

Special Meeting – Board Retreat

The Special Meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in the Support Services Building in room 1300 on the main campus on Saturday, May 2, 2009 at 8:00 a.m. Chairperson Ken Nelson called the meeting to order.

The following members of the Board were present:

Mr. Ted Biondo	Dr. Stephanie Raach
Ms. Katherine Kelley	Mr. Randy Schaefer
Mr. Ken Nelson	Mr. Mike Olson

The following members of the Board were absent: Ms. Chris Beck, Ms. Michaela Perdue

Also in attendance: Dr. Jack Becherer, President; Ms. Amy Diaz, Associate Vice President of Student Services; Ms. Ann Kerwitz, Assistant to the President; Ms. Suzanne Berger, Vice President of Institutional Advancement and Executive Vice President of RVC Foundation; Mr. Chuck Martin, Managing Director of Human Resource Services; Mr. Mike Mastroianni, Associate Vice President of Outreach and Planning; Dr. Diane Nyhammer, Vice President of Academic Affairs; Mr. Sam Overton, Jr., Vice President of Administrative Services; and Mr. Greg Wear, Dean of the College.

Following roll call, members of the President's Leadership Team led the Board in discussion items related to key institutional initiatives.

Data-Driven Decision Making

Mr. Mike Mastroianni described how the data-driven decision making project began and how the current team is determining the best methods to collect and use the available data. The team includes Mike, Dr. Diane Nyhammer, Ms. Amy Diaz, Mr. Sam Overton, Institutional Research (IR) and Information Technology (IT) personnel. Although Key Performance Indicators (KPIs) have been identified to track data vital to the college's progress, one of the key challenges is correctly analyzing the data.

Discussion continued concerning data currently being gathered and how it's being analyzed and used, including the graduation survey used to determine job placement rates. Trustees would like to review a copy of the graduation survey. (Attached)

In summary, trustees' concerns include:

- Have we captured students' data that will help us make decisions that will meet their needs?
- Are we measuring how students perform after they transfer?
- How do we identify appropriate comparison groups to analyze our data? State, national, cohort colleges, our year-over-year data?
- Do we have the right personnel to help with forecasting, analysis and decision making?
- Do we have clear indicators to measure success of our academic programs?

- How do we define success?
 - Graduation rates, success rates after graduation, job placement

Acknowledging that capturing important data will require additional IT-related expenditures, Trustee Raach commented that the Board should consider going paperless, thereby utilizing current technology to help reduce costs and increase efficiency.

Assessment: Preparation of the HLC Written Report

Dr. Diane Nyhammer and Mr. Greg Wear reviewed recommendations by the Higher Learning Commission's (HLC) last report on Assessment of Student Learning and RVC's projected response to the monitoring report due to HLC June 30, 2009.

Discussion continued on "where we are" and "where we're going" in relation to documentation, assessment and utilization of data, particularly with regard to student learning outcomes and objectives. Mr. Wear demonstrated TracDat, data collection software that has been used successfully for budget planning and revision of the college's developmental math classes.

RVC will continue to follow up on the HLC's recommendations and implement comprehensive assessment of additional initiatives such as distance learning, hybrid courses and dual credit programs.

In summary, the assessment process is used throughout the college. Examples include non-instructional program reviews that are presented regularly at the President's Council meetings and visits to other colleges that help determine best practices for operational needs. Dr. Becherer noted that the college is fortunate to have Dr. Nyhammer, a nationally recognized expert on assessment.

The RVC Strategic Enrollment Management Plan

Ms. Amy Diaz reviewed the Key Findings and Scenarios outlined in the environmental scan data prepared by consultant Mr. Chuck McIntyre. She indicated that the Strategic Enrollment Management (SEM) team has made their selection, and although some parts are already operational, the team hopes to have a draft of RVC's final SEM plan available for the Board's review by the end of summer.

Dr. Diane Nyhammer added that the final SEM plan will be used in many areas of the college to develop and implement enrollment growth. It will be tied in with the academic plan, and will be used to redesign the fall 2010 course matrix.

Discussion followed regarding various elements of the scan data including how the final plan may be affected by transportation costs, marketing strategies, as well as the feasibility of implementing a paperless class schedule.

RVC's First Year Experience Plan

Ms. Amy Diaz reviewed components and goals of the First Year Experience (FYE) plan, applicable to all students who have earned less than 30 credit hours. Although data is being collected, such as usage of the Math Lab and Writing Lab and students who participate in extra-curricular activities, analysis has not been completed. Measuring effectiveness of the program is the #1 focus of the FYE committee, which is comprised of 12 staff, faculty and administration members from Student Development and Academic Affairs.

Dr. Diane Nyhammer explained that the college has begun tracking DFWI rates for "gatekeeper" courses taken by the majority of FYE students. She also shared FYE data on retention rates, Math Lab and the STU100 course.

Emerging Directions of the RVC Foundation

Ms. Suzanne Berger opened her presentation by giving an overview of the three components of a successful, comprehensive foundation: 1) Annual Program of Work, 2) Major Gifts/Capital Campaigns, 3) Planned Giving/Endowments.

She continued by describing each component, giving examples of how each contributes to a successful RVC Foundation. Naming opportunities may be available for the new CLIII building as well as the AIC and typically require a donation of 10 percent of the building cost.

Ms. Berger also highlighted two RVC foundation activities based on data-driven decision making: 1) The Foundation will continue to include Special Events (Starry Starry Night) in its Annual (fundraising) Program of Work, and 2) Due to significant unmet need, the Foundation will seek privately funded named program Endowments to supplement the Foundation's annual funding of Program Grants for faculty and staff.

Board members are invited to attend a special planned giving induction at the Starlight Theatre's July 14 production of *Evita*.

RVC's Transition to ECHO Healthcare Management

Due to a shortage of time, Mr. Chuck Martin will present this topic at the May 26, 2009 regular Board meeting.

Information Technology Strategic Direction

Mr. Sam Overton presented an overview of the 2009 Information Technology (IT) tactical plan, noting that IT's goal is to be more service oriented and determine how it can best serve the college's needs.

The Information Technology Advisory Committee (ITAC) led by Mr. Greg Wear has been organizing focus groups to help identify IT issues and needs including, but not limited to, improved "smart" rooms, wireless communication, network optimization, training support, a more efficient Learning Management System (LMS) than EdNet, Macintosh user support and a 24/7 Help Desk for online classes. ITAC also assists with policies and strategies for support and training, as well as IT planning and budgeting.

Mr. Overton also explained the Datatel community college consortium, comprised of 14 community college Datatel users that are working with Datatel to improve the system, including streamlining the process required to prepare the Illinois Performance Report.

Summary

Dr. Jack Becherer noted that the keen perspective and strong collaboration of the Leadership Team has led to better communication and cooperation among faculty and staff. Although the pace of change may seem relatively fast, some areas such as IT must move even faster. Using the data-driven decision making process has definitely put the college in a better position to make decisions that will have a long-reaching effect.

During a five-minute break, Dr. Diane Nyhammer, Mr. Greg Wear, Mr. Mike Mastroianni, Mr. Sam Overton, Ms. Amy Diaz, Ms. Suzanne Berger and Mr. Chuck Martin left the meeting.

Adjourn to Closed Session

On a motion by Mr. Mike Olson, seconded by Dr. Stephanie Raach, and unanimous roll call vote, the meeting was adjourned to closed session at 12:30 p.m.

Reconvene Open Session

The meeting reconvened at 1:10 p.m. No action was taken in closed session.

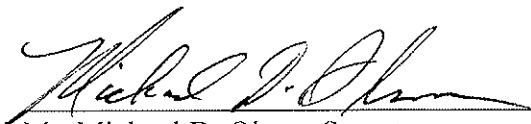
Next Meeting

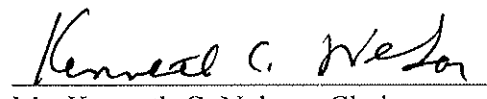
The date of the next regularly scheduled meeting is Tuesday, May 26, 2009 with a Study Session at 5:15 p.m. in WTC 141/142, followed by the regular meeting at 6:00 p.m., in WTC 117/119/121.

Adjournment

On a motion by Dr. Stephanie Raach, seconded by Mr. Mike Olson, and unanimous voice vote, the meeting was adjourned at 1:10 p.m.

Submitted by Ann Kerwitz


Mr. Michael D. Olson, Secretary


Mr. Kenneth C. Nelson, Chair



TRANSFER STUDENT FOLLOW-UP SURVEY

PART ONE

1. What was your main objective in attending Rock Valley College? *Circle one.*

- a. Obtain skills needed for entry into new or different job
- b. Improve skills needed in present job
- c. Explore courses to decide career
- d. Take coursework for transfer to another college
- e. Personal interest or self development

2. What is your educational status? *Circle one.*

- a. Have not enrolled in college or university since graduating (skip to question 4)
- b. Have been enrolled in a college or university since graduating but am not currently enrolled
- c. Currently enrolled in a field of study related to degree or certificate
- d. Currently enrolled in a field of study unrelated to degree or certificate

3. Name of college you transferred to: _____

a. What is your major in college? _____

b. Did all of your classes transfer as you had expected them to? ___Yes ___ No

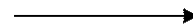
If not, which courses did not transfer as planned? _____

PART TWO

4. How satisfied were you with your RVC program? *Please circle the number that applies to each.*

	Very Satisfied		Very Dissatisfied		Not applicable N/A
a. Content of skill courses in your program	4	3	2	1	0
b. Lectures and lab experiences	4	3	2	1	0
c. Equipment, facilities, and materials	4	3	2	1	0
d. Job preparation	4	3	2	1	0
e. Preparation for further education	4	3	2	1	0
f. Information on current employment opportunities & trends	4	3	2	1	0

OVER



5. Rate your satisfaction with your non-degree/certificate related courses.

Circle the number that applies to each. Skip to next question if you did not take any other courses.

	Very Satisfied		Very Dissatisfied		N/A
	4	3	2	1	
a. Content of other courses	4	3	2	1	0
b. Lectures and Lab experiences	4	3	2	1	0
c. Equipment, facilities, and materials	4	3	2	1	0
d. Job preparation	4	3	2	1	0
e. Preparation for further education	4	3	2	1	0

6. Rate your overall satisfaction with the following RVC services.

Circle the number that applies to each.

	Very Satisfied		Very Dissatisfied		Did not use
	4	3	2	1	
a. Library	4	3	2	1	0
b. Tutoring	4	3	2	1	0
c. Academic advising	4	3	2	1	0
d. Personal counseling	4	3	2	1	0
e. Career planning	4	3	2	1	0
f. College transfer planning	4	3	2	1	0
g. Student activities	4	3	2	1	0
h. Financial aid	4	3	2	1	0

PART THREE

7. What is your present employment status? Circle one

- a. Employed full-time (30 hours or more per week)
- b. Employed part-time (less than 30 hours per week)
- c. Full-time military service
- d. Unemployed, seeking employment
- e. Unemployed, not seeking employment (indicate reason below with "x")
 - 1. ___ Full-time student
 - 2. ___ Full-time homemaker
 - 3. ___ Health or disability
 - 4. ___ Family responsibilities
 - 5. ___ Other (please specify) _____

8. If you have any comments that you think would help us improve RVC, please include them on a separate piece of paper. If you would like someone to call you, please include your name and phone number.