



Executive Council Meeting
August 15, 2018
1:00-3:00 pm in E-518
Minutes

Present: Gail Mellow, Paul Arcario, Janet Corcoran, Shahir Erfan, Susan Lyddon, Robert Jaffe, Henry Saltiel, Jane Schulman, Nireata Seals, and Jessica Mendoza

Guest: Michael Lipkin, Director of Institutional Research & Assessment

Starting time 1:03 pm

1. Middle States

Middle States now requires annual reports. Michael Lipkin stated that most of our data will be coming from IPEDS. All information will be uploaded onto the Middle States portal site. The Executive Council discussed the information that will be included in the report such as LaGuardia's annual licensure exam first-time pass rates and ACE's 5-Year enrollment trend. Middle States commission visit will be for the year of 2021-2022. Michael Lipkin also discussed the Administrative and Education support

Action item: Michael Lipkin will set up a meeting with each Vice President and review the Administrative and Education support assessment schedule.

2. Enrollment Update

Vice President Seals discussed LaGuardia's enrollment numbers. At this moment LaGuardia has not met its target goal numbers. There is a significant difference between this year's FTE compared to last year's. Student Affairs working on enrollment strategies.

3. Divisional Reports

GM/PO-Mark Healy will be starting on Monday, August 20th as Interim Vice President of Adult and Continuing Education.

HS/IT-N/A

JS/ACE- ACE has received its 8th year funding from the Robin Hood foundation.

SL/IA- N/A

RJ/PO-N/A

SE/Adm- Oswald Fraser has been working on the non-faculty surveys. He has formed a committee and they recommended that Qualtrics be used to gauge staff members. Need to define the survey for part-time and full-time staff. The committee will come to an Executive Council meeting to present the findings from the survey. Also mentioned that he has assigned facilities staff members to look at all conference room spaces. Should have a list with details to identify those rooms that can be used as classroom and those that can't.

NS/SA-N/A

JC/PO-N/A

PA/AA- Burl Yearwood will be back in September as Chair of the Natural Sciences department. Payal Doctor will be stepping in as the Humanities Chair. Redesigning the Summer Immersion program.