

What are we doing to help students come and complete at the College?
What are we doing to help employees come and stay at the College?









President's Bi-Weekly Report

For period August 11, 2025 to August 29, 2025

** Next Report is due Friday, September 12, 2025 "Pay Day"

Strategic Projects for 2026-2026 Academic Year

In identifying the strategic projects for their departments, supervisors need to address at least one of the two **SMART** (Specific, Measurable, Achievable, Relevant, and Time-based) strategies shown below in alignment with the strategic plan and its key performance indicators (KPI's) to fulfill the College mission of student access and success, and align the human, fiscal, and physical (facilities, IT) resources. The two strategies are:

- 1. What are we doing to help students come and complete at the College?
- 2. What are we doing to help employees come and stay at the College?

ACADEMIC AND STUDENT SERVICES

01_ Admissions & Enrollment Management

Increase total applications by 6% by June 2026 through a 2% gain in general, non-traditional, and underrepresented student applications, supported by targeted communication and improved ISIR (Institutional Student Information Record) engagement.

Recruitment Strategy Overview: SY 2025–2026

♣ As we launch the new recruitment cycle, Admissions and CCP will be working collaboratively to streamline efforts and maximize impact across all student populations. Our unified approach includes cross-training admissions representatives with CCP responsibilities to strengthen engagement and expand opportunities for students.

Key Changes & Focus Areas

- Two New Admissions Representatives: Fully integrated into both admissions and CCP recruitment efforts.
- o Enhanced CCP Engagement:
 - Representatives will attend CCP parent information nights.
 - Aggressive outreach to underclassmen to promote CCP courses with an emphasis on career pathways.
- o Goal:
 - *Increase CCP participation.*
 - Boost overall post-high school applications by 6% for the academic year.
- **♣** Fall Recruitment Events
 - o Main Campus Open House Thursday, November 6, 2025, 10:00 AM
 - o Kehoe Open House Thursday, November 13, 2025, 10:00 AM
 - o CCP Virtual Info Nights 2nd Tuesday of each month, 6:00–7:00 PM
 - o Liberal Arts Virtual Info Session Tuesday, October 21, 2025, 6:00–7:00 PM
 - o On-Campus CCP Info Night Tuesday, November 4, 2025, 6:00–7:00 PM
 - o Counselor Meeting Friday, October 10, 2025, 9:00 AM
- **♣** Target Audiences
 - CCP Students & Families
 - Adult Learners
 - o Traditional Post-High School Students
 - Underrepresented Populations
- Strategic Initiatives

- Student Information Record (ISIR) who have not applied.
- Comprehensive Recruitment Plan: Implement targeted marketing and engagement strategies for all priority student groups.

02 Engineering Technology, Business, and Criminal Justice (EBC) Division

- 1) Achieve a 3% increase in student co-op, internship, and capstone placements by June 2026 through quarterly faculty tracking and employer outreach. 2) Reverse any individual program enrollment declines and achieve 3% division-wide growth by Fall 2026 by launching orientation videos, updating marketing, and expanding employer partnerships. 3) Relaunch the Manufacturing Maintenance Technician program by Fall 2026 with 10 enrolled students and three new employer partners for internships or apprenticeships.
- ♣ I have shared our strategic goals with our division along with the initial data supplied during strategic planning. We have scheduled our biweekly meetings to discuss our strategic goal updates. Our first meeting will be September 9 to further discuss our goals, action items, and individual plans.

03 Health Sciences Division

Increase Health Science program applications by 5% by May 1, 2026, and maintain first-year course completion rates at \geq 90% in Fall and \geq 95% in Spring.

*		
Health Science	# day 14 enrollment	Course Goal
Course	8/25/2025	90% or greater
Chem 1030	47	43
BIOL-1230	62	56
BIOL-1550	92	83
BIOL-1730	28	23
BIOL-2751	156	141
PHTA-1070	17	16
PHTA-1040	Session B	session B
PNUR-1012	20	18
RADS-1170	22	20
RADS-1175	Session B	Session B
RESP-1110	15	14
RNUR-1012	69	63
RNUR-1014	Session B	session B

[₩] We have not started to accept fall 2026 program applications. This process will begin in the upcoming weeks.

04 Liberal Arts Division

- 1) Redesign 10 high-enrollment course shells by July 1, 2026, with structured layouts and AI-integrated components that strengthen course learning outcomes. 2) Increase the course completion rate in all Session B (second 8-week) courses by 1.0% over the 2024–2025 academic year baseline by implementing targeted early intervention and student support strategies.
- \blacksquare Began meeting with faculty to discuss this year's strategic goals.
- ♣ Meetings scheduled with the division's personnel to discuss and implement strategies to work on goals.
- ♣ Information being gathered for both AI and to improve student success in B session.

05_ Assessment, Curriculum and Compliance

Submit NCSC's Quality Initiative Proposal to HLC by November 30, 2025, and implement aligned assessment improvements college-wide by May 2026 to enhance program review and student learning feedback cycles.

- I created a spreadsheet of all active classes for Fall 2025 that had a CWO listed on the M. Syllabi and noted where the rubric should be attached. I then reviewed every course and noted where rubrics were missing or not attached. I then met with Shella Seckel and Jeff Stacklin who will be assisting with importing rubrics and attaching them.
- ♣ I've been reaching out to the last three programs that did not complete the re-alignment/audit last year to facilitate any changes
- I've pulled the Canvas assessment data and put in a ticket to merge with institutional data. Once this data is received, I will begin creating the new updated TASK reports and combining them with LightCast data for Program Coordinators.
- Faculty Caucus has given the go ahead to launch the new faculty feedback surveys to be sent out at the end of each term. The mini survey is complete and ready to go.
- ↓ I've scheduled our HLC QIP core group meeting for this week to review the changes and my initial draft of the QIP argument statement. I am hoping to learn how the PAR update process led by Dr. Travis Green can be included in the document.
- **↓** I have begun to draft the division meeting presentation for the first week of September on the process and updates to the assessment system.

06 Title III

Convert 50% of eligible courses to 8-week or online formats, increase OER use, and involve at least 75% of faculty in professional development by June 2026.

→ Alternative course delivery – For the 2022 – 2024 academic years (first two years of the grant), approximately 40% of course sections were offered in 8-week sessions, while approximately 55% of course sections were offered fully online (either synchronous or asynchronous) and 15% were offered as a hybrid (online + in-person). Data for the recent 2024 – 2025 academic year is being compiled by IR and will be shared when available.

- ◆ OER − 59 courses currently utilize OER material, collaborations ongoing with faculty in Health Sciences in adopting OER in other courses (timeline for implementation TBD).
- ▶ Professional development 87% of current full-time faculty members have either completed the year-long ACUE Effective Online Teaching Practices (EOTP) credential or are enrolled in the current cohort that is starting in early September. The remaining faculty are new to the college (less than one year) and will be included in the 2026 2027 cohort. Discussions are ongoing with the Center of Teaching Excellence to continue professional development opportunities with the new digital badge training program.
- **↓** Technology
 - Workshops Held: In-Person: 0 sessions Zoom: 8 sessions Video Hits: 125
 Student Support: Email: 26 Phone: 18 In-Person: 0
 Faculty Support: Email: 28 Phone: 8 In-Person: 0
 Staff Support: Email: 25 Phone: 4 In-Person: 0
- \blacksquare Equity and Access Coordinator: (08/01/25 08/27/25)
 - o 1:1 Support Sessions: 60
 - o Student Groups: 00
 - o Faculty Sessions: 21
 - o Events/workshops held:
 - 08/05 NSO: 21 Students
 - 07/30 NSO: 08 Students
 - 08/12 Thrive this semester: 01
 - 08/21: Presentation for Trio Students 06

07 Registrar (Student Records)

Increase student usage of Colleague planning tools by 30% and reduce certificate processing time by 50% by June 2026, while improving satisfaction scores to \geq 80% (students) and \geq 85% (advisors).

- ♣ First degree utilizing Fastest Path has been awarded
- **♣** Curriculum Track to assist student's and advising is in process

08_ Student Support Services

- 1) Raise TRIO retention to 70%, tutoring visits by 20%, career services visits by 15%, and Specialized Support Services visits by 25% through focused outreach and embedded services by May 2026. 2) Launch student survey in Fall 2025 and improve Spring 2026 satisfaction by 10%.
- **★** TRIO Fall Kick-Off held on 8/21/25. Eighteen students attended. Currently TRIO is accepting new students for the new program year. The program is funded to serve 140 students.
- For the period of 8/11 to 8/29, Visits to tutoring = 23; Hours: 22.11; Unique students = 16; Referrals = 49; Top 3 Subject Areas: English, Nursing, and Radiology
- **↓** The office of Disability Services responded to 1 Alerts(s)/Referral(s) to the office; registered 4 new student(s) for accommodations for courses for FA25
- ♣ Currently conducting interviews for the Career Pathway & Internship Coordinator position; Internship & Co-Op Speed Networking Meet & Greer Event scheduled for Tuesday, Sept. 23 from 3:00-5:00 pm in the Eisenhower Marketplace
- ♣ Resource Navigator was at Welcome Tables held on 8/11 & 8/12; Sweet Start to the Semester event on 8/13; Back to the Books Bash on 8/14 and the Campus Engagement fair on 8/27.

09 College Credit Plus

- 1) Increase CCP student enrollment by 1% over the previous academic year and 2) ensure 50% of CCP students are on a documented pathway plan by May 2026.
- ▶ Initial meeting scheduled w SRO to outline scope for the portion of the pathway project that will involve taking the CCP Pathways and integrating them into MyNC self-service planning platform, to serve as an interactive planning tool to support CCP students with making informed and intentional course plans for 2+ terms at a time, working with the end in mind.

10_ Academic Support Services (Center for Teaching Excellence)

Increase Canvas Master Courses by 50% (from 37 to 56) and engage one program from each division in course design review by June 2026.

LANVAS MASTER COURSES:

Courses completed to date:

38. ACCT-2030	42. EDUT-2150	46. HMSV-2030
39. EDUT-1010	43. ENGL-2180	47. HMSV-2150
40. EDUT-1070	44. ENGL-2190	48. SPAN-1010
41. EDUT-2080	45. HIST-1050	

Courses in progress: HIST-1070, SPAN-1020

COMPLETED COURSE REVIEWS:

<u>EBC</u>: <u>Health Science:</u> <u>Liberal Arts</u>

• RADS-1121

• RADS-1151

• RADS-1170

• RADS-1175

Reviews in progress, not yet completed:

• Liberal Arts: PSYC-1010 (All Modalities)

Reviews planned for Fall 2025:

EDG	II. 1.1 G :	T 11 1 1 .
<u>EBC</u> :	<u>Health Science:</u>	<u>Liberal Arts</u>
•	• RADS-1251	•
	• RADS-1270	
	• RADS-1275	
	• RNUR-1012	
	• RNUR-1014	

♣ Additional Activities

• 34 Teaching Skills Toolbox Badges earned to date by 30 different faculty (6 Adjunct - 24 FT)

- 3 Course Redesign Camps (7 faculty Attendees) & 1 Faculty Book Club (4 completed) Held Summer 2025
- 27 Teaching Skills Toolbox Faculty Workshops offered May 1- Aug 29
- **8 Facilitator Teaching Tips Podcast episodes** posted May 1- Aug 28 (115 downloads | 96 Listeners)
- AI Faculty Development pathway (onboarding, Beginner, Intermediate & Advanced) with draft badge identified
- Inaugural NCSC Teaching Exchange held August 8 for full time faculty with adjunct attendees
- Canvas Administration:
 - o Canvas Roles created for Division Deans and Program Coordinators for better/more accurate access to assessment data
 - o **Realigning Canvas sub-accounts** to remove incorrect accounts and move Manufacturing Tech and Criminal Justice to correct divisions
 - o **SIS Imports** created to automate future publishing of courses and moving subaccounts to increase accuracy of future Canvas reporting and assessment data

BUSINESS SERVICES

11 Accounting Services

Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

♣ Policy 17-01 and 17-101 were reviewed and no changes were required at this time.

12 Financial Aid Office

Collaboratively update 100% of financial aid and business office policies and procedures by June 2026 and complete a comprehensive policy manual to support compliance and reduce barriers to enrollment.

- **↓** Updated policies and procedures: **Pell Recalculation Policy**
- → Also working on collecting all the data for ODHE audit for 2023-24. They are requesting the following on 142 files: ISIR, admission application transcript, student account statement, selective service registration, prior enrollment, program of study and proof of Ohio residency. They have also requested tuition and fee charts, courses catalogs, academic calendars, cost of attendance, etc.
- ♣ This audit will be consuming a large amount of our time for the next few weeks

13 Facilities Management

Complete all listed capital repairs and renovations, including Fallerius and Health Sciences buildings, by June 30, 2026, ensuring physical campus readiness for instructional needs and safety.

- **♦** *VR Lab Health & Science*
 - *Timeline : 2025*
 - Renovation Completed as of August 2025

♣ Fallerius Renovation Project

- *Timeline 2025 / 2026*
- **Status Update:** Demolition is 90% completed, new floor plans and framing are in the process of completion, rough in electric and plumbing are ongoing. Phase one is ahead of schedule completion of phase one is set for February 2025

14 Information Technology & Information Systems

Achieve and sustain a 60% call answer rate and respond to helpdesk tickets within an average of 3 work hours by June 2026 to improve internal and student-facing service.

- **♣** From 8-18-25 to 8-29-25
 - Call Answer Rate: 106 completed out of 304 inbound calls 34.9%
 - Ticket Response Time: 3 hours 11 minutes

15_ Child Development Center

Maintain weekly enrollment tracking, document inquiries by funding source, and report on progress toward CDC expansion to support family access to on-campus childcare by June 2026.

Enrollment Tracking for week of September 1, 2025					
Class (Room)		Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure	(39)	8	0	9	Two families sharing one spot
Imagination	(21)	8	0	8	
Puddles (24)		8	0	8	
Fascination (27)		8	0	8	
Explorers 29)	(21	0	15	Six Children Went to KDG. On 8.22.25 Six slots will be filled on 9.8.25.
Sunshine	(32)	21	0	18	Three Children went to KDG. On 8.22.25 three slots will be filled on 9.8.25.
Homebase		28	0	28	

	Inquiries by Funding Source From June 2 nd to August 28 th	
Private Pay	PFCC/Voucher or Early Head Start or ODE Grant	Unknown
14 Families	6 Families	8 Families

	Waitlist Families:	
	June 2 nd to August 28 th	
	Families who have been on our waitlist for 1 Day to 2.5 yrs.	
Private Pay	PFCC/Voucher or Early Head Start or ODE Grant	N/A
Infant/Toddler 23	Infant/Toddler 10	
Preschool 6	Preschool 8	

CDC Expansion Summary

Narrative~

The CDC collaborative team of Lori McKee, Chris Copper and Wendy Thompson met two times in August to discuss the expansion project for the CDC. Highlights included review of the feasibility study for the renovation of the Byron Kee Building and modifications made to ensure an accurate price per square foot was provided. Documents are being provided by Sol Harris/Day Architecture.

16_ Development (Foundation, Major Gifts and Rentals)

- 1) Raise \$442,560 in Emerald Club funds, add 2 new scholarships, and secure 2% growth in major gifts by June 2026. 2) Generate \$37,000 in rentals by June 2026 and finalize Preferred Partner rental packages and marketing materials.
- ♣ \$92.000 YTD Emerald Club
- lacktriangle \$150,000 pledge for a new Innovation Fund that can include scholarships for healthcare
- **4** 2) Rentals income has \$33,884
- 3) Foundation Nursing program nursing students covered:
 - o PN 24
 - o RN 20
 - o BSN 8

17_Workforce Development

Grow Workforce revenue by 5% and credit apprenticeships by 5% by June 2026 through new programming in AI, leadership, and Unmanned Aircraft Systems (UAS).

- ♣ Phlebotomy Community 10 Turbo Cert 5 total Community 15 total phlebotomy for first cohorts
- **♣** *Drone Turbo Cert* 10 *Students*
- **♣** AI 2.0 is created and being reviewed
- **♣** 5% more trainings so far YTD

18 Crawford Success Center

Increase Crawford Center non-CCP headcount and credit hours by 5% each and raise \$35,000 in scholarships by June 2026.

- ♣ Recruiting Established monthly visits to Bucyrus, Crestline, and Wynford
- ◆ Scholarships for Success: Committee to begin meeting on September 11, event takes place on March 5, 2026

19 Institutional Research

Promote a culture of data-informed decision-making across the College by launching annual academic data reports, publishing at least four "IR Quick Bytes," and providing ongoing data literacy training through a minimum of 10 office hour sessions and targeted presentations. Aim to reach at least 50% of full-time employees through these efforts and achieve a minimum of 25 combined views on video-based training content by June 2026.

- ★ We have a final draft of the annual academic department data sheets and it has been presented to President's Staff and reviewed by Kelly & Dorey. We will begin production for each department shortly, starting with those who have program review this fall.
- ₩ We have set up IR office hours for Tuesday mornings from 9:00-11:00 via Zoom. This will be like an open house where people can come and go as they wish. We will be sending out the link and more information this week.
- ₩ We have created a version of the 2024-25 KPI's with added definitions and notes to be shared with the college. This will be going out very soon.

20 Grants

Submit and secure at least three competitive grants of \$100,000 or more by June 2026 from diverse state and foundation sources.

- ♣ In July, our TRIO SSS program received a 5-year renewal at \$272,364 per year. FY 2026 budget recently submitted.
- ▶ We are working with a consortium of Northeast Ohio of community colleges and K12 districts on a state grant to provide funding for improved coordination with secondary CTE programs. It is essentially a rebranding of the old Tech Prep model. Due Sept. 17.
- ♣ Waiting on the state to release proposals for Choose Ohio First scholarships, RAPIDs funding and an AI Community College Pilot grant.

21 Human Resources

- 1) Conduct structured 30/60/90/6mo/1yr check-ins and two tenure-based focus groups to improve onboarding and employee engagement by June 2026. 2) Achieve at least a 90% completion rate for scheduled milestone check-ins with new hires. 3) Conduct 2 focus groups annually.
- ♣ As of July 1, 2025, 100% of check-ins completed.
- **↓** *New hires/new positions:* 4/27/25 8/29/25

- Laura Irmer Assistant Dean of Liberal Arts
- *Alex West Engineering Faculty*
- Nychole Rose Respiratory Care Faculty/Program Coordinator
- Dr. Alison Yasick Biology Faculty
- Fisher Kalb Engineering Faculty
- Sara Woodruff Nursing Lab Coordinator
- Tim Baumberger Center Support Assistant, Crawford Success Center

22 Marketing and Public Relations

Capture 1,320+ inquiries (10% increase), support app-like functionality on web, meet state/federal compliance (SB1), and maintain 100% timely updates of program info and responses by June 2026.

- ♣ Inquiries through August 28th: 296
- ♣ App-like functionality: In process with IT and DRM
- **↓** Compliance: Template draft completed for Syllabi accessibility/SB1; working with IT to secure WCAG 2.1 compliance with all third-party portal partners.
- ♣ Program information updates: Program & Division sheet updates distributed to Deans for review
- ♣ Additional items of interest: Ontario CNOW academy signage installed; New welcome sign for Kehoe installed; Fall "You belong here!" campaign ramping up.

23 Faculty Caucus

Increase faculty usage of Aviso notes by 8% and alerts by 5% by June 2026 and develop one small-scale faculty recruitment event pilot.

- Discussed the faculty feedback developed by Christy Abercrombie
- **♣** *Discussed new furniture for offices*
- **♣** Continue to remind faculty to use Aviso for notes and alerts
- ♣ Briefly discussed recruitment efforts that faculty can do, but will follow up with Dr. Gray

24 Staff Caucus

- 1) Host all scheduled caucus meetings, increase internal staff engagement (communication and participation) rates by 25%, 2) organize a joint discussion with Faculty Caucus to explore customer service improvement and retention ideas by Spring 2026.
- **♣** Working on establishing the agenda for our first meeting on September 9th to achieve the goals and timelines for the coming year.