

Title III Task Force Meeting

Thursday 07/09/2009

10:30 a.m. – 11:30 a.m.

Room: A122

Minutes

- In Attendance: William Giddings, Steve Gibbons, Aletha Stubbe, Gretchen Bartelson, Rhonda Pennings, Mike Logan, Ruth Hobson, Scott Meinecke, Tracy Lukkes, Molly Galm, Beth Frankenstein, Chris Anderson, Susan Schmidt, and Rachael Holz
- Absent: Sheila Drenkow, Steven Youngs
- Quarterly Report – (April, May, June 2009)
 - Available on N Drive in Title III/ Title III Reports
 - Scott Meinecke and Tracy Lukkes will approve(SS)
- CLARUS Study – Reviewed July 6, 2009
 - Susan gave a brief overview
 - CLARUS called area parents and students
 - 300 High school students and 500 adults (AS)
 - Will be done again in 5 years
 - Study will be available after July 10th. We will place on N drive for availability
 - Main points of study
 - We need better name recognition (GB)
 - Need to advertise transfer program (GB)
 - Need to focus on getting students at an earlier age (AS)
- Positions: Susan informed Task Force that all positions have been filled and let them know a little about each new employee.
 - Active Learning Technician – Chris Anderson is from Spencer and started May 18.
 - Assistant – Rachael Holz is from Sheldon and started July 6.

- Activity Director – Arlyn Schaap will be starting July 22. He will be taking over Rhonda’s position
 - Photography Instructor – Michelle Davis
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- Internal Evaluation

Steve Gibbons

- Steve Gibbons gave brief overview of evaluation
 - Looked over budget and everything seems good there
 - Looked at Timeline and we are on schedule
 - There is tangible evidence in records
 - Steve will be setting a meeting with the Internal evaluation team members in September to do further evaluation.
 - Internal Evaluation will be done on years 1,3, and 5; and external evaluation will be done on years 2 and 4. (SS)
 - Our external evaluation will be done by Judy Cook from Iowa Lakes Community College.
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- Sonography to Photography

Alethea Stubbe

- We conducted a feasibility report on Sonography program.
 - Program would only be able to support 4 to 5 students
 - We decided to fund a Photography program with the grant, but NCC is still investigating options for starting a Sonography program at a later date.
- Photography program overview
 - Money goes to instructor’s pay (AS)
 - Michelle Davis has been hired as full-time instructor
 - Paid 100% by grant the first year and each year following the college will take on more responsibility.
 - Mike and Michelle Davis have been working on developing curriculum this summer
 - We currently have 16 students enrolled and there is a goal of 24 students by the end of the grant (RP)

- Two Classrooms will be used for program (AS)
 - A121
 - A125
 - Students will buy own camera(RP)
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- Curriculum Design & Assessment *Susan Schmidt*
 - On April 4, 2009, The Collaboration for the Advancement of College Teaching and Learning presented “How to Assess Classroom Learning” by Jay Rassmussen.
 - Cohort 1 attended
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- TracDat *Susan Schmidt*
 - Software is ready for training (ML)
 - First training session will be August 12 and 13
 - Will train select key people
 - Additional training will be done by key people on an as needed basis
 - TracDat was chosen for two main reasons (GB)
 - User friendly
 - Can pull information from Datatel
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- Web Portal *Mike Logan*
 - Equipment is installed
 - Ready for pilot
 - Start with volunteer staff then select students
 - Will delay access for all students until first pilot is done
 - Aiming for Spring semester being able to have access for all students with base functionality (pilot 2).
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- Closing Remarks *Susan Schmidt*
 - Endowment match of \$20,000 has been confirmed with Ron Plum

Approval: _____ Date: _____

Signature: Susan Schmidt, Title III Project Manager