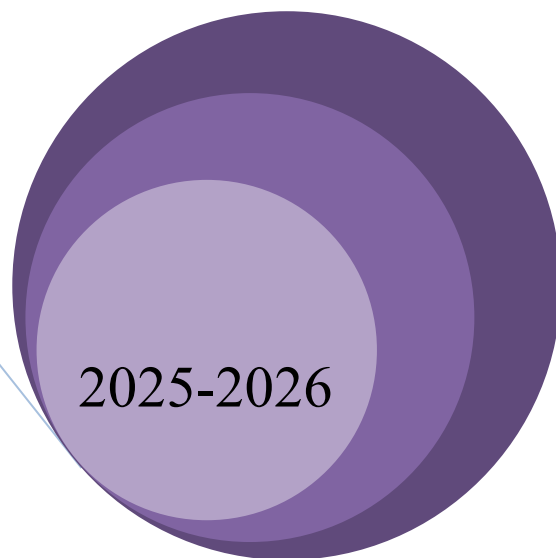




What are we doing to help students come and complete at the College?

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



President's Bi-Weekly Report

For period October 27, 2025 to November 7, 2025

*** Next Report is due Friday, November 21, 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 and adults*

- *Cypress School*
- *New London*
- *Marion HS*
- *Tri-Rivers*
- *Loudonville*
- *West Holmes*
- *Danville*
- *Northmor*
- *Ashland*
- *Mapleton*
- *Hillsdale*
- *Buckeye Community*
- *Madison*
- *Norwayne*
- *Smithville*
- *Wooster*
- *Northwestern*
- *Wayne Dale*

✚ *We hosted the following events:*

- *College Preview day open house on 11/6/2025*
- *In-person on campus CCP InfoSession on 11/4/2025*
- *We also hosted a visit at Kehoe with the help of Kehoe faculty and staff for 65 Crestview 8th graders on 11/6/2025*
- *Weekly on campus tours and Kehoe on campus tours*

- ✚ *Training continues for our two new hires as they start to go out to events and also following up with applicants scheduling advising appointments. We averaged around 20 admission appointments phone/in-person over the last two weeks.*

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.

✚ **Placements by June 2026**

- *Metric: Quantitative – Student Success*

✚ **Co-op/Internship Materials**

- *Brandel Supplied copies of the materials she uses to establish internships and co-ops with local employers.*

✚ **Work-Based Learning Manager**

- *Russell Lloyd, Work-Based Learning Manager, began his position on October 13, 2026. He brings extensive engineering and project management experience from tier-one automotive suppliers and the sporting goods industry. Russell will focus on expanding co-ops, internships, and tracking initiatives. His initial weeks involve meeting college stakeholders, orienting to higher education processes, and engaging with local employers.*
- *David Wright, Work-Based Learning Specialist, began on October 20, 2026. Formerly a part-time IST Lab Technician, David will continue lab support while advancing the electrical-mechanical maintenance technician curriculum and competency-based education processes. He brings 30+ years of experience from the Navy, small business ownership, and industrial supervision.*
- *These positions are grant-funded through the North Ohio Manufacturing Partnership under the Strengthening Community Colleges 5 DOL Grant, supporting the expansion of earn-and-learn opportunities.*

✚ **Regional Manufacturing Coalition:**

- *On October 17, Andrew presented on the importance of experiential learning (co-ops, internships, and pre-apprenticeships). He promoted early internship opportunities for juniors, introduced Russell Lloyd as the new Work-Based Learning Manager, and noted TechCred as a resource for apprenticeship and mentoring support.*

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

✚ **Division-Wide Growth by Fall 2026**

✚ **Metric: Quantitative – Student Access**

✚ **Student Recruitment and Outreach**

 Kehoe Center Events

- *October 2–3: Hosted approximately 220 sophomore students for Manufacturing Day from Crestview, Northmor, and Shelby High Schools. Students participated in demonstrations across the Machine Shop, Engineering Technology Shop, and IST Lab, and viewed the Integrated Engineering video. Special thanks to Chris Harriman, Fisher Kalb, Andrew Shella, Kevin Smith, Dave Boehler, and Darcy Tenney. Tour guides included Brooke Miller, Vickie Kissel, Sarah Grissom, Abby Crager, Jerry Bell, and Robert Wappner.*
- *November 6: Upcoming tour for 63 Crestview 8th graders, hosted at Kehoe due to a CCP event on main campus. Includes an age-appropriate presentation introducing Liberal Arts, Health Sciences, and EBC programs, along with CollegeNow Business, Engineering, and Cybersecurity videos. Faculty participants include Dave Koepke (Police Academy), Morgan Baker (Digital Media), Dave Boehler, Kevin Smith (IST Lab), and Jerry Bell (Admissions). Tour guides include Brooke Miller, Vickie Kissel, Abby Crager, and Sarah Grissom.*
- *February 2026: Kehoe will host approximately 188 Lexington Freshmen for an EBC-focused event, including program overviews, videos, and demonstrations in Criminal Justice, Engineering Technology, Digital Media, and IST Lab. Admissions will cover CCP opportunities.*

 Crawford Success Center

- *October 2: Hosted similar Manufacturing Day tours. October 16: Provided tours and CCP presentations for 25 Buckeye Central, 40 Colonel Crawford, and 38 Wynford eighth-grade students.*

 College-NOW Program

- *Darcy Tenney is collaborating with Maggie Traynor to update the College-NOW recruiting video. Footage was captured in Jonathan's ELET 1510 lab, with additional filming scheduled for Alex's MECT 2905 class on November 14. She is also working with Pioneer Marketing to update College-NOW handouts and coordinating with Caleb DeVore, a former College-NOW and current BASMET student, for a Richland Source feature interview.*

 Institute of Management Accountants (IMA) Student Chapter

- *First Meeting: September 25, 2025 – led by Professor Donna Kittle. Guest Speaker Ali Craven (PricewaterhouseCoopers) presented on Excel efficiency and professional use. Faculty attended in support of Business and Accounting students. The IMA is a global network of over 300 student and professional chapters offering the Certified Management Accountant (CMA) credential.*
- *Next Event: Financial Literacy Training, November 4, 2025, 11:30–1:00, Kehoe Room 164.*

 Course Repository and Access

- *Concerns were raised regarding new faculty access to archived course content. Alex West contacted Shella to request access to prior engineering course materials. Shella proposed limited Canvas Admin access for Program Coordinators to their program's archived courses, with Alex as the test case. Once granted, Alex will copy courses to sandbox shells for faculty review and potential replication.*

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

-  *Target: 10 enrolled students and 3 new employer partners*
- Metric: Quantitative – Student Access & Resources.*

October 8, 2026: Andrew and Chris met to revise syllabi and advising plans for Tool and Die and CNC Operator certificates. They are preparing new prerequisites and course sequences for Curriculum Committee review. Chris recommended mandatory OSHA 10 training early in all manufacturing programs. Documents for course changes and certificate changes being prepared for Curriculum Committee submission.

✚ Apprenticeship and Employer Outreach

- The EBC academic division has collaborated with Workforce development to meet with the following companies regarding current apprenticeships, scheduling, future cohorts, and expanding services: Arcelor Mittal, Gorman Rupp, Jay industries, Eagle Crusher, Hess Industries, and Lakepark Industries.

✚ Strategic Project: AI Credential Pathway

- Development Plan: Initial phase includes an AI-focused certificate (Business with IT components). Long-term vision: stackable pathway toward associate and eventually bachelor's degree. Draft certificate due October 3. Most courses will draw from existing offerings, with 1–2 new AI-related courses under review.
- Progress: Faculty refining curriculum to integrate AI across current courses. Labor market analysis shows limited regional demand but stronger results in Franklin County and online. Dr. Diab emphasized an affordable, fully online, stackable pathway modeled after CollegeNOW Engineering. Focus: practical AI applications in business/industry with foundational SQL and IT skills.

✚ Fall 2025 – MECT 3910/4910: AI Integration Pilot

- Instructor: Mike Beebe. Negotiated trial use of Leo, an AI engineering design co-pilot powered by the Large Mechanical Model (LMM). Leo interprets text, sketches, 2D/3D models, and product images to assist design, analysis, and documentation. Benefits include instant concept generation, context-driven responses, and AI-assisted collaboration. This prepares students to apply AI in engineering design and innovation, blending human creativity with AI-powered efficiency.

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 %
Course	8/25/2025	90% or greater	As of 10/9/25	
Chem 1030	47	43	44	93.6
BIOL-1230	62	56	59	95.2
BIOL-1550	92	83	89	93.5
BIOL-1730	28	23	28	96.4
BIOL-2751	156	141	152	84
PHTA-1070	17	16	Session A	100
PHTA-1040	13	12	13	100
PNUR-1012	20	18	20	80
RADS-1170	22	20	Session A	95.4

<i>RADS-1175</i>	21	21	21	100
<i>RESP-1110</i>	15	14	15	93.3
<i>RNUR-1012</i>	69	62	<i>Session A</i>	98.5
<i>RNUR-1014</i>	62	56	62	100

<i>HS Enrollment Goals</i>						
<i>HS Program</i>	<i>Max #</i>	<i>Applications submitted</i>	<i>2025 % total and # of apps goal</i>			<i>to date</i>
		<i>5/1/2025</i>	<i>05/01/2026 Goal %</i>	<i>Goal # up 5%over last year</i>	<i>11/07/2026</i>	<i>% of max #</i>
<i>LPN/RN ART</i>	32	30	100%	32	20	62.5%
<i>BSN</i>	<i>FT 15</i>	5	40%	6	0	0%
<i>RN</i>	88	71	85%	75	2	2.3%
<i>PN- PM/SU</i>	32	32	100%	32	28	88%
<i>PN- Trad/FA</i>	24	11	50%	12	1	4.2%
<i>PTA</i>	20	9	50%	10	0	0%
<i>RADS</i>	22	52	100%	22	13	59%
<i>RESP</i>	24	14	63%	15	2	8.3%

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 working on the new education programs.*
- ✚ *Attended Rural Guided Pathways meeting in Louisville.*
- ✚ *Continued working on AI adoption in Liberal Arts courses.*
- ✚ *Working to strengthen the Human Services 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.

- ✚ *Final revisions of the Quality Initiative Proposal are being made. The final draft was shared out to Dr. Gray, Dr. Green, Leesa Cox, Dr. Johnson, and Dr. Diab. After one last review, it will be submitted to HLC a bit ahead of schedule! Session B CWO rubrics have been inserted in to all appropriate courses and a reminder to complete them will be sent out just before Thanksgiving, with a follow up the first week of December. The end of session B faculty survey will be sent out*

the first week of December. The Assessment Handbook is going through the final round of revisions/edits. The Combined Division meeting today will be a workshop on completing the PARS and reviewing CWO data.

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.

✚ Under Alternative Course Delivery

- *Completed initial data analysis from academic year 2024-2025. Initial analysis shows consistency with student enrollment and success. Data trends and results to be distributed to divisional leaders at a later date.*
- *Collaborating with IR to secure additional data elements related to student success with various course length and modalities for years 1, 2 and 3 of grant. Under Additional Updates Title III*

✚ Under Additional Updates Title III

- *New Project Director Title III Grant, Theresa Groth, continues to onboard to role.*
- *Ongoing collaboration with Instructional Design team to identify faculty best practices related to course preparation and delivery with various course length and modalities. Technology*

✚ Technology

- *Workshops Held: In-Person: 0 sessions Zoom: 0 sessions Video Hits: 8*
- *Student Support: Email: 4 Phone: 0 In-Person: 0*
- *Faculty Support: Email: 1 Phone: 1 In-Person: 0*
- *Staff Support: Email: 5 Phone: 0 In-Person: 3*
- *Additional Projects:*
 - *Fillable PDF requests: 1*
 - *Canvas Masters: New: 0 Modified: 5*
 - *Course Evaluation Setup: Preparing for Session B*
 - *Syllabi Upload: Most of Fall 2025 complete*
 - *CWO class setup: 20*

✚ Retention and Access Coordinator: (09/15/25 – 09/26/25)

- *1:1 Support Sessions: 13*
 - *Probation Students: 24*
 - *Aviso Referrals: 00*
- *Student Groups:*
 - *Group Name: # of attendees:00*
- *Faculty Sessions: 10*
- *Events/workshops held: 02*
 - *11/4/25: Research & Writing Workshop In Person #of attendees: 02*
 - *11/06/25: Research & Writing Workshop Online # of attendees: 01*
 - *11/06/25: Open House 04*

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 week of Spring reg has been mostly without issue*
- ✚ *Curriculum Track to assist students 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%.

- ✚ *First Gen Celebration scheduled for Thursday, November 20! Currently finalizing enrollment numbers for 2024-25 performance period. The TRIO program is funded to serve 140 students.*
- ✚ *For the time period of 10/25 to 11/07: Visits to tutoring = 13 ; Hours = 13; Unique students = 10 ; Referrals = 7 ; Top 3 Subject Areas: Chemistry, Radiology, English/Math*
- ✚ *The office of Disability Services responded to 3 Alerts(s)/Referral(s) to the office; registered 3 new student(s) for accommodations for courses for FA25 during the time period of 10/25 to 11/07. Current active students registered with the office is 69.*
- ✚ *Ellie Jindra has been hired as the Career Pathway & Internship Coordinator. Her office is located in Fallerius 072B and her extension is #4786.*
- ✚ *A video focused on highlighting the college's NCSCares Pantry was filmed on 10/23 featuring a student who utilizes the resource. Calculators loaned for the term = 16; Computers currently loaned for the term = 73; Students receiving Weekend Food Boxes = 12 (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.

- ✚ *The CCP Team recently welcomed a new CCP Advisor – please welcome Rachel Kral to NCSC! Rachel is jumping in and doing a great job.*
- ✚ *CCP Information Sessions have started, toward 26-27 CCP Enrollment. We recently participated in Pioneer Career Technology Center's night.*
- ✚ *Following Fall-Session B Non-Attendance drops, CCP Early College Enrollment for FA25 remains well above FA24 in all categories.*
 - *Comparison Summary as of 10- 22-25:*
 - FA25 Applications (1,081): +5.57% over prior year*
 - FA25 Enrolled Students (1,360): +6.54% over prior year*
 - FA25 Credit Hours (9,763): +11.88% over prior year*
 - FA25 Avg. CH per student (7.18): +5.02% over prior year*
- ✚ *This village effort led to the College meeting the FA25 Semester Goal of 22,000 Total Credit Hours! Great job everyone!*
 - *Following Non-Attendance drops, the College has 21,857 credit hours and 2643 total students enrolled for FA25.*
 - CCP Early College students comprise 51.2% of our student body this term*
 - CCP Early College students comprise 44.2% of our enrolled credit hours this term*

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.

CANVAS MASTER COURSES:

Courses completed to date:

- 52 Complete
- 6 In progress

Courses in progress:

HMSV-1020, EDUT-1010, EDUT-1370, EDUT-2080, EDUT-2090, HIST-1070

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:

- RADS-1251, RADS-1270

Reviews planned for Fall 2025:

<u>EBC:</u>	<u>Health Science:</u>	<u>Liberal Arts</u>
•	• RADS-1275 • RNUR-1012 • RNUR-1014 • RNUR-1052 • RNUR-1054 • RNUR-1060	•

Additional Activities

- **Faculty Development:**
 - **Opposite of Teaching: Teaching for Integrity in the Age of AI** **Faculty Book Clubs**
 - Co-author & leading academic integrity expert Dr. Tricia Bertram-Gallant (UC-San Diego) joined the NCSC book club 11/5 for a Q&A
 - Wk of 10/27/25 discussed Chapter 5 “Strategies that Promote Success w/ Integrity”
 - **1 NCSC Teaching Skills Toolbox Badge earned 10/25-11/7**
 - **Teri Brannum (EDUT)** – Teaching Skill #5 (Basic Tech) Practitioner (11/6)
 - **2 Teaching Skills Toolbox Faculty Workshops offered 10/25-11/7 (TBD participants)**

- **1 [Facilitator Teaching Tips Podcast](#) episode** posted 10/25-11/7
("2 Teaching Techniques & 2 Tools We're Thankful For")
16 downloads | 12 Listeners
- **Launchpad New Faculty tips e-newsletter** sent 11/3 to 19 New Fall Faculty

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.

✚ 17-133 and 17-15 were reviewed. There were minor changes made to 17-15.

✚ The auditors are continuing to ask for documentation in order to complete their testing.

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.

✚ Completed FA program/department review.

✚ Now that spring registration has started, we are reaching out to students taking non-required courses and letting them know it impacts aid eligibility. We are reaching out to TFS to remind them they must be in full time required courses. We are hand awarding TFS for spring term.

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 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 2026

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 10-27-25 to 11-07-25

- *Call Answer Rate: 71 completed out of 131 inbound calls - 54.2%*
- *Ticket Response Time: 4 hours 01 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 the period ending November 7, 2025				
<i>Class (Room)</i>	<i>Maximum Enrollment</i>	<i>Available Slots</i>	<i>Filled Spots</i>	<i>Notes</i>
<i>Adventure (39)</i>	<i>8</i>	<i>0</i>	<i>8</i>	
<i>Imagination (21)</i>	<i>8</i>	<i>0</i>	<i>8</i>	
<i>Puddles (24)</i>	<i>8</i>	<i>0</i>	<i>7</i>	<i>One child moved to preschool. New student to begin in November.</i>
<i>Fascination (27)</i>	<i>8</i>	<i>0</i>	<i>7</i>	<i>One child moved to preschool. New student to begin in November</i>
<i>Journey (29)</i>	<i>21</i>	<i>0</i>	<i>20</i>	<i>One child will transition in November</i>
<i>Sunshine (32)</i>	<i>21</i>	<i>0</i>	<i>21</i>	
<i>Homebase</i>	<i>28</i>	<i>0</i>	<i>28</i>	

Inquiries by Funding Source From November 3 rd to November 7th		
Private Pay 19 Families 0 Additional Families Called	PFCC/Voucher or Early Head Start or ODE Grant 7 Families 2 Additional Family Called New PFCC Rules have/will continue to impact PFCC family's eligibility.	Unknown 10 Families 1 Additional Family Called
	Waitlist Families: <i>Families who have been on our waitlist for 1 Day to 2.5 yrs.</i>	
Private Pay Infant/Toddler 26 Preschool 6	PFCC/Voucher or Early Head Start or ODE Grant Infant/Toddler 10 Preschool 9	N/A

Yellow Highlights show change in family inquiries about enrollment since the last report.

CDC Expansion Summary
Narrative~ Met with United Way to talk about the need for additional Early Care and Education Programs at NCSC/OSU-M CDC. Shared the difference between capacity assigned to a program based on square footage and available enrollment. Met with several other early care and education programs in the Richland County to share their experiences with capacity vs. available enrollment.

Topics of discussion included: The DCY rule about how square footage is determined, the impact of SUTQ requirements in relation to allowable ratios, the impact of workforce development and turnover in our field and how the new Teacher Licensure/ECE AA will positively impact the community!

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.

✚ \$ 195,505 YTD Emerald Club

✚ New \$10k Women's Fund gift

✚ \$2,000 match committed for Richland Gives

✚ Rentals income FY26 \$36,704.00 FY27 \$3,475.00

✚ Foundation Nursing program nursing students covered Fall 25: \$38k in nursing scholarships paid for hospital and healthcare program. Currently, NCSC is supporting funding the following number of students.

- 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 maximizing Tech Cred, AI, leadership, and Unmanned Aircraft Systems (UAS).

✚ A Rapid Response Job and Educational fair is being held on Friday, November 7 with 20 employers

✚ A new potential partnership is being explored with an Amazon provider

✚ Phlebotomy – Community cohort is complete. TurboCert students are 50% completed.

✚ Drone Turbo Cert – A community cohort is planned for early 2026

✚ 5% more trainings so far YTD

✚ Excel 2.0 launched at the Crawford Success Center following strong demand for Excel 1.0.

✚ Eagle Crusher – Microsoft Suite Training finalized for Nov. 18–Dec. 9.

✚ Gorman-Rupp – Servant Leadership “The Rupp Way” begins Oct. 28.

✚ PSC Craning & Drilling developing an extensive company-wide training plan (scheduled).

✚ CNG exploring reinstatement of the Polymer Certification Program as a feeder pipeline.

✚ Ohio TechCred promotion underway ahead of Nov. 3–Dec. 2 round; new employer guides created and personal walk-throughs offered to simplify participation.

✚ Drone program sign-ups for January now active; 3 applicants received.

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** – Hosted 100+ 8th graders for Crawford County WAGE Tours on October 16 in collaboration with Leesa Cox & Andrew Shella, presented to Colonel Crawford seniors 20+ interested students, and hosted CCP info day at the CSC on October 21 with ~10 in attendance

- ✦ *Scholarships for Success: Gathering auction items from the local community, determining sponsors and logistics for the event*

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 offered a few open house or office hours type sessions, but have had little response so far. We will be available 11/18/2025 from 9 am to 11 am here:*
- ✦ <https://ncsc.zoom.us/j/83717496493?pwd=t9QP9jgWa6nyva0ErkE4w9Eh5meBbV.1>
- ✦ *The first edition of the IR newsletter is in progress and should be available soon! It will focus on preliminary retention from FA2024 to FA2025. Retention will also be the topic of the day for our IR office hours on 11/18, so if you have any questions, be sure to come!*
- ✦ *We will be able to obtain updated transfer information for 2024-25 NCSC grads this week and then will begin to produce this year's edition of the Annual Department Fact Sheets for all Academic Departments and aim to distribute those before the end of the year.*

20_Grants

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

- ✦ *Completing ODHE AI integration grant proposal. Proposing projects to benefit faculty/programs based on tiers of AI fluency from foundational, to program agnostic applied skills, to domain specific expertise. Significant funding proposed for ACUE AI short courses and completion stipends, including for high school CCP teachers.*
- ✦ *Starting to form internal leadership teams for the ATD/Gates grant that will result in a “Unified Data and Technology System” to better join data elements from various sources and present them back in a coherent manner. Project leadership is being assigned for IT and security, data systems and integration, student success, etc. Will not be official probably until January.*

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 10/26/25 – 11/8/25 100% of check-ins completed (6)*
- ✦ *New hires/new positions: 10/25/25 – 11/8/25*
 - *Lydia McCullough – Senior Administrative Assistant, Academic and Student Services*
 - *CCP Advisor – Rachel Kral*

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 November 6th: 1,049*
- ✚ *Compliance: Syllabi accessibility/SB1 – Additional revisions in place for Session A, Session B and 16-week courses – Functioning well.*
- ✚ *Program information updates: Working with Darcey to update the College-NOW materials for use in spring recruitment.*
- ✚ *Additional items of interest: Working with the Foundation on a number of projects now and next spring.*

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.

- ✚ *Faculty Caucus worked with Dr. Gray to determine the appropriate process if we have questions regarding advising*
- ✚ *Faculty Caucus review of the field trip policy*
- ✚ *Continue encouraging faculty to use Aviso for notes, alerts, and referrals*

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 10/22/25 for our 2nd meeting of the new academic year. We still want to increase participation rates by 25% moving forward. For the remainder of 2025, the plan is to continue holding meetings remotely via zoom.*
- ✚ *Staff in Service training ideas were again discussed, and a new idea was brought forward. One of our original two was possibly not doable, so we were tasked with doing more brainstorming.*
- ✚ *Microsoft Suite tips and tricks*
- ✚ *We plan to poll all of the staff via an email to get one more round of ideas.*
- ✚ *Next meeting will be held Wednesday 11/26 @ 10:00am on Zoom.*