

LAKE-SUMTER COMMUNITY COLLEGE

ADMINISTRATIVE COUNCIL

October 17, 2006
10:30 a.m. – Board Room

Present: Janice Atkinson, Donald Ball, Rosanne Brandeburg, Jackie Busboom, Rey Cortes, Denise English, Wes Estey, Sue Fagan, John Froman, David Goff, Doug Guiler, Gary Holstein, Tim Kane, Bill Kennedy, Pat Landsman, Sherie Lindamood, Mike Matulia, Audrey Maxwell, Carolyn Meyer, Jane Miller, Dr. Mojock, Barbara Perry, Mary Jo Rager, Glenn Ricci, Tabitha Richards, Betsy Ruano, Dick Scott.

Title III

Dr. Mojock called on Bonnie Hollaway to give an update on the Title III proposal. Bonnie reported that they had recently narrowed the groups and had established “Champions” who will head up a specific component. The time line was discussed noting that the proposal was not due until January. She then allowed different Champions to discuss their area. Highlights as follows:

► Curriculum Revision

Dr Ricci : Committee is looking at total curriculum and how it can be defined as to terms of outcome; criteria used to measure outcome; introducing community service into the curriculum; improving student success

► Information Technology

Dr. Rager/Mr. Guiler: Narrowing the scope of the tracking of students – it is still in the beginning stages; student portal is very encompassing – needs to be narrowed down

► StudentFYrST

Faculty will volunteer as advisors – not required; Early alert program; academic intervention; tracking identifying milestones in student’s progression.

► Professional Development Center

Intertwined with education and knowledge; support the other Title III activities; parallels with student success

► Comprehensive Development Plan

List our strengths and weaknesses; understand Title III grant and the effects on everyone

Student Success Initiatives

Barbara Perry discussed what has been happening and where we are headed. Comments are as follows:

Identify and prioritize the barriers to student success; identify items that have lead to success; identify areas of improvement.

Is there a plan? PDC is involved in training with Project Management...very disciplined process. It will be a challenge to us and documenting will be time-consuming, but it will make things better. Improved documentation will become a depository of institutional knowledge.

Milestones will be given to community as to what is happening so that everyone will “buy” in.

Need operation guide – so new folks can get oriented.

360 Evaluation

Mr. Kane/Mr. Scott:

Feedback areas will be 1: rating an individual on their behavior as they support our values and 2: supervisory behavior. The anticipated trial date is January and it will be administered from senior management and then down. It is designed as a voluntary measure. This procedure will be approached as a desire to get better as a team – to provide feedback. It will not be a part of the performance appraisal.

Student Satisfaction and Student Demographic Profile

Dr. Meyer gave an overview of the age and ethnicity of our students. The results of the Student Satisfaction Survey are back in and have been analyzed. The analysis will go to the Board at their October meeting... students need to see positive results. There was also discussion and comments on student retention.

Administrative Council meeting concluded at 11:55 a.m.