

**Contra Costa College**

**Research & Planning**

**Tuesday, September 30, 2008**

**2:30 p.m., AA-133**

Present: Richard Akers, Tim Clow (chair), Terence Elliott, Donna Floyd, Melody Hanson, Kenyetta Tribble

Absent: Shannon Beckham, Chad Cowings, Jennifer Ounjian

**Strategic Initiatives:**

Tim reported on the outcomes of the Enrollment Management Committee. The Enrollment Management Committee asked Tim to start tracking first year experience students, EOPS students, matriculation and the lower retention CTE programs. We will basically look at all new students in order to develop retention strategies. These efforts will use a large part of Research and Planning resources. We will begin using data from this semester in order to get the first set of data out in the Spring.

There was some discussion about Strategic Initiative #2 (1.) *Increase enrollment by ten percent over the next five years.* Terence inquired about the concentration of increased enrollment since Mack said if we increase retention we won't have to worry so much about increasing enrollment. Tim suggested that perhaps we add retention as an objective in Strategic Initiative #2.

It was decided to change Strategic Initiative # 2 (1.) to *Increase enrollment and retention by one to five percent over the next six semesters.*

It was decided to change Strategic Initiative #3 (2.) to *Provide research on enrollment trends and retention strategies over six semesters;* (remove five years).

Tim said he needs a timeline of when the data needs to be reported on Strategic Initiatives #1 and #2.

Donna said Mary is working on plugging in the action steps on the Enrollment Management Plan that will help with developing the action steps for Strategic Initiatives #1 and #2.

Kenyetta said Frank discussed developing actions steps for Strategic Initiative #1 in the recent Student Services Committee.

Donna will meet with her committee on developing actions steps for Strategic Initiative #2 next month.

Tim will map out a timeline and give it back to the committees for Strategic Initiatives #1 and 2.

Tim said we are looking at how many students completed their educational plan. We will get benchmarks after two semesters. We can begin using strategies for improvement in retention after two semesters and we will show the date of the implementation of the strategies. After another two semesters we will then collect another set of data to see what strategies are effective

which are not. Tim used as an example of a strategy might be to send letters to students who completed English 1A stating our records show they are completing courses for transfer. We recommend the student consult with a counselor in order to complete their transfer courses in a timely manner.

There was some discussion about the incompleteness of our Strategic Initiatives and Objectives. We need to do "mapping" to connect our Strategic Initiatives and Objectives to our mission statement. It was agreed that the Strategic Initiatives and Objectives will seem more complete when we develop our action steps.

Donna said the actions steps may not require data from Research and Planning. Donna will e-mail everyone her notes from her last meeting.

### **Annual Student, Staff Satisfaction Surveys**

Tim distributed the 2005-2006 survey responses booklet that lists the results from Students, Faculty, Staff and Managers.

Tim will inform the accreditation team that we are in the process of beginning to survey employees and students again as we are on task to begin the process again. Tim said if we use the same survey from 2005-2006 we are able to show improvement or lack thereof. Tim said he would prefer to use the same student survey; however, other colleges are giving really short surveys to their students. After perusing the booklet, the committee decided to use the same surveys. Tim would like to survey the staff, faculty and managers at All College Day in January. Tim will go ahead and begin making new surveys. We will begin surveying students after the accreditation team leaves. Tim asked if there are any other questions that committee members want to include in the survey, to let him know within the next couple of weeks. We won't have to survey the MCHS students differently from our regular college students.

There was discussion about the results of the survey. Managers need to be aware of the results in order to use the information to make improvements.

Tim will direct the accreditation team to look at page 11 of the booklet where it shows the students with overall improvement to student learning. This positive change ties into Standard II.

### **Photo of Research and Planning Team**

Tim said he wanted a group photo of the group for the R & P committee for the web page. He will bring a camera next week and take individual photos instead.

**Other**

Tim said we owe it to ourselves to receive a good accreditation report. We will meet again after accreditation. There was discussion about assessments of SLO's. For the most part, everyone feels as though we are ready for our accreditation.

Meeting adjourned at 3:45 p.m.

Respectfully submitted,

Melody Hanson, Senior Executive Assistant to the President