

**ILLINOIS VALLEY COMMUNITY COLLEGE**  
**Board of Trustees**

**Planning Committee Meeting**  
**November 3, 2015**

The Planning Committee of the Board of Trustees of Illinois Valley Community College District No. 513 met at 5:45 p.m. on Tuesday, November 3, 2015 in the Board Room-C307 at Illinois Valley Community College.

**Committee Members** Michael C. Driscoll, Committee Chair  
**Physically Present:** Jane E. Goetz  
Laurie A. Bonucci

**Committee Members**  
**Absent:**

**Board Members Present:** Austin M. Burnette

**Others Physically Present:** Jerry Corcoran, President  
Cheryl Roelfsema, Vice President for Business Services and Finance  
Deborah Anderson, Vice President for Academic Affairs  
Mark Grzybowski, Associate Vice President for Student Services  
Matt Suerth, Director of Institutional Research  
Stephen Alvin, Instructor

The meeting was called to order at 5:45 p.m. by Dr. Driscoll.

**ICCB PROGRAM REVIEW REPORT**

Programs reviewed were the Renewable Wind Energy Technology, Nursing (RN) and Practical Nursing (LPN), Certified Nursing Assistant (CNA), and Marketing. The Wind Energy program trends will be monitored due to the drop in enrollments. Employment opportunities are still available in the district, but not at the same levels as when the program first started. Students pursuing this program have also been able to gain employment in the solar power industry and as industrial maintenance technicians. If enrollments remain low, the Program Coordinator can work with the Electronics and Electricians AAS degree program Advisory Committee to review the possibility of incorporating the renewable wind energy courses/content into the AAS degree or the College can look into the option of offering the wind energy program every other year, using a “cohort” model to maximize enrollments. This program will be evaluated again in two years to determine a plan of action. The CNA and Nursing programs are going well and the NCLEX pass rates have increased since implementing a Plan for Success program. Enrollments in Marketing have dropped, but the program continues to generate revenue. More students are choosing the AAS in Business Administration opening more avenues to jobs. Also, enrollment at IVCC has continued to drop as a whole, which is an overall trend that has filtered down to the Marketing program. The Humanities and Fine Arts Division was reviewed. This Division accounts for most

of IVCC's dual credit. There are concerns in the division that dual credit is detracting from enrollments on campus. Is the College borrowing against the future enrollments by offering these classes in the high school? Would the students have attended IVCC anyway? The administration does not have the answers to these questions, but is monitoring the trends very carefully. Vocational Skills were reviewed as the cross disciplinary area. Reductions in registered credit hours can be directly linked to specific factors over the past five years – 1) the College's overall drop in enrollment and credit hours; 2) the recalculation of the codes to align with ICCB resulted in the credit hours no longer being reported in this category; and 3) a weak economic climate. Advising and Counseling were reviewed. Counselors are preparing more detailed notes on each student so there is a past history in their file in the event the student does not see the same counselor for their next appointment. There is an improved counselor-to-student ratio and an increase in the number of students served by increasing the number of walk-in counselors available to students. With the introduction of SKYPE, students can see and speak to a counselor without having to make an appointment or travel to the campus.

### **NATIONAL STUDENT CLEARING HOUSE FALL 2008 COHORT**

The report indicates IVCC students complete at rates higher than the National categories whether they complete here or go somewhere else. Full-time students tend to do better than part-time students. The report says a lot about the good work that IVCC is doing.

### **SYSTEMS APPRAISAL REPORT**

The Higher Learning Commission (HLC) provides a System Appraisal Feedback Report in response to IVCC's Systems Portfolio. Reviewers noted that IVCC may not be fully committed to Continuous Quality Improvement because the data is not managed and used to make decisions. Reviewers noted a need to develop and implement practices that will allow its CQI efforts to continue despite turnover in key positions. Processes should have been in place to help the College move forward. Reviewers also noted a formal process for evaluating part-time faculty is not in place. Part-time faculty are evaluated but not with a process that is consistent for everyone. The College is effective in the Plan-Do cycle, but needs improvement with Study-Act. Before the next accreditation visit, work will be done on using assessment results in planning and improving student learning and a formal process for evaluating part-time faculty will be in place. The Accreditation Visit will take place October 17 – 19, 2016.

### **2015 ACTION PROJECT RESPONSE**

Institutions are required by the Higher Learning Commission to have three action projects. Reviewers noted the slow progress on the Implementation of Learning Outcomes Assessment Project. They suggested an action project should concentrate on small projects that can be completed in a year. This project is scheduled to extend an additional two years. Reviewers congratulated the College on the second project, Partnership and Stakeholder Satisfaction Surveys. It was agreed to suspend the third project, Faculty Productivity and Satisfaction Survey, until such time that the College can devote the necessary resources to its completion. The recommendation is to continue with the first project and close the other two projects out once new projects are developed. The Strategy Forum recommended an action project on Managing Data and Creating a Dashboard. This project will be presented to the Strategic Leadership and Planning Council (SLPC) for approval and the second project will be determined in conjunction with the SLPC.

### **KEY PERFORMANCE INDICATORS UPDATE**

The Key Performance Indicators (KPIs) have been reviewed and have been trimmed from nine to six to better align with the Higher Learning Commission's (HLC) AQIP strategic goals. The KPIs will benefit from the new action project – Managing Data and Creating a Dashboard.

### **NATIONAL COMMUNITY COLLEGE BENCHMARK PROJECT (NCCBP)**

This project has been conducted annually, during the spring term at IVCC since 2007. Each school that participates has the opportunity to compare themselves with other colleges on over 150 benchmarks such as student demographics, measures of student success, faculty and staff data, etc. The report focuses on selected strengths and opportunities for the College. The NCCBP considers a strength as any metric above the 75<sup>th</sup> percentile on the national survey and opportunities for improvement as any metric below the 25<sup>th</sup> percentile. IVCC excelled in several academic measures. The area most in need of improvement is the percent of distance learning credit hours of total credit hours. IVCC is applying to become a member of the State Authorization Reciprocity Agreements (SARA) to provide distance learning to students who do not reside in Illinois. The administration is working with Interact Communications to find out if its in-district students want more online courses. The good news is that the College's strengths outweigh the opportunities for improvement by a four-to-one margin.

### **COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE)**

This survey was administered to approximately 517 students during the spring semester 2015. Fifty-six randomly selected courses were chosen for participation. The 517 students that completed valid surveys represent 86 percent of the targeted 600 student sample. The CCSSE survey combines results from 38 questions into five benchmark categories which contribute greatly to student success. IVCC's numbers decreased in four of the five categories. Any category with a three percent difference is significant. Three of the four had less than a three percent difference and the fourth category had a difference of -3.1. IVCC's general experience indicators increased in two of the three categories. Overall, IVCC students are happy and would recommend the College to family and friends.

### **BOARD POLICIES (NEW AND REVISED)**

With the reauthorization of the Violence Against Women Act of 1994, the administration has taken a long look at the Board Policy – Sexual Misconduct, Sexual and Other Harassment. A draft of the policy was presented to the Board attorney for review. Other policies were presented to the Committee for their review and were encouraged to send comments back to the administration. Changes will be incorporated into the policies and then will be presented to the whole board for approval.

### **OTHER**

None.

### **ADJOURNMENT**

Dr. Driscoll declared the meeting adjourned at 6:59 p.m.

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Michael C. Driscoll, Planning Committee Chair

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Melissa M. Olivero, Board Chair

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Larry D. Huffman, Board Secretary