe, Dir. Library Learning Hub
- ☒ Ann Willcockson, Dir. TRIO & Retention
- ☒ John Rutherford, Dir. Of Facilities & Maint.
- ☐ Stephanie Hunthausen, Exec. Dir. CTE/DE
- ☐ Paul Nicholson, Fac. Senate Pres.
- ☒ Beau Howard, Staff Senate President
- ☐ Ryan Loomie, Director CEC, SBDC
- ☒ Seth Roby, Gen. Ed. Art Instructor
- ☐ Amy Kong, Dir. eLearning & Faculty Dev.
- ☒ Debra Rapaport, Director of Nursing
- ☐ Emily Schuff, Director of Student Life
- ☐ Mel Ewing, CIO
- ☒ Melanie Heinitz, Exec. Asst. & Office Manager (Recorder)

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 \( \text{fall credits} = \text{semester FTE} \)
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?