

Meeting Day, 10/10/19 | 11-12 | W-100

Co-Curricular Sub-Committee Meeting

Members in Attendance:

Member 1 Amelia Zimet	Member 4 Keisha Patterson	Member 7
Member 2 Zalika Landrum	Member 5 Ashleigh Ballard	Member 8
Member 3 Eddie Philips	Member 6 Gabriel Villagomez	Member 9
Member 10 Michael Johns	Member 11 Sensahra Hern	Member 12

Others in Attendance:

Guest 1 Cindy Carlson	Guest 3
Guest 2 Patrick Gibson	Guest 4

- **Item 1 Mission Statement Framework and Rubric**
 - **Ensure all Co-curricular departments have mission statements and SLOs**
 - **First draft handed out**
 - **Framework will be the same for co-curricular and academic departments**
 - **Initial thoughts on framework:**
 - align to mission of college
 - keep it concise, two sentences—word count (no more than 50)
 - change first bullet from three facets to just the purpose of the department but keep the questions as prompts
 - clearly state department purpose as first bullet
 - **Initial thoughts on rubric:**
 - reconsider first criteria—make it match first framework bullet
 - keep feasibility in mind, aspirational and realistic
 - examples? Financial aid
 - difference between mission statement, department goals, and vision
 - delete “how” and “feasible” and write “credible within the scope of the department”
 - delete “precise” and write “concise”

- **Item 2 CCSSE**
 - **Registered CCSSE for Spring 2020 and have correct vendor**
 - **Allowed additional 15 questions specific to KKC**
 - **Geared around 3 co-curricular departments up for review**
 - DAC, Advising, Library (5 questions each)
 - samples available for advising and library
 - **Finalized questions by *November 29th***

- each department will present their questions to co-curricular committee by *October 24th*
- involve Patrick to get better questions related to data gathering

- **Item 3 Student satisfaction survey**
 - **Revamping survey**
 - want it sent electronically
 - goal 10% of students to complete
 - no longer than 10 minutes to complete
 - each department has question regarding satisfaction with the department
 - If student dissatisfied or did not use create a deeper dive
 - reframe survey from top down language to using actions/activities/functions that students can relate to
 - departments focus on their core functions as experienced by the students
 - two separate surveys:
 - facilities (IT, facilities, security)
 - keep it thematic to department functions
 - try to avoid survey fatigue
 - deadline end of Fall term
 - student focus groups?
 - not just SGA officers! We want a range

- **Item 4 Program review**
 - **Co-curricular**
 - not the same data rubric/template as academic
 - departments need to determine what information is currently tracked and what needs to be tracked
 - surveys will provide data
 - Patrick leaving November 1st

- **Item 5 Webinar on creating surveys October 31st**
 - **W-100 at 10**

• **Action Items/Next Steps**

ACTION ITEM	WHO'S RESPONSIBLE?	DUE DATE
Dpt. Mission Statement Revisions with the Framework/Rubric	Departments and Liaisons	TBD
5 questions added to CCSSE	DAC, Advising, Library	10/23
Student Satisfaction Survey Dept. Questions	Departments and Liaisons	TBD

- **NEXT MEETING = Day, 10/24/19, 10am-11am**