

Meeting – Thursday, September 12, 2019 | 11 a.m. -12 p.m. | President Conference Room

Co-Curricular Sub-Committee Meeting

Members in Attendance:

Member 1: Dean Zalika Landrum	Member 4: Michael Johns
Member 2: Gabe Villagomez	Member 5: Keisha Patterson
Member 3: Amelia Zimet	Member 6: Sensahra Hearn

- **Report out on Department meetings and initial mission statements discussion (All department need to have a mission statement by end of the semester.**
 - Student Service Update
 - Liaisons will send out communications prior to September 20th deadline
 - Academic Support Service Update
 - Has a mission statement that needs to look at possible revision.
 - Library Update
 - Has a mission statement. Looking to restructure based on a framework that will be provided by September 30th
 - Enrollment Management Update
 - No updated provided
 - Auxiliary Service Update
 - Security- Mission statement received
 - Human Resources has a mission statement but might need to be revisited
 - Facility/Engineering- No mission statement
 - Business office- Will reach out once the framework is complete
 - IT- Will reach out once the framework is complete
 - Once all mission statement has been received they will meet to discuss

- **Report out on Mission Statement Framework**
 - Dean Landrum will provide the mission statement framework so we can have a unified structure for all mission statement (Due Sept 30th)
 - Dean Landrum is meeting with Executive Assessment Committee to ensure that the framework created will align for both the Academic and Co-Curricular aspects of the entire college.
 - Dean Landrum provided a review of Fall 2019 Co-Curricular Plan.

- **Update on CCSSE Survey**
 - Dean Landrum completed the initial registration for KKC to administer for spring 2020.
 - President Thomas has signed off on the agreement for us to administered the survey.
 - Waiting for the paperwork to go through the procurement process.
 - Opted into an additional 15 questions for our student body. Deadline to provide the questions is November 30th.

- **Initial Review of Student Satisfaction Survey**
 - Looking to send the survey out electronically for Fall 2019.
 - Will send survey to every student who has registered for Fall 2019.
 - All present committee members agreed that it should be sent electronically.
 - We need to decide when we want to send out the survey?

- **Provided suggested edits to the student satisfaction survey**
 - *Things to note:*
 - Follow-up to see if any other colleges are sending out any satisfaction survey to students at their campuses.
 - Consider reducing the numbers of questions to the survey to increase the likelihood of students to complete the survey.
 - How do we provide incentives for students to complete the survey(can we leverage student clubs, sports teams,)
 - Considering moving questions to overall satisfaction questions for each department.
 - Utilize logic in assessment instrument to provide a deeper understanding of my student experiences(deeper logic questions will appear when a student respond with neutral, dissatisfied, or very dissatisfied)

• **Action Items/Next Steps**

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Follow-up to see if any other colleges are sending out any satisfaction survey to students at their campuses.	Dean Landrum	9/20/19
Follow-up with Patrick on best practices on survey completions	Dean Landrum	10/4/19
Provide the mission statement framework so we can have a unified structure for all mission statement	VP Phillips/Dean Landrum	9/30/19
Student Service Liasion follow-up with department leads about mission statement revisiions	Gabe/Michael	9/20/19

- **NEXT MEETING = Thursday, September 26, 2019, 10 am-11:30 am WEBINAR**