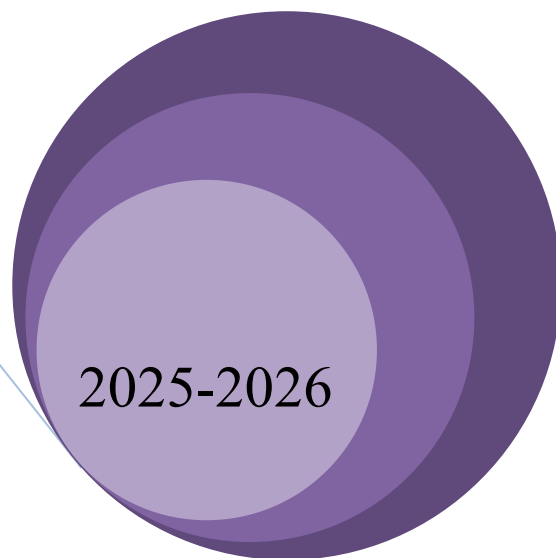




What are we doing to help students come and complete at the College?

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



President's Bi-Weekly Report

For period September 15, 2025 to September 26, 2025

*** Next Report is due Friday, October 10, 2025 "Pay Day"*

Strategic Projects for 2025-2026 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.

✚ *We attended the following events giving out CCP information and also general information to students*

- *Crestview college fair*
- *Knox County Career fair*
- *Marion Tech College Fair*
- *Crawford County youth rally*

✚ *We are sending out invites for CCP information nights and liberal arts virtual information night*

✚ *We sent out invites for both main campus and Kehoe open house*

✚ *Training continues for our two new hires as they start to go out to events and also following up with applicants scheduling advising appointments.*

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 09/23/2025. In the meeting we reviewed the goals and current initiatives summarized below.*

Goal 1: Achieve a 3% increase in student co-op, internship, and capstone placements by June 2026 through quarterly faculty tracking and employer outreach. Quantitative – Student Success

✚ *Co-op/Internship Materials*

- *Brandel and Morgan's co-op instructions and expectations documents were praised at the Choose Ohio First meeting.*

- Andrew requested copies to share with faculty and the incoming Work-Based Learning Manager. Brandel has shared her materials with the Dean as of the writing of this report.

Work-Based Learning Manager

- Final interviews scheduled with Dr. Diab and Dr. Gray on Monday, September 29.
- Position will support expansion of co-ops, internships, capstone placements, and tracking initiatives.
- A new form is being drafted, but existing documents may serve as models going forward.

 Filling the Work-based Learning Manager 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.

Regional Manufacturing Coalition:

- Oct. 17 – Andrew presenting on co-ops, internships, and pre-apprenticeships. Opportunities for students to begin internships as juniors (part-time during year or full-time in summer).
- Concerns about minors working addressed: some companies open to 16-year-olds with OSHA training.
- TechCred could support companies with mentoring and coordination needs.

Internship & Co-op Speed Networking event

- Collaborative Event with OSU-Mansfield occurred on 9/23.
- Faculty expressed that they were not given much prior notice to encourage students to attend.

Goal 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. Quantitative – Student Access

Potential student recruitment opportunities

- **Manufacturing Days Tours at Kehoe Center**
 - Scheduled for October 2–3 at Kehoe Center.
 - Approx. 130 high school students expected on Thursday and 90 high school students expected on Friday, split into groups of 15-20 for tours.
 - Tours will cover manufacturing, engineering, IT, visual media, and labs. Faculty encouraged to participate.

Crawford Success Center:

- Similar Manufacturing Days tours occurring on Oct. 2 (morning) & Oct. 16.

 **Institute of Management Accountants (IMA)** student chapter for accounting and business majors, led by Accounting Professor Donna Kittle, held its first meeting of the year on Thursday, September 25, 2025.

- Guest speaker Ali Craven from PricewaterhouseCoopers (PwC) focused on Microsoft Excel training and shared insight on how associates at PwC use Excel, including shortcut efficiencies and many of the popular formulas and functions that they use in their day-to-day work. Students learned tips and tricks for the popular spreadsheet application, but even more importantly, they learned how these skills are important for their future career and the need to master spreadsheet tools. The faculty of the Business & Accounting department also attended to show support to the students and the Accounting program.

- *The Institute of Management Accountants (IMA) is a global network of more than 300 student and professional chapters and offers the CMA certification (Certified Management Accountant).*
- *The next event will be Financial Literacy Training on Thursday, November 4, 2025, at 11:30-1:00 in Kehoe room 164.*

✚ *A concern was raised that a lack of course content passed unto new faculty is causing extra time needed for course preparation potentially impacting the student experience. A summary of the discussion regarding the availability of archived course content for review by new faculty follows.*

✚ **Course Repository & Access Issues**

- *Concern raised that archived courses were incomplete (especially those developed by adjuncts and some recent former fulltime faculty).*
- *Older full-time faculty courses often had stronger structure and could serve as better models.*
- *Andrew noted his admin access allows visibility of archived Canvas courses, but faculty access is limited.*
- *Ross confirmed faculty typically only see 1–2 years of past courses.*
- *Mohamed noted outdated materials in a repository could cause problems; standard practice is for Shella to copy the most recent relevant course. Third-party content (e.g., Lab-Sim) may also explain gaps.*
- *Andrew emphasized access to older, well-structured courses would benefit new faculty, especially in engineering while acknowledging updated materials are critical in many programs.*
- *Consensus: explore a pilot archive for engineering courses to aid onboarding.*
- *Action: Andrew to follow up with Tony Johnson and IT for broader access solutions.*
- *Follow-up: IT referred Andrew to Shella who is on vacation this week. Alex West shared via email that he had contacted Shella last week and is working with her to gain access to engineering courses developed by previous faculty. Shella state an interest in allowing Program Coordinators to have limited Canvas Admin access to only their program archived courses. She will work with Alex to as the test case. Once Alex has access, he will be able to copy courses to “sandbox” course shells for program faculty to review and potentially replicate content into their current courses.*

Goal 3: Relaunch the Manufacturing Maintenance Technician program by Fall 2026 with 10 enrolled students and three new employer partners for internships or apprenticeships. Quantitative – Student Access & Resources

✚ *Curriculum for manufacturing certificates were reviewed over the summer. Further revisions need to be discussed before submission to the Curriculum committee. Andrew and Chris discussed the revision notes made over the summer. A more formal meeting will be scheduled to develop Curriculum Committee submissions. Chris recommended mandatory OSHA 10 for students early on in all manufacturing programs.*

✚ **Strategic Projects Update – AI Credential Pathway**

- *Current work on developing an AI-focused credential.*
- *Plan:*
 - *Begin with a certificate (business with IT components).*
 - *Expand toward an associate degree.*

- *Potential for a baccalaureate long-term.*
- *Draft certificate plan due October 3rd. Most courses will come from existing offerings, with 1–2 new courses anticipated. Will review AI sourced course content for potential new courses.*
- *Labor market analysis: limited regional demand, stronger results when including Franklin County.*
- *Discussion emphasized balance between local workforce needs and broader online reach.*
- *Dr. Diab highlighted long-term vision: stackable pathway similar to College Now Engineering, ideally low-cost and fully online.*
- *Focus will be on AI utilization in business/industry, with some technical background (e.g., SQL, IT) to add value.*

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	Students Enrolled	Retention %
<i>Course</i>	<i>8/25/2025</i>	<i>90% or greater</i>	<i>As of 9/26/25</i>	
<i>Chem 1030</i>	<i>47</i>	<i>43</i>	<i>46</i>	<i>97.8</i>
<i>BIOL-1230</i>	<i>62</i>	<i>56</i>	<i>61</i>	<i>98.3</i>
<i>BIOL-1550</i>	<i>92</i>	<i>83</i>	<i>90</i>	<i>97.8</i>
<i>BIOL-1730</i>	<i>28</i>	<i>23</i>	<i>28</i>	<i>100</i>
<i>BIOL-2751</i>	<i>156</i>	<i>141</i>	<i>155</i>	<i>99.4</i>
<i>PHTA-1070</i>	<i>17</i>	<i>16</i>	<i>17</i>	<i>100</i>
<i>PHTA-1040</i>	<i>Session B</i>	<i>session B</i>	<i>-</i>	<i>-</i>
<i>PNUR-1012</i>	<i>20</i>	<i>18</i>	<i>20</i>	<i>100</i>
<i>RADS-1170</i>	<i>22</i>	<i>20</i>	<i>21</i>	<i>95.4</i>
<i>RADS-1175</i>	<i>Session B</i>	<i>Session B</i>	<i>-</i>	<i>-</i>
<i>RESP-1110</i>	<i>15</i>	<i>14</i>	<i>15</i>	<i>100</i>
<i>RNUR-1012</i>	<i>69</i>	<i>62</i>	<i>68</i>	<i>98.5</i>
<i>RNUR-1014</i>	<i>Session B</i>	<i>session B</i>	<i>-</i>	<i>-</i>



We have just started to accept fall 2026 program applications. Will begin reports numbers 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.



Departmental strategic planning meetings are continuing to embed AI into Liberal Arts Courses.

- ✚ *Met with Ashland University to discuss transfer agreements.*
- ✚ *Continuing working on expanding education programs.*

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.

- ✚ *The first End of Session Feedback survey was sent to all Faculty this week along with a reminder to complete the CWO's that are now embedded in all courses requiring assessment for term A. The feedback surveys are due Oct 10th, after which I'll be creating reports to send this data to Program Coordinators. I've been sending out CWO TASK data to programs coordinators, including LightCast employment reports and updated templates for PARs, CWO, and PSS. I am working with Dr. Travis Green on updating the Assessment Handbook to reflect the changes made to the process. The Assessment committee has met and we are currently reviewing and revising the Assessment Handbook for 2024-25.*

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.*
- ✚ *Additional updates: Interview is scheduled with Project Director candidate as Jason is completing the transition into the Assistant Dean of Health Sciences position.*
- ✚ *Technology*
 - *Workshops Held: In-Person: 0 sessions Zoom: 0 sessions Video Hits: 1*
 - *Student Support: Email: 6 Phone: 2 In-Person: 0*
 - *Faculty Support: Email: 4 Phone: 0 In-Person: 0*
 - *Staff Support: Email: 2 Phone: 0 In-Person: 0*
- ✚ *Retention and Access Coordinator: (09/15/25 – 09/26/25)*
 - *1:1 Support Sessions: 55*
 - *Student Groups: 00*
 - *Faculty Sessions: 08*

- Events/workshops held: none

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).

- ✚ *Fast path processing is in the process of reviewing students per term against every program. Results to come.*
- ✚ *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. FY 25 Budget approved by the federal program specialist.*
- ✚ *For the time period of 9/13 to 9/26: Visits to tutoring = 64; Hours = 76.35; Unique students = 52; Referrals = 8; Top 3 Subject Areas: English, FYEX and Nursing.*
- ✚ *The office of Disability Services responded to 3 Alerts(s)/Referral(s) to the office; registered 1 new student(s) for accommodations for courses for FA25 during the time period of 9/13 to 9/26. Current active students registered with the office is 66.*
- ✚ *Over 50 students total (both NC State and OSU-M) and 16 employers participated in the Internship & Co-Op Speed Networking Meet & Greet Event held on Tuesday, Sept. 23.*
- ✚ *Resource Navigator is coordinating a video focused on highlighting the college's NCSCares Pantry. Calculators loaned for the term = 19; Computers currently loaned for the term = 7; Students receiving Weekend Food Boxes = 9 (during the reporting period).*

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.

- ✚ *CCP Early College Enrollment for FA25 has surpassed FA24.*
Comparison Summary:
 - *FA25 Applications: +5.57% over FA24*
 - *FA25 Enrolled Students +4.88% over FA24*
 - *FA25 Credit Hours +11.57% over FA24**This effort led to the College meeting the FA25 Semester Goal for Total Credit Hours (22,000). Currently the College has 22,308 credit hours enrolled for FA25.*
- ✚ *The search to fill the Full Time CCP Advisor opening is progressing. First Round interviews are being held this week.*

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:

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Health Science:

- RADS-1121
- RADS-1151
- RADS-1170
- RADS-1175

Liberal Arts

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Reviews in progress, not yet completed:

- Liberal Arts: PSYC-1010 (All Modalities)

Reviews planned for Fall 2025:

EBC:

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Health Science:

- RADS-1251
- RADS-1270
- RADS-1275
- RNUR-1012
- RNUR-1014

Liberal Arts

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Additional Activities

Faculty Development:

- **Opposite of Teaching: Teaching for Integrity in the Age of AI** Faculty Book Clubs Began weekly discussion meetings over chapter readings 9/17 (15 total faculty week 1 participants)
- **Fall New Faculty Teaching Square Kicked Off** (Reciprocal Observations to run 9/24-10/14)
- **3 NCSC Teaching Skills Toolbox Badges earned 9/13-9/26**
 - **Teri Brannum**, Adjunct EDUT: Teaching Skill 6 Tech Pedagogy PRACTITIONER (9/22)
 - **Heather Pohlbel**, Adjunct COMM: Teaching Skill 3 (Educative Assessment) & 6 (Tech Pedagogy) EXPLORER (9/22)
- **3 Teaching Skills Toolbox Faculty Workshops** offered 9/13- 9/26 (9 participants)
- **1 Facilitator Teaching Tips Podcast** episode posted 9/13- 9/26 (24 downloads | 17 Listeners)
- **AI Enabled Course Redesign Camp** being Offered Break Week Oct 6-8 (w/ off contract stipend for completing attendees)

Canvas Administration still in progress:

- *No Update*

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.

- ✚ *Policies 17-102 and 17-13 were reviewed. There were no changes to policy 17-13 and 17-102 had minor updates.*

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.

- ✚ *The FISAP (Fiscal Operations Report and Application to Participate) is due on October 1, 2025. Financial Aid Office completed and submitted on September 16, 2025*
- ✚ *The Report of Calendar Year 2024 Federal Work-Study Earnings to the COD System is due on October 1, 2025. Financial Aid Office completed and submitted on September 17, 2025*
- ✚ *The ODHE 2023/24 Audit is due on October 6, 2025. The Financial Aid Office has submitted all required materials and up to date on subsequent request for more information as of today.*
- ✚ *Balanced and completed 2024/2025 loan closeout.*
- ✚ *Balanced and completed 2024/2025 Pell grant closeout.*
- ✚ *The reporting of Federal Work-Study Earnings to the COD System is a new process. We created a FWS reporting procedure document on this process as part of the policies and procedures.*

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 9-15-25 to 9-26-25*
 - *Call Answer Rate: 46 completed out of 84 inbound calls - 54.8%*

- *Ticket Response Time: 3 hours 22 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 26, 2025				
Class (Room)	Maximum Enrollment	Available Slots	Filled Spots	Notes
Adventure (39)	8	0	7	One Child Transitioned. New child begins in Oct.
Imagination (21)	8	0	8	
Puddles (24)	8	0	7	One Child Transitioned. New child begins in Oct.
Fascination (27)	8	0	8	
Explorers (29)	21	0	18	3 children will transition in
Sunshine (32)	21	0	21	
Homebase	28	0	28	

Inquiries by Funding Source From September 13th to September 26 th		
Private Pay 17 Families 2 Additional Families Called	PFCC/Voucher or Early Head Start or ODE Grant 7 Families 0 Additional Family Called	Unknown 10 Families 0 Additional Families Called
	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 Infant/Toddler 26 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.

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).

✚ *Welcome Aboard NEW Workforce Director, Mr. Cory Monica, October 1st*

✚ *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.

✚ **Recruiting** – *Hosting 350+ 10th graders across Crawford County for manufacturing days on October 2 in collaboration with CCP, visited 4/6 senior classes for fall visits*

✚ **Scholarships for Success:** *Creating donation packages and identifying corporate sponsors*

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 are currently focusing on mandatory state and federal reporting cycles which have imminent deadlines. While this is not directly related to our strategic goals, this reporting is vital to student access and success.*

20_ Grants

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

- ✚ *Opportunities for new federal grants remain slim. However, at this point our four large federal grants (TRIO, DOL Strengthening Community Colleges, Head Start and Title III) remain intact and currently safe from funding cuts.*
- ✚ *We were awarded a \$15,000 grant from a state consortium to continue efforts to address student mental health after roll of a larger state mental health grant.*
- ✚ *We will likely apply for at least five state and Achieving the Dream/foundation grants this fall that should each exceed \$100,000. First in the queue is an ATD grant to test a new cloud-based system to better ingest, store, align and output data from multiple sources. Many thanks to the multiple departments across the college that are supporting this effort.*

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 9/14/25 – 9/27/25 100% of check-ins completed (1)*
- ✚ *New hires/new positions: 9/14/25 – 9/27/25*
 - *Sarah Grissom – Academic Liaison, EBC*
 - *Jason Tucker – Assistant Dean, Health Sciences*

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.

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

- ✚ *Continued encouraging Aviso notes and alerts*
- ✚ *Seeking faculty input on if they would like an advising training session or Q&A at in-service or convocation*
- ✚ *Discussed the Crawford Success Center podcast and the opportunity for faculty to join Nate during that podcast to discuss and share about their programs*
- ✚ *Discussed the mentoring process and will follow-up regarding the on-boarding processes*

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.
- ✚ *Staff Caucus met on 9/24/25 for our first meeting of the new academic year. The goal was to explain our strategic goals moving forward and have a formal meeting to get to know one another. We still want to increase participation rates by 25% moving forward. We may explore holding the meeting at different locations on campus (as well as zoom) each month, so we can get more staff participation when possible. We still need to explore a joint discussion with Faculty Caucus to work on "customer care" improvement and retention ideas.*
 - ✚ *Staff in Service training ideas were discussed, and two ideas were brainstormed:*
 - *Conflict Resolution*
 - *AI "JOB SPECIFIC" training (not macro, more micro ideas/functions)*
 - ✚ *Next meeting will be held Wednesday 10/22 @ 10:00am. Location TBD.*