



**Executive Council Meeting
November 20, 2018
1:00-3:00 pm in E-518
Minutes**

Present: Gail O. Mellow, Paul Arcario, Janet Corcoran, Nireata Seals, Shahir Erfan, Mark Healy, Robert Jaffe, Henry Saltiel and Jessica Mendoza

Starting time 1:05 pm

1. 30 Credit and Instructional Staff Meeting

- **Report on Findings from Surveys and Group Discussions**
- **Next Steps on Community Engagement**

Robert Jaffe discussed the 30 credit momentum surveys that were distributed on November 7th at the Instruction Staff meeting. There were many positive responses from faculty and staff. Concerns were expressed in regards to students feeling overwhelmed and not having the resources and support in regards to the initiative. Also, many faculty and staff expressed the need for data about students who have succeeded in taking 30 credits. Mostly everyone understood the academic momentum but noted that communication was an important piece. Faculty/staff expressed concerns about students not being able to take 30 credits receiving information that didn't connect with their circumstances. This could lead to students taking too many credits, stigmatizing students not taking 30 credits and/or confusing students about requirements. Additionally, faculty and staff expressed a desire for more information and input into any changes in course scheduling.

The Executive Council decided that the 30 Credit messaging would be focused on a targeted communication to a specific group of students who are taking 12 credits in a semester instead of every student. This will be communicated to Bart Grachan and project manager Brad Orcutt. Provost Arcario and Vice President Seals will meet and communicate this change in direction of the momentum to Bart Grachan.

The next steps in community engagement will be at the Professional Staff meeting on December 5th and December 19th at the Student Affairs Leadership Summit. Also, in January Provost Arcario and President Mellow will speak to the College Senate and at Institutional Advancements divisional meeting.

Action to be taken: The Executive Council agreed that they will be targeting communication to students who indicate they are ready to take 15 credits and/or are taking 12 credits a semester.

Action to be taken: Provost Arcario and Vice President Seals will communicate this change in direction of the momentum to Bart Grachan

2. Amazon Update

Amazon has decided that they will build their headquarters in Long Island City. President Mellow is focused on making sure that the jobs that are created are available to our students and that Amazon and state/city partners invest in workforce development that will help local residents secure employment with Amazon.

Meeting ended at 2:15 pm