

Student Affairs Leadership Team Meeting
December 12, 2023
1:00 p.m.
Teams

Participating: Matt Fowler, Amber Malone, Libby McVicker, Cassandra Goldman, Chad Groves, Wain Davis, and Katie Hinderliter (Recorder)

Spring 2024 Tour Schedule

The team reached a consensus on scheduling the monthly leadership team meeting from 2 to 4 p.m. on the third Tuesday of each month moving forward. The next meeting will take place via Teams on Tuesday, January 16. This monthly schedule aims to provide a two-week turnaround for submitting items to the SEPC before the IECC Board meeting. It also allows for other divisions to streamline information to align with the team's set schedule.

Katie will be sending out calendar appointments for the 2024 meeting schedule on the following dates:

Tuesday, January 16, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
Tuesday, April 16, 2024 (Potential conflict with HLC Annual Conference)
Tuesday, May 21, 2024
Tuesday, June 18, 2024
Tuesday, July 16, 2024
Tuesday, August 20, 2024
Tuesday, September 17, 2024
Tuesday, October 15, 2024
Tuesday, November 19, 2024
Tuesday, December 10, 2024

Orientation Committee

Cassandra announced an initial meeting of the orientation committee was held with the next meeting scheduled for January 31 at 1:30 p.m. Cassandra conveyed that all Directors of Learning Commons, along with Cassandra herself, are members of the committee. Advisors will not participate in the committee to ensure their availability for student advising during the orientation timeframe. The committee is tasked with determining what we are doing for new students starting Spring 2024.

An overarching question was debated: is orientation a stand-alone class, or is it a student service we provide? Further discussion included considerations on whether it should be a required component for graduation or if it is part of a bigger component, such as the PTS class. Another point of discussion involved addressing how to capture and promptly identify students who do not follow through with attending orientation.

Dr. Fowler asked that Cassandra and Chad meet and report back to the team at the January 16 meeting with an initial draft outlining a proposed recommendation for orientation and plan for implementation starting Spring 2024.

AY25 Technology Needs

Dr. Fowler requested that any specific technology needs be submitted to him and Katie, including the item(s) requested, equipment cost (including the source of the estimate), and the justification.

Budgets

Dr. Fowler outlined the three-year budget planning cycle and encouraged a thorough approach to budgeting requests. Once everyone has their budget proposal prepared, submit it to Dr. Fowler, and he will consolidate them into one budget to be submitted to the CFO from Student Affairs.

The team discussed allocating \$3,000 per campus for orientation. Dr. Fowler mentioned his intention to include comments in the Learning Commons budget and forward it to Chad for review.

2024 Goals

The 2024 goals of the Student Affairs group were listed at the bottom of the agenda and will remain there to stay top of mind throughout the year. Dr. Fowler emphasized the importance of maintaining consistency in goals as supervisors complete evaluations for themselves and those they oversee. The goal is to align individual and team goals within Student Affairs to ensure everyone is working towards the same objectives.

Undocumented Student Liaison

Amber reported that she has been designated as the Undocumented Student Liaison for all four campuses pursuant to Public Act 102-1045. Undocumented Student Liaisons must be available on campus to aid undocumented students and students from mixed status families. An Undocumented Student Liaison's primary duties are to streamline access to financial aid and provide academic support to students, which will allow the student to successfully matriculate to degree completion.

Study Abroad

Cassandra reported that IECC is currently a member college of the Illinois Consortium for International Studies and Programs (ICISP). Two study abroad programs are scheduled for Summer 2024, offering opportunities to travel to Spain (May 29-June 28) and Costa Rica (May 29-June 29). The application deadline for interested students is in February 2024. Cassandra intends to distribute marketing materials to each campus marketing coordinator for promotion, with the aim of sending two IECC students for each program. Students will receive college credit through their home institution for participation (WVC class). ICISP provides scholarship opportunities, and Cassandra plans to conduct an information session for students and parents. A suggestion was made to explore potential partnerships with local Rotary Clubs.

Student Advisory Board

Cassandra is exploring the establishment of a District-wide student advisory board, which aims to provide students with a platform to voice their opinions, contribute to community building,

and assist IECC in identifying resource allocation needs. The IECC trustee would possibly lead the Board, and while details, including the board's size, are still being worked out, Cassandra emphasized the importance of diverse student representation.

A question arose regarding incentives for student board members, and the consensus was to explore incentives for attending individual meetings rather than providing tuition waivers. Dr. Fowler suggested a monthly meeting schedule, and there was agreement that having the board operational by the 2024 HLC Visit would be beneficial.

New Student Onboarding

Dr. Fowler, Cassandra, and Amber will compile their insights on new student onboarding for Chancellor Gower's review during Christmas break. Dr. Fowler plans to distribute a draft for feedback, with the final version to be sent to Dr. Gower in one week. The discussion revolved around the period from student advising to orientation and how to maintain student engagement during this time so there's not a "desert of nothing."

Several suggestions were proposed, including:

- Sending text alerts prompting students to watch videos or explore content in Canvas.
- Inviting students to attend class visits (lecture or lab day) and possible institutional campus visits through TRIO.
- Facilitating opportunities for students to meet instructors and staff through seminars on career plans.
- Utilizing community groups for engagement.
- Extending invitations to parents to visit the campus.

Meeting ended 3 p.m.