

<b>Committee Meeting: Curriculum and Student Success</b>	Date: December 5, 2017 at <b>8:30 a.m.</b> <b>City Campus, Room 172</b>
Minutes transcribed by: Lynn Krakowiak, Administrative Clerk to Student Affairs	Committee Co-chairs: Susan M. Swarts and Todd P. Hobler
<p><b>Attendees:</b></p> <p>Committee Members: * denotes absence</p> <ol style="list-style-type: none"> <li>1. Dr. Nora Clark, Vice President, Student Affairs</li> <li>2. Dr. Steven Smith, Vice President, Enrollment Management</li> <li>3. Dr. Fabio Escobar, Vice Provost, IRAAP (Institutional Research, Assessment, Accreditation and Planning)</li> <li>4. Lydell Fortune, Interim Chief Diversity Officer *</li> <li>5. Todd Hobler, ECC Trustee</li> <li>6. Dr. Dan Hocoy, President *</li> <li>7. Rebecca Krakowiak, ECC Student Trustee and SGA President *</li> <li>8. Mike Pietkiewicz, Executive Vice President, Institutional Advancement &amp; Efficiency *</li> <li>9. Susan Swarts, Trustees' Vice Chair and Committee Chair</li> <li>10. Rick Washousky, Provost and Executive Vice President</li> <li>11. PJ Wiles, Vice Provost, Health Science</li> <li>12. Krista Woods, Chief Accountant</li> <li>13. Joan Castro, Assistant to Provost and Executive Vice President</li> </ol> <p>Guests:</p> <ol style="list-style-type: none"> <li>14. Paula Sandy, Director of Marketing and Communications</li> </ol>	<h1>Minutes</h1>

- I. Call to order by Trustee Swarts
- II. Review for approval of minutes from November 7, 2017 and all were in favor of approval
- III. Standing agenda items
  - A. BOT submissions for December 14 agenda –
    1. Paula Sandy, Director of Marketing and Communications brought forward a purchasing agreement to move Erie to a new web content management system for its website. The new system OmniUpdate is included on a SUNY purchase agreement and is utilized by 20 other SUNY colleges. She recommended moving to this system because the current system is not progressive enough to move forward with a new web design. It is also tied to the Ellucian system which is being phased out. This would be the first step in the web redesign with a plan for completion prior to the Fall 2018 semester.
    2. Consent and Curriculum and Student Success agenda items for the Board of Trustees meeting on December 14 were presented to the committee by Provost Washousky with descriptive discussion.
  - B. ECC academic program submissions to SUNY – progress update – Provost Washousky
    1. Northland Training Center Extension Center – A meeting with Peter Coleman, Executive Director of the Buffalo Niagara Manufacturing Alliance, and Stephen Tucker, President and CEO of the WNY Workforce Training Center at Northland, took place on December 4

to discuss the rental agreement details. Erie's financial coordinator Jean Klar reviewed the numbers. Erie came up with a fair agreement that will be sent to the consultant and Alfred State for their review. Further negotiation is needed, then Erie will work on the contract details. Erie will offer academic programs in Computer Aided Drafting and Design AAS, CNC Precision Machining certificate, Energy Utility Technology certificate, Industrial Technology AOS, Mechatronics certificate and Quality Assurance certificate. Northland will supply the students and Erie will supply the teachers. The interior of the facility is almost complete, and work continues on the exterior with plans to open in Fall 2018. An invitation to present to the BOT will be sent to Peter Coleman and Steve Tucker.

- C. ECC Excels Task Forces updates [related three of five areas (others Engagement, Operations)]
    - 1. Access – VP Escobar – Projects for year two have been set up and project managers have been assigned. An update on individual projects will be available at the next CSS meeting.
    - 2. Completion – Provost Washousky – A meeting is scheduled for January.
    - 3. Success – VP Clark – A project managers meeting is scheduled for January 9.
  
  - D. Applicant trends – VP Smith – Discussed current enrollment data and the need for changing some changes reports as Erie needs to define the terms used and build the reports. VP Smith would like to see the first time applicant data segmented by freshman or first time enrolled in college and transfer students, also begin to report the data on returning applicants (readmits). VP Smith also suggested that changing the applicant status terminology on the application would allow students to self-identify properly and reduce errors. There is also a need for an electronic “change of major” process that is not within the application process. One goal is to use the same metrics for data as other community colleges. For Spring 2018, Admissions is focusing on outreach efforts to finalize incomplete applications and testing is ahead of schedule. A discussion as to the use of online testing for the Accuplacer will be forthcoming. Fall 2018 first time applicants and returning applicants are trending positively at this point in time.
  
  - E. Retention data – VP Escobar – The institutional report card will be sent to the committee after the meeting.
- IV. Old business
- A. Middle States Commission on Higher Education (MSCHE) Periodic Review Report status – VP Escobar will attend the annual conference this month. Vice Provost Wiles discussed that Erie has been contacted and will need to file reports to the specialized accrediting bodies for its academic programs due to the Middle States report.
  - B. Study Abroad Initiative- VP Clark – College assigned a new Director of Global Education and International Student Services for the Spring semester who will work on the development and planning of this initiative starting in Spring 2018.

V. New business

Stem Building Update – Vice Provost Wiles reported the building is near completion and expected to be turned over to college by December 25. An air quality test is scheduled for January 2 and the first department (Biology) will begin moving in January 3. The move schedule has been built and the Chemistry, Physics and Environmental Science departments are also ready to move.

VI. 2017-2018 Curriculum and Student Success meetings *are now scheduled on Wednesdays* from 10:00 to noon at City Campus in Room 172:

<b>2017-2018</b>	
<b>Curriculum and Student Success Meetings</b> Wednesdays from 10 to noon in Room 172	<b>BOT Scheduled Meetings</b>
Wednesday, January 17	January 25 (Regular)
Wednesday, February 14	February 22 (Regular)
Wednesday, March 14	March 22 (Informational/Educational)
Wednesday, April 18	April 26 (Joint with Foundation)
Wednesday, May 23	May 31 (Regular)
Wednesday, June 20	June 28 (Regular)
Wednesday, July 18	July 26 (Informational/Educational)
Wednesday, August 22	August 30 (Regular)