

T3 General Meeting

Location: FCT

Minutes – August 17, 2016

Present: Shelley Wooley, Beverly Haske, Dave Myton, Geralyn Narkewitz, Marc Boucher, Cathy Chaput, Joe Susi, Sandy Hope, Gail Essmaker.

1. Approval of minutes from June 30: Motion to approve by Geralyn, and seconded by Beverly. All were in favor and motion was carried.
2. FCT report by Cathy and Joe:
 - Cathy: The FCT headed up the New Faculty Orientation (NFO) this year. Orientation sessions were planned; speakers were contacted to provide new faculty with information needed to begin teaching at LSSU; meals were planned; survey/post-evaluations for orientation were prepared, etc.
 - Joe: The FCT was tasked with the planning and organizing Professional Development Day activities. PD sessions were planned; speakers were contacted to provide diversified training opportunities for faculty, staff, and employees of the campus; surveys/evaluations for PD sessions were prepared, etc.
 - The FCT Open House was organized for the day of the Convocation, immediately following the campus Faculty Meeting.
3. Joe noted the challenges after losing the FCT Administrative Coordinator who would normally have done many of the NFO and PD Day tasks. He thanked Beverly on behalf of the FCT for stepping in and doing such an excellent job getting everything ready for the important upcoming events.
4. Budget report by Beverly:
 - The spending spreadsheet through July was shown, and also made available through Dropbox to the committee.
 - Carry-forward funds currently stand at \$57,000, not counting PO's still in process.
 - Geralyn asked about the earlier purchase of Print Manager software and the status of that project for the Learning Commons. Marc reported that IT has not yet connected this, and they will need to provide server access to implement the software launch. He has discussed the delay with the Provost, and Dave will follow up with the Provost about expediting the launch. Dave also asked if it would help move things along if Title III hired a contractor to help, and this idea might be worth further consideration later. Marc reported progress made with Student Government's acceptance for the project, but noted that some students on campus will likely be resistant to this change. It was suggested that a Sustainability / Green awareness campaign could encourage student acceptance during the launch period. Marc explained the plan for a "soft roll-out" of the Print Manager software, once IT can get it set up and connected. Beverly suggested a pilot roll-out for one year before setting a campus-wide limit number on free printing for students.

- Shelley reported the purchase of DegreeWorks for \$65,000. Joe asked if we were still buying *Cliq* as well, and Shelley reported that it was in-process; one of the portals for *Cliq* will be in the FCT.
5. Shelley reported:
- She gave a Title III presentation to the vice presidents, and her PowerPoint will be made available soon to the committee. The focus was on how the FCT can support and help facilitate a positive culture of change on campus by “leading from the middle.” To facilitate this goal, she has been named Director of Educational Enrichment and Access and will participate in the Provost Council meetings. Through this venue, the Title III Grant initiatives will be more fully embedded within our institution.
 - The position will be posted a.s.a.p. on the LSSU job site and externally to find a replacement for the FCT Administrative Coordinator. Some modifications will be made in the job description to adjust for current FCT administrative needs and MapWorks tasks.
 - The Title III evaluator, Kay Floyd, will be on campus September 9. Appointments will be made for Title III position holders to meet with her.
 - To fill the Title III committee seat left open by Karen Johnston’s resignation, it was proposed that Shelley contact Nancy Neve.
 - Quarterly reports turned in for the second quarter were “thin,” but acceptable.
6. Advising report:
- The Registrar’s office is reluctant to launch DegreeWorks until it is fully operational for all majors, etc. If that is the case, Title III would have nothing to report until the middle of year 5 in the grant process. Discussion included a suggestion by Dave to request a “progressive rollout” with at least one key program each semester. This would give Title III the opportunity to report some data and progress on the advising components of the grant.
 - Questions were also asked about the readiness of the company (DegreeWorks) to launch for us, and Shelley will follow up on this.
7. Peer Mentor report by Beverly:
- Beverly showed the committee the planners that were printed for incoming freshmen. Several people stated that the high quality of the planners would make them beneficial for all students, not just freshmen. Discussion included coordinating with Student Life to consider that option, and also possibly selling them to students in higher classes.
 - Beverly outlined the challenges of implementing the peer mentor program in departments without USEM courses, but they have still managed to add more departments for the mentoring program.
 - One textbook will be purchased by KCP as an incentive for the mentors. A Title III momentum point identified the need for students to have earlier access to textbooks each semester, and Shelley asked if the library could have textbooks on reserve for students to use during the first few weeks of the semester while they are waiting for their textbooks to arrive. Marc noted some conflicts with campus bookstore policies,

but had some ideas to work within those policies. Geralyn also said she might be able to do that for students in the USEM and SLA classes.

- Peer mentors will be collaborating with Res-Life to strengthen social aspects of mentoring. RA's and residence halls will be promoting several "stay on campus" strategies to encourage students and help reduce homesickness.

8. SLC report by Geralyn:

- Geralyn reported that the Writing Center (WC) has been moved upstairs to the main floor of the library. The Writing Center has been short of space in the past, and this move will help alleviate that. Several things still need to be completed before the start of the semester, such as changing out the tables in the new WC area.

9. Momentum Points report by Cathy:

- Strategies for improving Add/Drop/Withdraw rates were discussed:
 - Enlisting help from the FCT Workgroup
 - Reporting and publishing general campus-wide statistics, then break those reports down further for each department
 - Ensuring that reports are aimed at support and solutions, rather than "blame"
 - Set goals to meet with people/departments to establish problem solving cycles
 - Direct people to FCT resources that can help remediate weak areas
 - Emphasize the safety factors of working with peers ("we" perspective) rather than supervisory directives ("they" perspective)
 - **Lead from the middle**
 - (1) Visual mapping of identifiers → (2) numerical data → (3) solution-centered

10. LMS / Classroom technology report:

- Gail reported that the complete transition to LMS managed hosting was delayed by a couple of weeks, but she was assured the transition would be complete for fall start-up
- Marc reported that the planned upgrades to the carpets, seats, walls and ceiling of lecture hall LIBR-278 are currently on hold due to lack of funds. The new projector and new screen are on campus, but have not yet been installed by Physical Plant and IT. This room will not be updated in time for the start of the fall semester.

Meeting was adjourned at 2:30pm.