Design Team Minutes
4/24/2013
Prepared by Melissa Van Der Wall and Maya Poran

Attendance (in alphabetical order):

Karen Booth, Rick Brown, Joe Connell, Eric Daffron, Neriko Doerr, Marita Esposito, Julie Fitzgerald, Miguel Lopez, Nicole Pacheco, Maya Poran (Co-Chair) Nicole Prisco, Sarah Stackhouse, Melissa Van Der Wall (Co-Chair), Trish Williams

After introductions, Joe Connell reviewed the First Year Student data with the group. The group discussed a drop in percentages and what the rationale might be behind those numbers. For example, upper level courses might be perceived by a student as being more enriching. Or, sometimes a student might not make a direct connection between the CEC assignment and the curriculum until weeks, months, or even years after college.

A question was raised if we could re-survey the same group of students in the spring semester (the First Year Student Survey is administered near Thanksgiving). Joe Connell indicated that he would check with the Director of Institutional Research to see what additional tactics we could be taking to get assessment figures from spring.

Another point was raised about possibly revamping the Student Opinion Survey to include a piece about the student’s experience with the CEC. The group tabled this idea because it would be a large-scale/under-taking involving ARC and might best be pursued next year.

The group expressed an interest in seeing the qualitative data from the First Year Student Survey – Maya and Mel agreed to e-mail the entire group the document.

Discussion ensued about college calendars and the need to synchronize information for students, faculty, and staff in advance. Rick Brown discussed the CEC Calendar that is currently up and running. An idea was raised if the College could commit to running a link (each Monday) in the Daily Digest that communicates the CEC Calendar. Melissa said that she would follow up with Anna Farneski from the Office of Communications and Public Affairs. The goal would be for the calendar to serve as a constant reminder to the College and would make the activities more prominent.

Working Group Reports

Evaluation Working Group (chair Ed Petkus): No report this week

Support and Resources Group (chair Liz Siecke): Miguel reported on behalf of the group. He identified three areas that the group is working on (1) making the CEC easier to implement, (2) sharing available resources—perhaps through convening groups, (3) a checklist – info for new faculty. The group advised Miguel to take a look at the manual through the Faculty Resource Center (posted on the web). The Manual is a collection of information specifically for faculty and staff who teach. Miguel talked about the ARC page listing CEC example and also the potential for a Webinar or You Tube Video faculty and staff who teach can watch as an orientation to the CEC requirements.

Integration Group (chair Melissa Van Der Wall): Reported on the following: (1) helping the Dean’s with a consistent CEC message script they may choose to use during Admitted Students Day, (2) During
Orientati
there is an Academic Overview that includes one slide titled Course Enrichment Component, (3) MyCCT – having Nicole Pacheco from the Design Team represent the CEC at those meetings and keep the spirit of the CEC alive, (4) Doing a neutral sweep of the entire web to make sure we are consistently saying Course Enrichment Component – because there have been some variations of the CEC acronym in the past, (5) the Integration Working Group will be training all of the Peer Facilitators, (6) The Integration Group developed a one-page training document regarding the CEC for the Peer Facilitator Training Manuel, (7) gathering new CEC activities from faculty to be used as examples at Enrollment Management Events.

**Progress Report Group** (chair Maya Poran) The group is working on a Design Team progress report for Eric. The group has plans to broadcast a message (2-3 weeks) that reminds the College of the Design Team’s progress and what next steps are being worked on by the Team.

Melissa and Maya will be sending out a message to the Team to ask if members wish to continue with the Team or if another person at the College might best serve the Team.