



CISCO COLLEGE

Standing Ground End-of-Year Report 2017-18

Admissions, Registration and Financial Aid Committee - Abilene

2017-18 Chair:

Link Harris

Statement of committee purpose

This committee provides an opportunity for students to appeal Admissions and/or Financial Aid Suspension.

Statement of committee responsibilities

casting a vote whether to uphold or deny the appeal.

Statement of committee procedures and guidelines

Each committee member is given an appeal. This consists of contact information,

Personnel changes through the year

None.

Committee Chair elected for the upcoming year

Link Harris

Objectives or issues addressed by committee in the current year

Two appeals were presented to the committee. 1 Admissions 1 Financial Aid

Actions taken in the current year

The two appeals were upheld.

Recommendations

None.

Comments

None.

Admissions, Registration and Financial Aid Committee - Cisco

2017-18 Chair:

Leigh Dycus

Statement of committee purpose

The purpose of this committee is to review and make decisions on: admissions and financial aid appeals not meeting regular admissions standards; appeals from students who have been placed on financial probation or suspension; and recommendations on changes to improve registration procedures and processes.

Statement of committee responsibilities

The responsibility of this committee is to make decisions based on current student appeals and past student information in the best interest of the student and the college.

Statement of committee procedures and guidelines

Student appeals are forwarded from admissions or financial aid offices to the chair, and appeal information is dispersed from the chair to committee members for consideration. A vote is taken to approve or decline the appeal, based on a majority decision.

Representation (if specified)

Not specified

Number of meetings and dates

One meeting: January 12, 2018, via email communication

Who attended each meeting

Objectives or issues addressed by committee in the current year

One student, [REDACTED], submitted an appeal for his suspension.

Actions taken in the current year

The committee voted to allow [REDACTED] to return.

Recommendations

No changes

Committee Chair elected for the upcoming year

N/A

Objectives or issues addressed by committee in the current year

Seek methods through which the Athletic Committee can better serve our student athlete departments and other areas of the college, with emphasis on student success.

Actions taken in the current year

The Athletic Committee suggests that the committee strive to find new approaches to aid student athlete success. This would include the classroom and the numerous other areas of the college that the student athlete has contact with. Additionally, the committee would recommend improving communication across the many areas of the college that are associated with the student athlete.

Recommendations

The Athletic Committee suggests that the committee strive to find new approaches to aid student athlete success. This would include the classroom and the numerous other areas of the college that the student athlete has contact with. Additionally, the committee would recommend improving communication across the many areas of the college that are associated with the student athlete.

Campus Activities Committee - Abilene

2017-18 Chair:

Heritage month in September or October. The Committee continues to work with PTK and other organizations to create and direct community service projects for our students and other stakeholders.

Actions taken in the current year

See Above

Recommendations

None

Comments

None

Campus Activities Committee - Cisco

2017-18 Chair:

Susan Moore

Statement of committee purpose

The purpose of the Cisco Campus Student Activities Committee is the facilitate activities and events for Homecoming and Ranch Day for students on the CC campus.

Statement of committee responsibilities

Plan, organize and direct Homecoming and Ranch Day activities and events.

Representation (if specified)

Susan Moore-Chair, Debbie Baker, Kyndall Kaska, Diane Carlile, Don Eddleman, Faith Thurman, Martha Montgomery, Mary McKendree , Debbie Barton, Ex officio-Bryan Cottrell.

Number of meetings and dates

Approximately 12 meetings. 6 fall 6 spring

Who attended each meeting

Most everyone attended the meetings.

Personnel changes through the year

Bryan Cottrell took over for Ryan Johnson as Ex officio

Committee Chair (e)-5 (edforh t)-3(e)-3(upco)-3(o)T,ET @ 0 62 72 re W*n B/TT1 12 Tf 22182 T

Actions taken in the current year

Bryan has requested an increase in our budget.

Recommendations

Most everyone wants to remain on this committee. We did involve students with selection of games. We as committee prefer to have Homecoming set in October to allow us to properly prepare and organize for alumni and families.

Comments

We worked really well together and had great communication.

November 30, 2017

to 128.

b. Mathematics, Science, & Business

Developmental Education Advisory Committee

2017-18 Chair:

Kyndall Kaska

Statement of committee purpose

To retool the developmental education program in order to take advantage of the resources and information available in that field.

Statement of committee responsibilities

To maintain vertical integration within the developmental education program and to act as liaisons between academic departments and Student Success Programs.

2017-18 Chair:

Kathy Kennedy

Statement of committee purpose

To partner with the community to keep students in school and help fill gaps when emergencies happen or needs arise.

Statement of committee responsibilities

Committee Chair elected for the upcoming year

Kathy Kennedy

Objectives or issues addressed by committee in the current year

- a. To recruit more donors from the community.
- b. To improve the registration process.
- c. To promote the pantry through "Popcorn Day" at least once each semester.

Actions taken in the current year

June 2017- May 2018: 991 visits to the food pantry occurred. Many students were served in our student population of approximately 10,000. The pantry is open to all students, faculty, and staff.

Hearing Committee

2017-18 Chair:

Tianay Bralley

Institutional Effectiveness Committee

2017-18 Chair:

Robert Karlin

Statement of committee purpose

1. To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools. 2. To make recommendations for the evaluation of the research, planning and institutional effectiveness functions of the college 3. To study review and make recommendations relating to the college's mission and purpose statements and also the college's long range plans 4. To ensure assessment occurs institution-wide. 5. To review assessment efforts to comment on how well Cisco fulfills its mission

Statement of committee responsibilities

Cisco College has an ongoing, integrated and institution-wide research-based planning and evaluation process. (Appendix 1). The Institutional Effectiveness Committee (IE) coordinates institutional effectiveness participation, planning and assessment across the college. Each college planning units assess its purposes and outcomes: instructional planning units assess student learning outcomes; non-instructional planning units asses service or business operation outcomes. Sixteen standing committees assess specified college areas or processes as per the committee's purpose. The IE committee does not grade planning unit assessment efforts or committee IE Reports. Rather, the IE committee administers a process that ensures assessment is performed at all levels of the college and a comprehensive evaluation of the institution's effectiveness is presented to the college.

Statement of committee procedures and guidelines

Change the wording of the IE response sheet for the planning unit heads.

- o Data-driven?
- o Outcome based?
- o Ongoing and evolving?
- o

The IE committee divided into two-person teams to review the last academic years Planning Unit Reports.

Representation (if specified)

The IE committee has ten members: committee chair Robert Karlin-Math, Tom Bell- Language & Communication, John Caraway- History, Beth Jackson- Math, Zane Laws- Science, Terra Bartee, Cassie Bryant Nursing, Renee Leath - tutoring center, Barbara Pitman VA Coordinator

Ex Officio Members: Sharon King- Director of Institutional Effectiveness & Planning, Jerry Dodson- VP Student Services, Carol Dupree - Provost and Chief Academic Officer, Heather Hicks -Accreditation Liaison, Karen Donoho.

Number of meetings and dates

IE Meeting 27 Sept 2017

Committee Chair elected for the upcoming year

Robert Karlin

Objectives or issues addressed by committee in the current year

Library Committee

2017-18 Chair:

Catherine Mullinax

Statement of committee purpose

1. Evaluate faculty and student utilization of the Library and make recommendations to the director for improvement.
2. Coordinate academic activities with the Library.
3. Serve as a liaison group between faculty and the Library regarding general faculty representatives during librarian interviews and/or hiring.

Statement of committee responsibilities

1. Evaluate library surveys and report findings to faculty.
2. Periodically review library policy and make revision suggestions to director, or review library policy revisions made by director and report changes to faculty.
3. Communicate any requests from faculty to the library that cannot be made individually to the director, and communicate any requests from the library to the faculty that cannot be made to individual departments of faculty members.
4. Investigate any issues which arise during the academic year the library director and/or the faculty request help with, and which cannot be addressed individually with the director, or with individual departments or faculty members.
5. Represent the faculty, either as a committee or through a committee-member representative, during library hiring process and report on process to the faculty.
6. Investigate or identify the library regarding new issues, policies, revisions, and/or requests needed to be in compliance with SACS.

Statement of committee procedures and guidelines

(Aside from some procedures and guidelines outlined in the committee responsibilities, the committee follows the following general guidelines):

1. The committee tries to meet at least once per long semester.
2. All meetings take place over ITV on both campuses.
3. During the meeting, issues listed on the meeting agenda are discussed as well as other concerns that may be brought to the table by committee members during the meeting. If a course of action or recommendation needs to be made on an item, a vote of consensus is considered acceptable.

Representation (if specified)

The committee is made up of the following members:

Catherine Mullinax (Chair)

Justin Cenicerros

Cindy Brookey

Linda Spetter

Wanda Moody

Crystal Rolison

Angelia Torrez

Sheron Caton

Donna Clark, Director of Libraries (Ex Officio), and Jordan Burt, Library Manager
(Ex Officio)

Number of meetings and dates

The committee met twice over the course of the academic year on October 23, 2017 and April 30, 2018.

Who attended each meeting

October 23, 2017 meeting : Donna Clark, Jordan Burt, Catherine Mullinax, Justin Cenicerros, Linda Spetter, Sheron Caton, Angelia Torrez April 30, 2018 meeting: Donna Clark, Jordan Burt, Catherine Mullinax, Justin Cenicerros, Linda Spetter, Cindy Brookey

Personnel changes through the year

Michaela Stewart left the Reference/Research Assistant position at the AEC. That position has not been refilled. Betty Hogan passed away April 24, 2018, leaving the Library Technical Assistant/Cataloging position at the Maner Library vacant. Director

Committee Chair elected for the upcoming year

Catherine Mullinax

Objectives or issues addressed by committee in the current year

(For a more exhaustive list with notes, please see meeting minutes.)

1. Discussed streamlining and improving of library Canvas database pages.
 2. Discussed organization of English LibGuides pages.
 - 3.
 - 4.
 5. Discussed need for new student-use computers in the libraries.
 6. Discussed wireless printing possibilities.
 - 7.
- recommendations for the upcoming year.

Personnel changes through the year

NA

Committee Chair elected for the upcoming year

Heather Hicks

Objectives or issues addressed by committee in the current year

Assessed 15-16 program-level data & set outcomes and benchmarks for each core curriculum objective.

Assessed 16-17 program-level data using outcomes and benchmarks, revised course evaluation questions to align with benchmarks.

Actions taken in the current year

Piloted revised course evaluation questions.

Met with Government, History, Speech, Science and Art faculty to develop assessments

Safety Committee - Cisco

2017-18 Chair:

Roger Tighe

Statement of committee purpose

To ensure that a safe living and working environment for all students, employees, and visitors is maintained.

Statement of committee responsibilities

Committee members when assembled are to discuss and address existing safety concerns or incidents that affect the safety and security of the Cisco Campus and to determine potential solutions.

Statement of committee procedures and guidelines

By appointment the committee chair is Roger Tighe.

The committee decided to meet at least once a school year or as necessary due to members having other responsibilities in other areas.

Number of meetings and dates

Annual meeting 05/04/17

Who attended each meeting

Roger Tighe, Justin Cenicerros, Leigh Dycus, Steve Fox, Michael Garcia, William Hagood, Ryan Johnson P

Personnel changes through the year

Ryan Johnson departed during the academic year and Scott Hetrick's position was moved.

Committee Chair elected for the upcoming year

Roger Tighe

Objectives or issues addressed by committee in the current year

Discussions were started concerning the existing access control throughout the buildings and the installation of an electronic system was raised.

Actions taken in the current year

Electronic access systems and the supporting card systems are being researched.

Additional surveillance cameras such as those installed in the Student Union would be beneficial in the remainder of campus buildings and that too is being researched. The

Safety Captain Program was also incorporated into the new Multi Hazard Emergency

Operations Plan with an intended roll out for Fall 2014. 49.49.11 (e)-3 (ty/8)9 (e(ith)-3 (a)4 (n).73 (ld)

Objectives or issues addressed by committee in the current year

The issue of allowing commuters to receive items was brought to my attention. It is my objective to allow them to come in and get hygiene products.

Actions taken in the current year

Keep the shelves fully stocked.

Recommendations

Continue to provide products needed for the students of Cisco College.

Comments

In the school year of 2017-2018 the closet served 109 students. This number reflects multiple visits by students.

Number of meetings and dates

Meeting 1: 11/15/17

Meeting 2: 4/18/18

Who attended each meeting

Meeting 1: Kimberly Torres & Sheron Caton; Meeting 2: Kimberly Torres, Terra Barte, Tianay Bralley, Julie Paredes, Beth Jackson, Randall Miller, Steve Powell, Sheron Caton, Janna Anderson

Personnel changes through the year

Dawn Kochanek left Cisco College at the beginning of Spring 2018.

Committee Chair elected for the upcoming year

Kimberly Torres

Objectives or issues addressed by committee in the current year

Objectives 1, 2, 3

Review current policies, standards, and procedures of distance education.

Recommend guidelines for course development.

Recommend standards, evaluation, and training for distance learning faculty.

for the committee to review. The Director of Distance Education & eLearning is working to create these documents, but without the necessary assistance that her growing department requires, these documents continue to be in process.

Questions regarding Plagiarism Detection Strategies came up from the Nursing department. Particularly, aside from TurnItIn, what methods do instructors currently use to detect plagiarism? The Director of Distance Education suggested that specific Communities of Practice be established to address this issue and set best practice strategies for the college. These Communities should be focused on:

Plagiarism

Accessibility & Universal Design of Online Courses

llos

The following questions were posed for faculty to ask of themselves:

Are we teaching students what plagiarism is?

Are assignments designed to be more specific rather than general (more specifically, could students easily google the answer the assignment)?

Other concerns: There is no procedure for reporting plagiarism, and that needs to be established.

Online Best Practices: According to the Director of Distance Learning, individual departments are supposed to be coming up with criteria based on Best Practices. Online Best Practices are (1) provided to all new instructors via online training course, (2) distributed via division chairs to faculty, and (3) available via email from the Director of Distance Learning.

Objective 6

Identify faculty, staff, and student technology needs and make recommendations to Information Technology Management.

ITV Rooms: IT is trying to replace all projectors with TVs.

ZOOM: All faculty can use ZOOM for free.

Updated ITV: The Director of Distance learning is requesting newer, up to date connections for ITV through the 2018-2019 budget. This update is pending board budget approval.

Issue: Dual Credit

The committee questioned whether dual credit falls under the purview of this committee.

While parts of Dual Credit naturally fall under this category, several other issues surrounding Dual Credit do not. Therefore, it is the recommendation of this committee

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Actions taken in the current year

IT will create a checklist to make sure that every classroom is tech-ready at the beginning of each semester.

Recommendations

This committee should meet twice a semester.

Comments

The Distance Learning Department staff should be expanded to keep up with growing enrollment and increased demands.

Regarding Committees in general, a written explanation of the guidelines, procedures,