



**Executive Council Meeting  
October 15, 2015  
1:30 p.m. - 3:30 p.m. in E-518**

**Minutes**

**Present:** Gail O. Mellow, Robert Jaffe, Paul Arcario, Shahir Erfan, Susan Lyddon, Michael Baston, Henry Saltiel, Jane Schulman, Jessica Mendoza

**Guests:** Ann Feibel and Francesca Fiore

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Starting time 1:32 pm

**1. Briefing on Non-Credit to Credit Pathway**

Ann Feibel and Francesca Fiore gave a presentation on the Bridges Under Construction which is non-credit and credit program collaboration. The program plans to align non-credit courses to the college curriculum. They are working on aligning the ACE's Community Health Worker certificate with the Human Services degree. They mentioned how the medical billing program with Weill Cornell lead to the creation of a Healthcare management major in the Business Administration degree program. They worked with faculty and staff in developing the Memorandum of Understanding. The stated that they would like for the career pathway to become the starting point for new program development at the college.

**2. Review of LaGuardia Retention and Graduation Innovation Fund**

Robert Jaffe discussed LaGuardia's Retention and Graduation Innovation fund that was designed to generate ideas and make investments to accelerate progress towards LaGuardia's priority in helping students accumulate credits more rapidly, stay in college and graduate. The initiative has a funding of \$200,000. He mentioned though that grant awards can range from \$5,000 to \$25,000 and are a one-time fund that must be spent by June 30, 2016. The deadline to submit proposals in November 13<sup>th</sup>, 2015. A committee consisting of LaGuardia faculty, staff and students will review the proposals.

**Action:** *Shahir Erfan will make a presentation with the business office at the next Executive Council in regards to payments for faculty from different funding sources such as education fund, research foundation and tax-levy.*

**3. Update on Road to Success**

Michael Baston gave a phase one summary on the Road to Success challenge grant. As of this summer they have recruited 799 business and liberal arts students who have completed the freshmen seminar in spring 2015. Of these students 524 registered as full-time for the fall 2015 semester. After filtering the list to exclude students who participate in ASAP and College Discovery, only 466 full-time student were eligible to participate as of September 24, 2015. He also mentioned that he will be establishing working groups consisting of representatives from Academic Affairs, Adult and Continuing Education, Center for Teaching and Learning, Single Stop, Advisement,

Student Financial Services, Marketing and Communications, Institutional Research, Institutional Advancement and Information Technology.

#### 4. Divisional Reports

**PO/G. Mellow-** Will be having an event on November 9<sup>th</sup> called The Future of Faculty and would like for some of the Vice President to act as facilitators at the table discussion. Will be following up individually with each Vice President with more information.

**AA/P. Arcario** – Is on the CUNY Remediation task force. Also met with people from Guttman College in regards to STARFISH. Will be sending out CACHE faculty survey to the college faculty this week and will also put the report on the LaGuardia Human Resour

**PO/R. Jaffe-** Claudia Chan got an email that Dr. Jill Biden wants to come to LaGuardia for an event. She has also been working with Conrad Walker on the Heads Up America campaign event at LaGuardia. Also held a college meeting to hear more about the program and the work that LaGuardia faculty and staff are doing to serve incarcerated or formerly incarcerated students.

**ACE/J. Schulman** – Jane Mackillop is retiring, her last day will be October 16<sup>th</sup>.

**IA/S. Lyddon** – Nothing to report

**ADM/S. Erfan-** The chairs for the Mainstage Theater have arrived and will be installed on Friday, October 16<sup>th</sup>.

**IT/H. Saltiel-** Degreeworks moving forward with the upgrade.

**SA/M. Baston** –Thanked all the Vice Presidents for letting the Student Affairs leadership team meet with each division's senior leadership team.

Meeting adjourned at 3:30 pm



# Bridges Under Construction

## Non-Credit/Credit Collaborations

Presented By:

Ann Feibel, Associate Dean of Academic Affairs

Francesca Fiore, Assistant Dean, Workforce Development

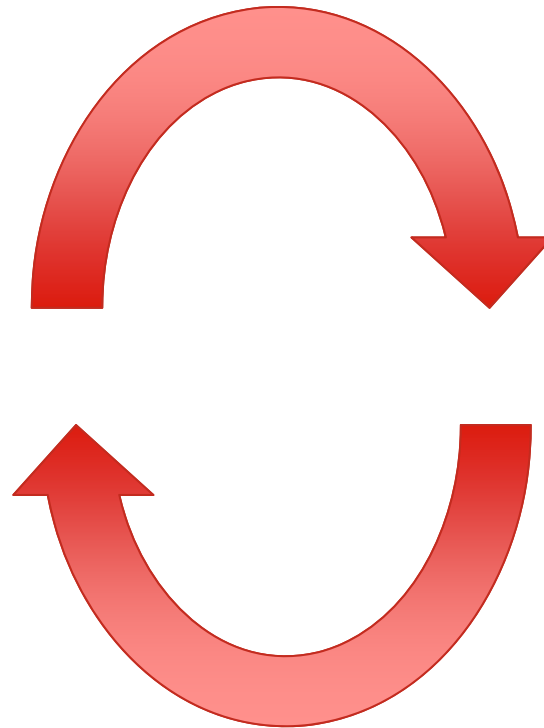
# Overview

- Our collaborative model
- Transforming challenges into opportunities
- Taking our model to scale in new directions



# Our Collaborative Model

**Credit-bearing Degree Program**



**Non-credit Workforce Education Program**

- Short-term, skills- and employment-based
- Responsive to labor market demand



# A Collaborative Model Supports Strong Career Pathways

- ACE's **Community Health Worker Certificate** aligns with **Human Services** degree: 30% of most recent cohort enrolled in the major
- **Medical Billing** program with Weill Cornell lead to the creation of a Healthcare Management concentration in **Business Administration** degree program
- Post-AAS certificate through ACE in **Radiology Technician** specializations: MRI, CAT Scan, Mammography



# Collaboration is Key to a Successful Partnership

- **Aligning** noncredit courses to the college curriculum
- Evaluating the academic skill levels of students so that they **align** with program requirements
- Providing adequate **support services**
- Ensuring faculty and staff support and **buy-in**
- **Memorandum of understanding**



# Steps for Developing a Successful MOU

- **Equivalent** course length and content
- Alignment to a degree program instead of general education course
- **Selection of courses** with no prerequisites or writing intensive curriculum
- Annual **review process**





# Our Challenge: The Three S's

- **Steady**: Keeping the Momentum Going
- **Streamlined**: Making the Process More Efficient
- **Strategic**: Targeting Specific Programs based on Workforce Trends



Community College

# A Common Language for a Shared Vision

- Career Pathway Becomes the **Starting Point** for New Program Development
- Collaborative Models Allow for **New Partnerships**



# Scaling Our Model in New Directions

- **Formal and Structured** MOU Review Process
- **Stronger Linkages** to Advisement Councils
- **Engaging Faculty** in Collaborative Discussions around New Program Development



# Embracing Our Mission and Values through Collaboration

- Fostering a Culture of **Mutual Responsibility and Accountability**
- Supporting **Student Learning** and Success through Career Pathways
- Encouraging **Innovation and Change**



# Questions?

**Ann Feibel**

[afeibel@lagcc.cuny.edu](mailto:afeibel@lagcc.cuny.edu)

**Francesca Fiore**

[ffiore@lagcc.cuny.edu](mailto:ffiore@lagcc.cuny.edu)



**Thank you**