

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

SEPTEMBER 20, 2017



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
SEPTEMBER 20, 2017**

A Work Session of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 4:09 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Nat White

ABSENT: Patrick Hurley
Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Brian Francis, Ms. Kimmi Grulke, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Kay Leum, Dr. Michael Merica, Ms. Siri Mullaney, Dr. Gonzalo Perez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Jami Van Ess, and Mr. Bob Voytek.

Reports, summaries, background material and other documents referred to in these minutes can be found in the September 20, 2017 documents file.

Follow Up

- The purpose for Round Table discussions will be an agenda item for the next Work Session.

Important Dates

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| October 11, 2017 | DGB Round Table |
| October 18, 2017 | DGB Regular Meeting |

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. Ms. Patricia Garcia reviewed her notes from the original Governance Institute for Student Success and read the information recorded there about round table discussions. This will be an item on the next work session agenda to include Mr. Patrick Hurley.

DISCUSSION/INFORMATION ITEMS

A. Update on Progress Made in CCC Distance Education –Dr. Colleen Smith and Dr. Michael Merica (*DGB Priority 1 – Quality Learning Opportunities*)

Dr. Colleen Smith introduced Dr. Michael Merica’s presentation and talked about the state of distance education at the College when she arrived. Dr. Merica gave a presentation on the steps

that have been taken to evaluate and improve Distance Education in the past eighteen months. Evaluation of the program included reviewing the information included in the last Higher Learning Commission self-study, analyzing faculty engagement, the organization of courses in the learning management system, accessibility to meet ADA requirements, and copyright issues. Some of the steps taken were adding 24/7 technical support for the learning management system (Canvas), development of a policy and procedure for online learning, development of departmental guidelines to create expectations for faculty members who teach online, applying for membership in the State Authorization Reciprocity Agreement (SARA) and use of Cidi design tools to improve the look and feel of online courses. For additional details on the presentation, please see the September 20, 2017 document file.

Dr. Merica introduced Dr. Aaron Tabor who has been instrumental in assisting with the process of improving online courses. Dr. Merica recognized the work done by Mr. Adam Williams as well. Dr. Tabor discussed the process he has used in converting his online Biology classes and how the changes to distance learning are impacting student's lives and helping them move through their academic programs.

Mr. Lloyd Hammonds commended everyone involved in this effort and their help in developing a quality online learning program. Dr. Gonzalo Perez explained some of the efforts being taken to continue this work and ensure the Future direction of the College's online programs.

Mr. Lloyd Hammonds asked how we know if the program has been successful. Dr. Merica spoke of measures including course success rates, evaluation pieces built into courses, student learning outcomes, assessment of student learning outcomes, and comparison of online and in-person course learning outcomes.

The next step in this process is bringing a new policy to the District Governing Board for approval related to online learning.

The Board was extraordinarily impressed with the presentation and the work that has been done by the College to improve the distance education program.

B. Human Resources Dashboard – Mr. Dietrich Sauer (DGB Priority 3 – Excellent Services and Opportunities for Students)

Mr. Dietrich Sauer reviewed the Human Resources Dashboard with the Board, the process used to create it, and how the dashboard could be used to assist with recruitment efforts, retention, and succession planning. For additional details on the Dashboard, please see the September 20, 2017 documents file. Discussion related to this topic focused on efforts to create a more diverse applicant pool and workforce and turnover rates.

ADJOURNMENT: The Work Session Adjourned at 5:15 pm.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair