



ETCS Executive Committee Meeting

October 23, 2017

ET 235 2:00-4:00 pm

Present: Mary Jane Casiano, Abdullah Eroglu, Beomjin Kim, Kim McDonald, Gordon Schmidt, Gary Steffen, Nashwan Younis, Manoochehr Zoghi

Guests: Jason Barnes, David Cochran, Todor Cooklev, Carol Dostal, Jennifer Oxtoby Hunter, Karolyn Smith

Manoochehr welcomed everyone and called the meeting to order. He presented the agenda, Abdullah made motion to accept the agenda, and Nash seconded it. All approved the agenda as presented. Nash made a motion to accept the minutes and Beomjin seconded it; all approved.

Karolyn distributed two sheets of information on new student orientation (NSO) and proposed 2018 A&R dates. During NSO, there will be a resource tour with college and academic resource stops. The ETCS Help Corners and Karolyn's office are stops on the tour. Email Karolyn if you have volunteers who want to be part of the tours. Karolyn will ask the student mentors to participate. If you have any concerns or suggestions on proposed 2018 A&R dates, please email Karolyn. Summer faculty are to cover these dates/times (Summer 1 has 14 and Summer 2 has 7).

If you have not looked at the College of ETCS, Strategic plan website, please check it out. Click on View Plan and then the Progress tab to view what transpired at the September 22 workshop. The workshop had four key objectives:

1. Learn how to do implementation together and to get everyone engaged
2. Begin implementation during the fall semester with plans to review progress during January 4, 2018 retreat
3. Learn together how we incorporate continuous improvement into everything ETCS does
4. Establish teams to start work on the priority initiatives 1.1 and 1.4

Activities and discussion from the workshop also lead to these key learning points:

1. Continuous Improvement
2. Student Flow (Pre-College through Career Pathways) through Programs and Administration
3. Developing, Communication & Implementing ETCS College Initiatives in the Context of Student Flow through Programs (Pre-college through career pathways)

There was discussion about getting the student perspective on how the steps should flow and what are their obstacles. It was suggested that student organization leaders be asked, or student forums be held. Another suggestion was to survey them and send them information to see if they want to take the initiative to be part of a focus group. A master flow chart should be created and students should be asked for their feedback.

It was suggested that reminder information be distributed through the dean's office to the teams to:

- Get feedback
- Who is on what team?
- What is your feedback on continuous improvement for your team (be specific)

How do we want to go forward to be ready for the January 4, 2018 retreat?

1. Create a composite flow
2. Have 5-7 questions for the focus group
3. Communicate team information

Carol suggested we have some mechanism in place so that we are not contacting the same people or schools.

Dr. Zoghi talked briefly about the \$200,000 recurring cut and that IPFW was shy \$743,000. With Joe and Jennifer, they are trying to figure this out. There was no designation of the \$743,000 how much each college should come up with. It was suggested that the centers help with this also.

The meeting was adjourned.

Respectfully submitted,
Mary Jane Casiano, secretary