

Minutes
Admin/Tech Pro Meeting
January 29, 2009

Present: Gina Jimenez, Admin/Tech Pro Chair, Dana Kobold, Marilyn Smith, Peggy Morgan, Al Wasser, Andy Stevens, Jacquie Stanton, Audra Nicks, Elizabeth Parks, and Marilyn Kenfield

Housekeeping - Gina Jimenez:

- If you missed the Marketing Department's presentation by Kim Reins in November, learn more about the services of the Marketing Department by accessing the meeting minutes at rrcc.edu/admintechpro
- Holiday Reception for Admin/Tech Pro and Classified staff was well-attended in December – thanks to all who participated.
- Karen Jaramillo will be representing Admin/Pro Tech at AQUIP in May. Karen will provide feedback upon her return.
- Collaboration Council is requesting Admin/Tech Pro input on questions they would like to include in their *Mission and Vision Survey* planned for staff, faculty, and students at RRCC. There was some discussion and brainstorming on what questions to include. Timeline: formalized questions by 2/23/09, data collection 2/23/09-3/9/09, and data analysis by the end of March.
- Suggestions:
 - “Conversation Day” format worked well in the past to gather information on action projects. Better results when pre-determined questions are not asked.
 - Presentation of AQUIP - ask a specific task of faculty, staff, and students. Work together as a group (Admin Pro Tech –visions you support – those you do not). Will you be asked these questions as an Admin/Tech Pro member or as a faculty member?
 - Admin/Pro Tech meet as a group to answer survey questions vs. answering individually.
 - How would you answer if money were not an issue and not part of the equation? Given your present resources how could you fill the mission?
 - Will everyone be using a similar set of questions specific to your particular area?

The consensus was to wait for clarification from Collaboration Council. Gina Jimenez and Andy Stevens will attend the meeting on Monday, February 2nd and report back to the group.

- Peggy Morgan will present on the RRCC budget at the February 26th Admin/ProTech meeting to be held in the Red Fox room. Mark your calendars!

Department Updates:

Marilyn Kenfield – There were 500+ Post-Secondary Enrollment Option (PSEO) students from Warren Tech and Jeffco High Schools who registered for spring classes at three registration nights held in January. Thanks to all who volunteered their time to help students through the registration process. Fall COF Reconciliation & HB1023 reports were filed 1/28/09.

Andy Stevens – Demonstrated the new Student Data information located on the Institutional Research webpage at RRCC -www.rrcc.edu/ir/studata.html. Click on the table of contents link to view 107 pages of student demographics. Andy is finalizing fall 2008 numbers - spring data will be available as of census – 2/4/09. The data will be updated continuously.

Dana Kobold –Introducing Connect to Success in classrooms and seeing lots of students. Dana presenting to high school students in grades 9-12 about college opportunities. The combined MAT030 and AAA075 showed an 80% success rate in comparison to 35% success rate without the AAA075 Learning Community. Online had a 20% withdrawal rate – there were no withdrawals in the traditional classroom setting.

Elizabeth Parks – Gearing up for the Rocky Mountain Theatre Association event to be held at Fort Lewis in Durango. Spring production at RRCC is Rainy Day People – auditions begin February 11th. This production was written by a student at the University of Wyoming. It is a contemporary production – a romantic comedy. Productions that include larger casts are selected to include a greater number of RRCC students. The kick boxing class that Elizabeth teaches has doubled in size this semester. Come join the class!

Jacquie Stanton – Introduced Audra Nicks, Office Specialist. Use of the computer lab in Special Services (OSS) has increased by 110%. Approximately 8-10 used computers will be added to their computer lab to accommodate the increase. New assistive technology software is budgeted for these computers and lab hours have been defined for specific subjects and activities. Over 450 students have registered with the Office of Special Services for spring 2009. They have expanded their tutoring program to include instructional aides in the classroom. OSS is seeing an increase in veterans and students with developmental disabilities. There is an increased need to provide in-class support such as note taking. Volunteers and paid staff are filling these positions.

Audra Nicks – Audra is working on text in alternate format for OSS students and training students to use assistive technology (Dragon, Kurzweil). These have been useful tools for students who use this accommodation when testing.

Al Wasser –RRCC students are able to use the Fitness Center free of charge beginning with this spring semester. This program is in collaboration with Student Life. Over 200 students have taken advantage to date. Al shared his vision of a future larger fitness facility that would include space for fitness instruction and include Jefferson, Longview, Warren Tech, and the general community. The possibility of a Silver Sneakers program

for the 65+ crowd might also be considered. Insurance companies contribute \$3.00 per visit to facilities that promote the Silver Sneakers program.

Gina Jimenez – Enrollment at the Arvada campus is up. A new advising intern has been added to their staff - Brie Dragnich. Over 140 PSEO students came through the Arvada campus to apply and register for spring classes. The Arvada campus is now utilizing the Process Technology building for current and additional classes due to increased enrollment.

Coming soon... you will be receiving a short survey to help document the following – The Red Rocks Community College Collaboration Council is charged with developing our strategic directions and will be asking for your help to tell our story and document how we are practicing our values as stated in our vision and mission document. Red Rocks Community College is affiliated with the Academic Quality Improvement Program (AQIP) through the Higher Learning Commission of North Central Colleges and Schools (HLC formerly known as NCA). The Commission validates our accreditation to the Department of Education. As an AQIP institution we have committed to documenting our efforts toward continual quality improvement in teaching and learning. Survey information coming soon.

Remember, our next meeting will be held on February 26th from 2-3 in the Red Fox Room with guest speaker, Peggy Morgan. We hope to see you there. Thank you.