

TEAM
MEETING MINUTES
October 18, 2016 – BOARD ROOM

Members Present: Ray Cummiskey, Caron Daugherty, Daryl Gehbauer, Kim Harvey, Dena McCaffrey, Roger Barrentine, Patti Christen, Tasha Welsh

Members Absent: Shirley Davenport

Agenda Item	Discussion	Action Item/ Person(s) Responsible (If applicable)	Timeline/ Deadline
Call to order	<ul style="list-style-type: none"> Dr. Cummiskey called the meeting to order at 9:15 a.m. 		
Approval of Minutes	<ul style="list-style-type: none"> The September 27, 2016, and October 11, 2016, minutes were presented for approval. With changes noted in the minutes, they were approved for posting. 		
Review of action items / closing the loop			
Hot topics	<ul style="list-style-type: none"> HLC Federal Compliance – Regarding the Federal Compliance Task force, Dena sent the links to samples of compliment/complaint forms from other schools. Division Chairs have worked with Kristine on Maxient for tracking student complaints. Based on HLC recommendations, the Federal Compliance task force would like to add a link on Jeffco.edu for a "talk to us" form. Dena asked who should receive the forms once submitted electronically. It was decided the three vice presidents and their Administrative Assistants will receive emails when a form is submitted. Dr. Cummiskey suggested if a complaint identifies a specific person by name, then Tasha should be involved. Dena will work with the task force to create this on the website. 		
Budget	<ul style="list-style-type: none"> Dr. Cummiskey said departments should start having budget discussions with their employees. Discussing the budget and documenting that this occurred within the department. 		
Planning	<ul style="list-style-type: none"> 		
Division/departmental updates	<ul style="list-style-type: none"> President Instruction: Caron Senate Bill 997; meeting at MO State: 	Caron forward a	

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	<ul style="list-style-type: none"> • A presentation promoting 15 to Finish was shown. Here's the link: <ul style="list-style-type: none"> ○ Banded tuition rates. ○ Increase navigators ○ Financial Aid is 12 credit hours for full-time students. • Metamajors: The concept will be revisited at the November Completion Academy meeting. • Math Pathways – The Team fully supports the Math Pathways and Corequisite models. • Corequisite: Remove Developmental Courses from GPA score; could be Financial Aid issue. Review and reframing of this model. Caron would like to present on SB 997 at the November Board Meeting. • Caron will share links and information from the October 17 Completion Academy meeting. • A permission to fill was presented for the Secretary, Disability Support Services. It was approved and signed. <ul style="list-style-type: none"> ○ Arts and Science Education ○ Career and Technical Education - Dena said Linda Boevingloh turned in her retirement letter. In the process of updating the job description for this position to advertise in January. Permission to fill was signed. • Finance and Administration – Daryl <ul style="list-style-type: none"> • Permission to fill for a full-time police officer was presented for approval. • The sprinkler system was tested in the Library. The water pressure is sufficient. • Student Services – Kim <ul style="list-style-type: none"> • A notification from HLC was received announcing March 11-12, 2019, as the next site visit. The Assurance Argument will be due on February 11, 2019. • The Healthy Campus Award celebration is October 20 4-6 p.m. in the Café. Dave Ramano will be speaking at 2:30 p.m. in ASI Little Theater. 	<p>copy of SB 997 to Team</p> <p>Caron will send an email from the last Completion Academy meeting</p>	

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	<ul style="list-style-type: none"> • Foundation – Patti <ul style="list-style-type: none"> • An updated version of the Notification of Solicitation for Campus Departments. This will be posted on MyJeffco.edu/Employee tab. Dr. Cumiskey suggested Patti reach out individually to departments to discuss this form. • 5K coming up on October 29. • Julie has done one talk with classified staff regarding the campus campaign and promoting the bricks. • Tomorrow afternoon there will be a golf recap. Collaborating to have one golf event in the fall. • Invitations to Monticello went out last month. It will be held on November 7, 2016. • PR/Marketing – Roger <ul style="list-style-type: none"> • Since winter is approaching Roger suggested it would be a good time for a refresher on the inclement weather procedure. • Human Resources – Tasha <ul style="list-style-type: none"> • DOL communication meetings with the 15 employees who must transition to non-exempt and their managers will begin next week in the Board Room. Communication will be sent out to the campus community after the meetings take place. 		
Next meeting date	<ul style="list-style-type: none"> • The meeting was closed at 11:15 a.m. • The next Team meeting is scheduled for October 25, 2016, 9 a.m. in the Board Room. 		

Scaling Math Pathways: Key Resources for Colleges

The following resources are available at the Dana Center Mathematics Pathways Resource Site, <http://www.utdanacenter.org/higher-education/>. To receive monthly updates about the NMP and new resources, email dcmathpathways@austin.utexas.edu.

Implementation Resources

NMP Implementation Guide: Comprehensive guide to prepare for effective implementation including:

- Key action items
- Guidance on engaging stakeholders
- Templates and exemplars

NMP Institutional Scaling Toolkit: Readiness assessment to guide users to resources that address the following challenges:

- Aligning math pathways to programs of study
- Setting long-term goals for scaling
- Developing effective advising tools
- Increasing faculty engagement
- Using high impact practices to increase enrollment and improve student success

Working Across Disciplines and Sectors

Program-of-Study Issue Briefs: Information about math course requirements in Communications, Criminal Justice, Nursing, and Social Work.

What Students Need to Know: Mathematics Concept Inventories for Community College Workforce Education Programs: Inventory of math skills conducted by Ivy Tech Community College of Indiana.

Modernizing Mathematics Pathways at Texas Universities: Recommendations for effective implementation of math pathways for 4-year institutions and their community college partners.

Curriculum and Professional Learning

NMP Annotated Bibliography: Summaries of research that influenced the design and implementation of the New Mathways Project.

NMP Math Courses: Course design standards, learning outcomes, course outlines, and sample materials. For those interested in reviewing or using the full courses, please contact a Pearson representative: <http://www.pearsonhighered.com/educator/relocator/>.

STEM-Prep Pathway: Content and Structure: Summary of the research base and thinking that have gone into the Dana Center's re-envisioning of the path to Calculus.

Frameworks for Mathematics and Collegiate Learning Course: Free curriculum for a learning frameworks course designed to help students develop the strategies and tenacity necessary to succeed in mathematics and in other college coursework.