**ADMIN/TECH PRO CONSTITUENCY MEETING**
1.24.2018 | 2:30 – 4:00 |Community Room | Agenda
23 ATP Members in Attendance

Welcome

Expressions of Gratitude

* Marilyn Kenfield (via email): “I would like to give an expression of gratitude to Stan Eigsti and his Assessment Team. They are so helpful when it comes to testing our Concurrent Enrollment students – especially during our crunch times. Stan and his team are accommodating, knowledgeable, and eager to collaborate with our high school partners. They are prompt to address our concerns during peak registration. Thank you Stan for picking up the phone at times when we need an immediate answer. But most of all, they do all of this with a great attitude and excellent customer service. Thanks, Stan!
* Julia Bordeaux – thankful for new library director; thanks to the search team
* Rita Case – thanks to Jason Cross in marketing for helping to create a digital blue sheet for our veteran students
* Tim Griffin – thanks to Jason Cross for his work on the new accreditation web pages

Progress Toward the HLC Visit – Tim Griffin

* Bruce Moses from Pima Community College will be coming to do a mock visit in March
* Check out the new accreditation site at <http://www.rrcc.edu/accreditation>
* Assessment Committee and Co-Curricular committees are beginning to meet soon
* A team from RRCC will go to HLC for a strategy forum in spring 2018
* Quality Highlights Report will show progress since our Systems Portfolio
* Federal Compliance Report will be put together and edited over the summer; both reports will be shared in the fall
* Fall Development Day – hopefully having another facilitator come to do a mock visit
* **Questions to think about**:
	+ How does the work you do support the mission of the college?
	+ What types of goals and objectives do you have for that work?
	+ What kind of assessment are you doing to know if you are being successful?
* When the HLC team comes:
	+ Be honest
	+ There will be two types of meetings: open forums on topical areas such as assessment and student/stakeholder needs; focused area meetings with assessment committees, instructional leadership, student success, etc.
	+ Lunch with students
	+ A survey of students is conducted before the visit and the results go right to HLC
	+ Branch campus visit to Arvada

 

Professional Development Planning – Glenn Holly

* Professional Development
	+ Excel Training
	+ Survey Construction/Development
	+ Department presentations during ATP meeting
		- TED Talk format – 15-20 minutes
		- Meets HLC communication goal criteria
	+ Data visualization tool and creating infographics training
* RRCC-based Projects
	+ Resources for homeless students
		- Food bank – collecting food items from local businesses
		- Hygiene products
		- Cold weather gear
	+ Resource Manual – all RRCC resources available for students

New business

* Sara asked if anyone knew of other student governments happening on either campus (in addition to the LEA leadership and PA student government)
* Glenn would like to add the ATP voting process on a future agenda