2025-2026

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 September 1, 2025 to September 12, 2025

** Next Report is due Friday, September 26, 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.

- *Two new hires started on 9/8/2025 training all week for their new roles*
- *Flyers printed for open house and counselor meeting invites sent out for upcoming fall events*
- *Working on recruitment plan with Caree for outreach and recruitment of CCP students/post high school students*
- *Actively scheduling group tours, and Recruiting events with schools reaching out inviting us to speak to their students.*

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.

- *EBC held their bi-weekly strategic goals meeting on 09/09/2025. In the meeting we reviewed the goals and data provided. Institutional research provided updated enrollment data for the current academic term as of the 15-day census date. The faculty reviewed the data provided the additional information below.*
- *Brandel Boyd followed up with an email indicating that "As noted previously, when I complete my internship site visits for enrolled co-op students, I like to ask the employers about their willingness to accept future interns based on the experience they had previously with our students. I compiled my list of employers who said "yes" to this question in an Excel sheet (attached)."*
- *It was also noted in the Choose Ohio First meeting that Brandel Boyd and Morgan Baker have exemplary co-op packets used for students and employers. The Dean will follow up to request that they share the packets with the rest of the faculty.*

- *Filling the Work-based Learning Manger position will provide additional focus of co-op, internships, and other earn-and-learn opportunities for the division. This position is a grant funded position of the Strengthening Community Colleges 5 DOL grant.*
- *Turnover of faculty was discussed as a potential cause of recent declines. The business programs have more stable enrollments along with longer serving faculty on average. The engineering programs have seen recent declines and have two new faculty this term and two faculty with less than two years of service. Concerns were voiced over the lack of course content passed to the new faculty causing extra time needed for course preparation.*
- *Curriculum for manufacturing certificates were reviewed over the summer. Further revisions need to be discussed before submission to the Curriculum committee. The Dean will call for a further meeting with the manufacturing staff.*

03_ Health Sciences Division

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

Health Science	*# day 14 enrollment*	*Course Goal*	*Students Enrolled*	*Retention %*
Course	*8/25/2025*	*90% or greater*	*As of 9/12/25*	
Chem 1030	47	43	47	100
BIOL-1230	62	56	62	100
BIOL-1550	92	83	91	98.9
BIOL-1730	28	23	28	100
BIOL-2751	156	141	156	100
PHTA-1070	17	16	17	100
PHTA-1040	Session B	session B	-	-
PNUR-1012	20	18	20	100
RADS-1170	22	20	22	100
RADS-1175	Session B	Session B	-	-
RESP-1110	15	14	15	100
RNUR-1012	69	63	69	100
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.

- *Continued to hold meetings with faculty and staff to discuss the goals of the division.*
- *Continued working with Ashland University on renewing transfer agreements.*

🔸 *Began work on the creation of new Early Childhood Education program.*

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 have begun creating TASK data and LightCast reports for programs, using the new parameters. Three TASK Data and LightCast sets have been sent out so far. Updated CWO, PSS, and PARs templates are being attached. CWOs have been placed and attached in to designated courses for session A and we will be starting on session B, once all courses are populated.*

🔸 *The Assessment committee has met and we are currently reviewing and revising the Assessment Handbook for 2024-25.*

🔸 *I am working with Dr. Shella, Alexander West, and Jonathan DeWitt to utilize ABET assessment rubrics in lieu of CWO rubrics, given that they are identical.*

🔸 *Next week the end of course reminder to complete the CWO in courses, and complete the end of course survey will be sent out to all Term A faculty.*

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. Currently, there are over twenty faculty and staff members completing the Fostering a Culture of Belonging (FCB) micro-credential.*

🔸 *Technology*
  o *Workshops Held: In-Person: 0 sessions   Zoom: 0 sessions   Video Hits: 4*
  o *Student Support: Email: 4   Phone: 2   In-Person: 0*
  o *Faculty Support: Email: 8   Phone: 1   In-Person: 0*
  o *Staff Support: Email: 7   Phone: 0   In-Person: 0*

🔸 *Retention and Access Coordinator: (09/01/25 – 09/14/25)*
  o *1:1 Support Sessions: 28*
  o *Student Groups: 00*
  o *Faculty Sessions: 06*
  o *Events/workshops held:*

- ▪ *09/09 Study Smarter Not Harder Workshop 00 (In Person)*
- ▪ *09/11 Study Smarter Not Harder Workshop 01 (Online)*

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 ≥80% (students) and ≥85% (advisors).

- *First degree utilizing Fastest Path has been awarded*
- *Curriculum Track to assist student's and advising is in process*
- *Self-Service FERPA form has been activated, roll-out will start within two weeks allowing for increased security as well as mitigating the need for trips to campus*

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 new funding and performance year began on September 1. The program is funded to serve 140 students.*
- *For the time period of 8/30 to 9/12: Visits to tutoring = 87; Hours: 94.41; Unique students = 56; Referrals = 21; Top 3 Subject Areas: English, Radiology and Nursing.*
- *The office of Disability Services responded to 9 Alerts(s)/Referral(s) to the office; registered 2 new student(s) for accommodations for courses for FA25. Current active students registered with the office is 65.*
- *Internship & Co-Op Speed Networking Meet & Greet Event scheduled for Tuesday, Sept. 23 from 3:00-5:00 pm in the Eisenhower Marketplace.*
- *Resource Navigator is coordinating a video focused on highlight the college's NCares Pantry. Calculators loaned for the term = 18; Students receiving Weekend Food Boxes = 7; Computers currently loaned for the term = 76.*

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.

- *Rural Pathways Grant Coach spent two days at main campus to facilitate large and small group coaching sessions focused on guided pathways and the RPG projects. The CCP Team Workgroup worked through, sought to refine and formulate 3-year RPG goal for the dual-enrollment portion of the project.*
- *A 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.

🞖 *Activities*

🞖 ***CANVAS MASTER COURSES:***
Courses completed to date:

- *48 Complete*
- *2 In progress*

Courses in progress: HIST-1070, SPAN-1020

🞖 ***COMPLETED COURSE REVIEWS:***

EBC:	*Health Science:*	*Liberal Arts*
•	• *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:

EBC:	*Health Science:*	*Liberal Arts*
•	• *RADS-1251*	•
	• *RADS-1270*	
	• *RADS-1275*	
	• *RNUR-1012*	
	• *RNUR-1014*	

Additional Activities

- ***Faculty Development:***
  - [***Opposite of Teaching: Teaching for Integrity in the Age of AI***](#) ***Faculty Book Clubs*** *Sign-ups Completed & Hard copy of books distributed: 19 Faculty (8 FT | 11 Adj | EBC: 3 | HS: 8 | LA: 8) +1 Staff*
  - ***Fall New Faculty [Teaching Square](#) Formed*** *(2 EBC | 2 LA)*
  - ***2 [NCSC Teaching Skills Toolbox Badges](#) earned*** *8/28- 9/12*
    - ***Teri Brannum,*** *Adjunct EDUT: Teaching Skill 6 Tech Pedagogy EXPLORER (8/30)*
    - ***Heather Pohlabel,*** *Adjunct COMM: Teaching Skill 2 Student-Student Interaction EXPLORER (9/5)*
  - ***6 Teaching Skills Toolbox Faculty Workshops*** *offered 8/28- 9/12 (8 participants)*
  - ***1 [Facilitator Teaching Tips Podcast](#) episode*** *posted 8/28- 9/12 (47 downloads | 31 Listeners)*
  - ***AI Faculty Development pathway*** *(onboarding, Beginner, Intermediate & Advanced) Badge ladder reviewed by CTE-Steering Committee + Submitted to AI Committee*

- ***Canvas Administration still in progress:***

- o ***Canvas Roles*** *created for Division Deans and Program Coordinators- 95% complete 2 remaining*
- o ***Realigning Canvas sub-accounts*** *to remove incorrect accounts and move Manufacturing Tech and Criminal Justice to correct divisions – Completed in test & scheduling final run for production*

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 17-201, 17201a, and 17-22 have been reviewed. There are no changes to these 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.

- *Office reviewed the following policies:*
  - o *14-70*
  - o *14-90*
  - o *14-901*

- ***FA policies and procedure manual:***
  - o *Section One: Introduction/Office information (complete)*
  - o *Section Two: Administrative organization and office management (in process)*

- *We are continuing to work on the ODHE audit files which are due the first week of October.   We had started the FISAP (Fiscal Operations Report) for 26/27 which is due at the end of the month.   This report requires the office to obtain additional and supporting information from various offices.*

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.

- *Fallerius Renovation Project*
  - *Timeline 2025 / 2026*
  - *Status Update: Demolition is 90% completed, new floor plains 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 9-1-25 to 9-12-25*
  - *Call Answer Rate: **62 completed out of 152 inbound calls - 42.8%***
  - *Ticket Response Time: **3 hours 09 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 12, 2025				
Class (Room)	Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure (39)	8	0	8	
Imagination (21)	8	0	8	
Puddles (24)	8	0	8	
Fascination (27)	8	0	7	1 child withdrew, another will start on 9/22/25
Explorers (29)	21	0	17	4 children will transition in
Sunshine (32)	21	0	19	1 Child will transition in the week of 9/22/25, one
Homebase	28	0	28	

Inquiries by Funding Source From September 1st to September 12th		
Private Pay 14 Families 3 Additional Families Called	**PFCC/Voucher or Early Head Start or ODE Grant** 6 Families 1 Additional Family Called	**Unknown** 8 Families 2 Additional Families Called
	Waitlist Families: June 2nd to August 28th Families who have been on our waitlist for 1 Day to 2.5 yrs.	
Private Pay Infant/Toddler 25 Preschool 6	**PFCC/Voucher or Early Head Start or ODE Grant** Infant/Toddler 10 Preschool 9	N/A

Red Numbers in row two show an increase of individuals since the last report. 2 new PP families for Infants/Toddlers and 1 new PFCC preschool family.

CDC Expansion Summary
Narrative~ No Updates… Next meeting is 9.16.25.

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.

- *$102,000 YTD Emerald Club*

- *Selection for Hall of Excellence is Tuesday, September 16*

2) Rentals income has $34,774

3) Foundation Nursing program nursing students covered:
- *PN 24*
- *RN 20*
- *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 –15 total phlebotomy for first cohorts*
- *Drone Turbo Cert – 10 Students*
- *5% more trainings so far YTD*
- *New manufacturing partner is building out plan for 2026. Tim Timken is visiting the CSC on Tuesday, Sept 16*

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.

- *Established visits to all 6 Crawford senior classes, connected Brooke Miller to speak at Buckeye Central, presented to Wynford 8th graders*
- *Hosted first SFS meeting, event is 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.

➕ *The annual academic department data sheets have been produced and provided to academic departments that have program review this fall. The remainder will be produced and distributed later in the term, after updated transfer information is available.*

➕ *We will hold IR office hours on the first and third Tuesday mornings from 9:00-11:00 via Zoom. The first session will be a bonus session on 9/30. This will be like an open house where people can come and go as they wish.* *https://ncsc.zoom.us/j/83717496493?pwd=t9QP9jgWa6nyva0ErkE4w9Eh5meBbV.1*

➕ *The 2024-25 KPI's with added definitions and notes will be shared with the college early this week.*

➕ *Meetings with our Rural Guided Pathways coach and content from the Fall SSLI meetings reinforced our efforts to promote data literacy and use across the college.*

20_Grants
Submit and secure at least three competitive grants of $100,000 or more by June 2026 from diverse state and foundation sources.

➕ *New awards: $200,000 continuation for 2021 Choose Ohio First – more technical than competitive. $15,000 for mental health capacity-building from Ohio Prevention First/ODMHAS.*

➕ *Preparing for several expected fall proposals: Achieving the Dream top award; RAPIDS 8 equipment, Choose Ohio First, ODHE AI community college grant, etc.*

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.

➕ *For the period of 8/31/25 – 9/13/25, 100% of check-ins completed (8)*

➕ *New hires/new positions: 8/31/25 – 9/13/25*
- *Robb Wappner – Admissions Representative*
- *Shelbie Krumlaw - Admissions Representative*

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 September12ᵗʰ: 393*

- *App-like functionality: In process with IT and DRM*

- *Compliance: Syllabi accessibility/SB1 will go live week of Sept. 15th; 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: Social Media PR crisis responded to. Opportunity for general training.*

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 in-service and gathered ideas for future in-service days*

- *Continued to discuss Professional Development and various options for faculty*

- *Continued the discussion for recruiting and shared examples of what faculty can do for such an effort*

- *Shared and discussed the strategic goals for Caucus*

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.

- *Justin reached out to all non-supervisory staff to introduce himself as the new Staff Caucus Facilitator and to establish first virtual Staff Caucus meeting of the new academic year. Meeting is scheduled for September 24ᵗʰ at 10:00am via Zoom.*

- *This first meeting will be an informal meeting where we'll get to know each other, talk briefly about the role of the caucus, and begin gathering input on any issues or topics you'd like to see addressed moving forward. We also plan to discuss topics that staff might want to be offered for training at this December's Staff-In-Service.*