

**Student Success Leadership Team Meeting**  
**Wednesday, April 4, 2018 - 9:30-11:00**  
**Red Fox Room**

**Present:**

Lisa Fowler, Gina Jimenez, Jen Macken, Cynthia Shields, Dean Rathe, Linda Yazdani, Seidel Moses, Tena Harris, Steve Zeeh, Kirk Fallon, Jean Kelly, Mary Adrian  
Absent: Armando Burciaga, Glenn Holly

**Lisa Fowler Updates:**

- Summer is up 9.8%. Summer has been better, traditionally.
- Priority registration opened Friday 3.30.18 = 454 registered before Monday
  - We only send current students an email
  - Nothing to stop new students from registering
- Just received new cut scores for next generation Accuplacer from Dr. Pirius, which will be in effect Jan of '19.
- 2 major BANNER upgrades coming
  - Outage from Sat, April 14 until Sun 15 at noon for prep of BANNER 9. Not ideal – needs to happen
- Good news CCCS June 29 student services conference – no fee for registration Send as many people as possible, will be held on the campus of UCCS in Colorado Springs
- National Service Learning Conference will be held at RRCC. Discount for us on Friday and Saturday
- Coffee & Catchup next on April 20<sup>th</sup>  
Randy will present their ILEARN project results  
Cathy Rock will present construction plans for the HUB, Community Room and hallways area
- May 2<sup>nd</sup> SSLT meeting at Arvada (Maybe every third or so meeting will be held there)
- FYE Coordinator and TRIO Office Specialist jobs posted
  - Navigator job at Arvada coming
  - Marketing Director job coming
- Budget – try not to spend every thing, save whatever you can
  - Raises coming, PERA contributions going up
  - Hang onto money for next year (maybe incentives to not spend)
- Year-end accomplishments to Lisa by April 16, and schedule year end appointments
- Ben/Mary will be working on online Student Feedback Form – tell us how we're doing? Responses will come to us by email via formstack and Lisa will share what is received with departments
  - Online surveys – could have been earlier to feed into performance evaluations

- Recruitment/retention focus for SS Leadership Retreat June 21 – possible presenter: former NACADA president. More to information to come.

#### HLC mock visit happened March 21 & 22

- Attach - HLC Mock visit. Read through handout. Pull together all departmental student surveys. Look through what has been said and incorporate suggestions for improvement into goals. Feedback tied to goals.
- 4 hour afternoon work day scheduled on April 16<sup>th</sup>.
- HLC LOVES Process mapping! Circle back and look for opportunities to create them in your areas
  - HLC strategy forum – college wide process mapping initiative
- Team of 6 HLC evaluators to come in November
- Mike Coste has info to share from a recent HLC site visit
- Send all your survey results to Lisa & Mary to compile by April 13th, for the meeting on the 16th

#### Jean Kelly – Accessibility Services

- Nora came back from Iceland
- COWY conference at CU Boulder April 5 and 6: The COWY AHEAD Spring 2018 Conference brings together disability service professionals from Colorado and Wyoming to learn the latest from the Office of Civil Rights, Colorado Department of Higher Education, best practices from various institutions, workshops on a variety of topics from professionals and students, and two plenary speakers, Dr. Clayton Lewis and Dr. Patty Wittkowsky.
- Make Bana alerted Jean to accessibility to the stage for graduation, everyone is more aware regarding accessibility on campus
  - Police have identified all handicap parking for graduation
- Now launched: Southern Poverty Law Center Club – civil rights trip started the interest (Stacy Roe is advising club)
- Autism Awareness month – every month will feature a new awareness topic
- Recruitment – Matt Adrian is promoting our accessibility services at events and providing contacts to follow up with in Accessibility Services
- IEP – Whole other groups – we can target counselors who handle 504 plans
  - new options for recruiting students

#### Jen Macken – Inclusion and Diversity

- Development Day, we will offer enter Intercultural Competency Levels #2 and #4
- “Get Out” movie offered on Development Day
- ILEARN – created list of trainings staff have taken
  - Goal: 80% through level 1 of Intercultural Competency training: reached 83%
  - Goal to have 67% take at least 1 training this year
- Co-curricular committee moving along with Steve
  - Meeting this afternoon

- Looking at new software to track activities
- Peggy Stewart is retiring at end of May

### **Cynthia Shields – Advising, Transfer & Tutoring**

- Very busy. Outreach to high schools. Going over degree plans with faculty.
  - Career wise – degree plans for different tracks in Guided Pathways
- Developed Transfer Survey – for students when they pick up RRCC transcript
  - Start April 1<sup>st</sup> through August – students can skip it but at least 10% response rate would be the goal.
- Selection of Committee for hiring new Advisor(s) is underway.  
Job posted (closes 5.6)
- Adjunct – is no longer the preferred name, we should use non-tenured faculty
  - Non-tenured faculty will be targeted to help with busy Advising time in summer and January
  - Looking for those that can give a group of hours, not just an hour here and there.
  - After review, selected applicants will go through Boot Camp this summer (likely June)
- Tina/Seidel have worked with Admission Navigators to take students to Advisor ready status, this has been very helpful
- PLA session will be offered on Development Day
- BIT overview session will also be offered with Cynthia

### **Dean Rathe – Admissions**

- Reserve Transfer Cards were created and are being distributed to Advising, Career Services, TRIO so they will have them to hand to students as the circumstances are a good fit. Reverse Transfer not widely publicized to general student population.
- Stan/Test staff able to get out for conference – NextGen Acculplacer which is coming Jan 29, 2019
  - Stan and ACC offered to be pilot schools. Wanting to start in September.
- Cheryl Montgomery will retire June 30<sup>th</sup>. She will be missed, sorely missed.

### **Linda Yazdani – International Student Services**

- Visit from ICE 2 weeks ago. Spent 3 hours talking – asked for help with other colleges – RRCC is well regarded. Working on an extensive report that Homeland Security will likely be requesting – when different programs began.
- Linda has conferences to organize:
  - International conference at end of May
  - Department of Higher Education – June 15<sup>th</sup> at RRCC
  - Presenting at panel at DU
- Encouraged by new Intl State Group – First in-person meeting with Dr. Pirius
- CRM – is working well for Intl students. When Admissions has questions about applications, Linda can reach out to students.
  - The office is involved in recruiting now.

- Emelda went to New American School
- We will be giving stolls to students at graduation indicating their country of origin: China, Japan, Indonesia, Spain, etc.
- If ICE comes – record any conversation on your phone when asked about particular student

### **Tena Harris – Outreach and Recruitment**

- Very busy now as this is the season for the last push to contact High School students and counselors for application and registration days
- We were contacted by Warren Tech to work with their graduates to help transition to RRCC. There are almost 200 students, we captured about 160 last year. 30 or so would need to transition to new programs.  
There will be a FAFSA night in May
- Upcoming Orientation and Registration Days: First on April 18
  - Format is 3 hours: 1-hour orientation, Advising will help, a group will help with registration, they will take a tour if there is time
  - Calling AA and AS students who are ready
  - Pilot program
- We will be ending Ask the Fox in April – then we can consider using “Go to Orientation” in Student Lingo. (We will be sending a link to this when it is active for us to try out.)

### **Steve Zeeh – Campus Life**

- One front desk student will be in an RRCC play – which will alter Student Desk hours, they will close at 6:00 p.m. for a time
- Campus Life Specialist – posted new job (closes 4.22)
  - Helping with all 3 areas Student Life, Health Clinic and Rec Center – coordinating, calendar, budget
  - Required HS graduate, preferred Associate’s degree
- PTK induction 4.4.18. 21 new students, 3 new officers.
- Rising Star recipients are from Student Government: Sean Ross, Donnie Herrera
- Campus Life will help with budget for new furniture in the Hub.
- New tech fee – This Fall will be proposed to Student Government
- Casino Night: April 12
- Learning Plan in development
- Student Health Clinic – increase in visits this month
  - Close to offering vaccinations
  - Working on grant for contraceptives
- Outstanding Graduate due this week
  - Commencement committee – all on top of everything
  - Will give 48 hours notice in case of bad weather
  - Sound system will be ready within 2 weeks
  - Floor covering for gym floor has been ordered

## **Kirk Fallon – Student Rec Center**

- Locker room floors done over Spring Break
  - fitness room floors
  - working on bleachers
- Not at last SS Leadership meeting because of conference
  - Led community service project
  - A dozen other schools came to visit the RRCC Rec Center
  - RRCC Intermural T-shirt won best in show – with 300+ in the competition
- Conference suggestions/takeaways for Recruitment/Retention
  - 70% of students say a recreation center will keep them at the school
  - Lactation rooms available
  - lower income and veteran focus events – changing college population
  - Offering free short-term child care. Maybe a collaboration with child center
- Intramural events coming up
  - Thursday, April 26th from 3-4 Throw things at your instructor Dodgeball
  - Ben will send email for participants
  - April 27th 3-8 pm 4 on 4 coed. 1 faculty/staff team even if not member.
  - Sign up for a week long membership \$7 – get a shirt, they run small
- Trying to get faculty buy-in instead of cancelling classes have someone from recreation center do a presentation
- Ben's baby came 4 weeks early
- Strong as a Fox: April 10<sup>th</sup> Bench Press Competition
- April 19<sup>th</sup> 4-6 p.m. Spa Night, mindfulness, aromatherapy, reflexology, yoga, making body scrubs, massages with door prizes
- Step out of Stigma with Rec Center and peer counselors – outside by Pavilion
- Working on Student Leadership positions

## **Gina Jimenez – Arvada Campus**

- Arvada more construction at the Main parking entrance. It is closed through summer. Working with marketing to clarify directions and messaging to students
  - Lights are up at Kipling.
  - Campus address may change
- Skeleton crew at Arvada heavily depending on student workers to cover front desk
- Figuring how to best support Learning Commons at Arvada – different there. Working with Randy.
- AWRSAY awards event– Dan Macy is very involved – service clubs in Arvada and Wheat Ridge. Students win scholarships to RRCC.
- Working on registration – Chelsey has been helpful.
- New housing being built near Arvada – PA students want to know about recreation opportunities at Arvada campus and whether we can make a partnership with the club house facilities at the new housing complex

- Took student comment boxes down – suggestion for IPADs locked at feedback station. Will be involved with Ben and Mary on Formstack design

### **Seidel Moses – Enrollment Management & Student Success**

- Orientation/Registration Days
  - We are being more proactive by calling students to invite them to the days or line up Advising appointments, if they are ready
- FYE has 4 sections of AAA101 courses being scheduled
  - Monday and Wednesday at 1:00  
Tuesday and Thursday at 3:00  
Can find in the online course schedule, not in the print version
  - Fill them with freshmen students. The course will be required of new students. TRIO, COSI, DSF students will all have to take
  - AAA101 – 1 taught by faculty. Glenn/Seidel will teach 2. 1 taught at Arvada.
  - We want to develop a list of people in the future to teach this class – working out the details with Human Resources regarding pay.
- COSI Grant– should hear any day about proposed partnership with Jefferson High School. No questions, no revisions from the grant review on our proposal. Looking good.
  - FT Navigator at Jefferson High School
  - FT Case Manager here at RRCC
- One of Mundy and Seidel’s success goals was to create a survey for new students to evaluate student GRIT. Based off Noel Levitz information. Presented DRAFT at meeting for input.
  - When would be the best time to have students fill out survey? Orientation
  - Drop in box or give to advisor
- Currently working on profile of students we retain Fall to Spring (was 2% higher with Hispanic than Caucasian students) We have a 20% Hispanic student population, 25% is needed to be (HIS) Hispanic Serving Institution (COSI grant students could help push the percentage)
- Looked at one chart of demographics of who doesn’t retain – problem with older students – losing at higher rate.
  - Suggestion that worked at another institution, to put up posters of actual tutors. Older students may not want to be tutored by an 18-year-old. When they see there are older tutors, they are more likely to use tutoring and succeed.

Development Day April 17th

Nothing planned as a division because we don’t want to compete with the 3 hour mental Health training

Variable hourly will not participate or work unless essential

Meeting adjourned

next meeting May 2nd at the Arvada Campus