

memo

Date: 2/23/2006

To: Paul Broadie, VP of Student Development

From: Diane Bliss, Governance President

RE: Update on Student Development review recommendations

Following is a summary of our recent meeting regarding progress on the four major areas of recommendations that resulted from the ad hoc Student Development Review Committee. Please review so that I may forward the results to Executive Committee.

Recommendation #1: Leadership

- New Vice President for Student Development
- Creation of Leadership Team, consisting of coordinators and directors, meets every 2 weeks
- Human Resources is developing evaluation forms for all management confidential employees
- Division is reviewing mission statement on division-wide level
- Hired Director of Advising, Counseling & Assessment
- Hired full-time financial aid counselor for NEC
- Determining division needs, not just leadership needs

Recommendation #2: Communications and collaboration

- Division meetings have been re-established (division as whole)
- Completed Customer Service training for entire division
- Team leaders are now going through supervisory training
- Registration processes are changing to make them more student-centered and responsive to students in giving them directions

memo: Update on Student Development review recommendations

- Collaborating with Academic Affairs on academic advising and orientation: Academic Advising Task Force – plans to establish an Advising Center that will include faculty and Student Development staff collaboratively staffing the center; Orientation Task Force – includes faculty and Student Development staff working to improve Orientation
- Director of Advising, Counseling and Assessment will sit with the Academic Leadership Team; AVP of Liberal Arts will sit with the Student Development Leadership Team

Recommendation #3: Structure/Organization/Staffing

- Plans in budget for upgrading/replacing technology
- Participated in meetings related to update of the Facilities Master Plan, including the Charette process, to consider space needs and design
- Reviewing staffing; hired Director of Advising, Counseling and Assessment; looking at cross training and utilization of staff in most effective ways during peak times for specific offices or services
- Instituted automated phone service for Admissions

Recommendation #4: Assessment of Student Development areas

- Progress on this is impacted by current status of changes and by overall college assessment; Assessment Advisory Committee just convened to begin its work
- VPSD will be working with Coordinator of Assessment in developing assessment plans for the division