

## Standard Six Committee Meeting

Oct. 23, 2012

### Minutes

Attending: Michael Cunningham, Bob Cipolla, Anne Marie Marge, Dennis Najarian, Brenda Micheletti, and Denise Szymczuk.

The Committee Chair, Michael Cunningham began the meeting at 11:00 a.m. He updated the committee on progress and news. He announced that minutes will be required for every committee meeting and submitted to Donna Mesoella. A review of what needs to be accomplished and the timeline for each goal was discussed.

#### Goal #1 Improve placement testing tools, academic standing

The College needs to look at ACCUPLACER testing alternatives and determine if there are feasible alternatives. Alternatives might include high school G.P.A., or non-cognitive tests. A student with high motivation can often succeed despite low ACCUPLACER scores. Chairs need to examine if the process works when close to fifty percent of students need to repeat Math 0500. If placement skills are based only on test scores they may not be accurate. The Math Chair and English Chair need to meet to discuss placement testing and if they would be willing to accept alternative methods.

#### Goal #2 Retrieve and utilize data to improve retention & graduation (including setting goals)

Deb Aiken reported at a Dean's and Director's meeting that a new method of counting graduation rates was in place. The College will now be able to electronically identify students who graduate and not rely on self-reporting by students. This should be a more accurate method and should result in a small increase in the current number. The current graduation rate based on self-report does not capture all students. This will now allow the College to produce a reasonable, attainable goal for retention and graduation rates. A goal can be established which will allow plans to be developed to meet that goal. Deb will suggest to the President's Council what reasonable goals are.

#### Goal #3 Develop and /or disseminate Student Services philosophies and policies

By Dec. 1 every department will be on board to put on-line their mission statement, ethical standards of practice, confidentiality policy, retention policy and co-curricular learning outcomes. Many can use Professional Standards from their respective fields and accrediting boards to frame their work. The Athletic Dept. currently exceeds the NJCAA standards and can be seen as an example.

Goal #4 Improve Institutional Effectiveness by developing dissemination and planning protocols for Student Satisfaction Survey and increasing the number of Student Development Officers in Advising and Counseling

A student satisfaction survey has been conducted for the last three years. The data from previous surveys has not been analyzed. Another student satisfaction survey will be conducted this fall. The data needs to be processed and disseminated to departments to analyze the data.

Advising and Counseling is requesting two more full-time advisors. Bob Cipolla spoke to the importance of students receiving one on one advising at freshmen registration. The needs of community college students even in the same program are vastly different and make a group approach ineffective. Having the continuity of the same advisor is seen as a key to retention. Training for advisors is a lengthy process requiring a minimum of six months. Advisors in the Athletic program are interested in getting training to enhance their counseling abilities.

Goal #5 Are we making the most of what we learned in FOE experience? Did we develop and implement a new FYE course?

The FoE Implementation group sent to the Vice-President of Academic Affairs recommendations to review. The Vice-President needs to review the models and decide on the model before the group proceeds.

General:

Make sure everything is done on the fall 2012 timeline. A second assessment needs to be done and completed before Dec. 1

Standard Six is composed of four areas, Admissions, Retention & Graduation, Student Services, and Institutional Effectiveness. The following committee members are responsible for the each component.

|                    |               |
|--------------------|---------------|
| Dennis Najarian    | 6.3 and 6.4   |
| Bob Cipolla        | 6.1 and 6.2   |
| Brenda Micheletti  | 6.5 to 6.9    |
| Michael Cunningham | 6.10 and 6.11 |
| Denise Szymczuk    | 6.13 to 6.15  |
| Kevin Salisbury    | 6.19 to 6.21  |
| Anne Marie Marge   | 6.16 to 6.18  |

All documents need to be scanned and sent to Donna Mesoella.

Meeting adjourned 12:06

Minutes respectively submitted by Anne Marie Marge