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**Transition Team Meeting**  
**July 31, 2003**  
**Minutes**

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**Present:**

Dr. Abrams	Brooke Henwood
Terry Coleman	Rose Hughes
Mark Collins	Bob Lewis
Nikia Fletcher	Susan Sukys
Dr. Grant	Paul Sukys
Doug Hanuscin	

Members not present: Penny Snyder and Tony Woodard  
Sharon Miller and Eddie Humphrey, vice-chair of Board of Trustees, was also present.

**I. Meeting Called to Order at 3:08pm**

This meeting's agenda was distributed.

**II. Attendance**

Attendance was taken.

**III. Review of Process Check**

Sharon Miller addressed the team regarding the outcome of the survey given at the previous meeting. She indicated that by determining the average and the range it showed that the majority of members do not understand the process of what the transition team is doing. It is a concern of Sharon Miller, as it should be of the entire team, as to what the team has actually accomplished. It was stressed, however, that the team had good communication and involvement, and really was headed in the right direction with more outcomes.

**IV. Review of Purpose/Desired Outcome**

1. Purpose of Meeting
  - a. Revise Structure and Function
  - b. Establish bottom to top/top to bottom of which way to restructure first
  - c. What are the levels?
2. Focus on Learning Process of the Learned.
3. Desired Outcomes: Tentative Plan (for today)

**V. Discussion of Assignment**

**“How do we best serve learners and our constituents?”**

The team then brainstormed listing 41 items in regards to the above question. After this followed a discussion as to the five themes and how these suggestions should be categorized. Attached are the ideas and the themes that were listed.

**VI Review of Upcoming meetings**

**Purpose of meeting on 8-7-03**

Establish relationship between personnel and functions listed under general themes.

**Outcomes**

Roadmap (patterns) showing relationships

**VII. Reports from Senate Subcommittee**

Susan Sukys stated that Monday the subcommittee will hopefully have a draft summary of what they pulled from the other colleges' governing body. Per Susan Sukys the subcommittee had made positive progress with the task they had been assigned.

**VIII. Upcoming meetings are as follows:**

August 7 <sup>th</sup>	August 14 <sup>th</sup>	August 21 <sup>st</sup>	August 28 <sup>th</sup>
September 4 <sup>th</sup>	September 11 <sup>th</sup>	September 18 (presentation of results)	

**IX Meeting Adjourned at 5:00**

Sharon Miller indicated that she would not be attending the upcoming meeting.

## **HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?**

1. Supporting without enabling
2. Access; available hours
3. User-Friendly
4. Facilitate learning in the classroom
5. Guarantee that we are going to accomplish what we have said we're going to do and apply.
6. Identify outcomes for each part of the college with which students have contact
7. Faculty Development
8. Strive for consistency (full-time, adjunct, and others)
9. Rewards and Recognition (Faculty staff & students)
10. Design and Implement a learner centered curriculum
11. Involve all stakeholders in decision making process
12. Offer resources to Learners
13. Put Learner in Driver's Seat
14. Act on Results of Measured Outcomes
15. Be flexible in what we offer to Learners
16. Insure Accountability of all Participants in the Learning Process
17. Communicate info to all stakeholders
18. Remove obstacles involved in curriculum change
19. Ask students what they need to get through system
20. Respect individuals and treat people as individuals
21. Establish levels of excellence
22. Connection between programs we offer and communities we serve
23. Make the student only tell their story once
24. Measure your outcomes
25. Decentralize learning process
26. Share results measured outcomes
27. Respect and be open to different learning styles
28. Don't sweat the small stuff
29. General awareness of what everyone does (right place to send people)
30. Cultivate and encourage innovation
31. Provide learner centeredness training for all stakeholders
32. Review all orientation processes
33. Focus on outcomes
34. Interaction between departments
35. Assure recognition of diversity (backgrounds & learning styles)
36. Reward more and fire more
37. Determine logistical support for the learner centered curriculum
38. Accomplish our mission and goals
39. Keep technology & resources up to date
40. Hold learners accountable for learning
41. Take responsibility and recognize/utilize strengths

## **HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?**

### **TRAINING STAKEHOLDERS**

*Facilitate learning in the classroom*

*Faculty Development*

*Establish levels of excellence*

*Make the student only tell their story once*

*Respect and be open to different learning styles*

*General awareness of what everyone does (right place to send people)*

*Cultivate and encourage innovation*

*Provide learner centeredness training for all stakeholders*

*Review all orientation processes*

*Assure recognition of diversity (backgrounds & learning styles)*

*Take responsibility and recognize/utilize strengths*

### **GOVERNANCE**

*Rewards and Recognition (Faculty staff & Students)*

*Involve all stakeholders in decision making process*

*Insure Accountability of all Participants in the Learning Process*

*Remove obstacles involved in curriculum change*

*Don't sweat the small stuff*

*Reward more and fire more*

*Determine logistical support for the learner centered curriculum*

*Accomplish our mission and goals*

*Keep technology & resources up to date*

*Take responsibility and recognize/utilize strengths*

### **ASSESSMENT**

*Guarantee that we are going to accomplish what we have said we're going to do and apply.*

*Identify outcomes for each part of the college with which students have contact*

*Faculty Development*

*Rewards and Recognition (Faculty staff & Students)*

*Act on Results of Measured Outcomes*

*Insure Accountability of all Participants in the Learning Process*

*Communicate info to all stakeholders*

*Establish levels of excellence*

*Measure your outcomes*

*Decentralize learning process*

*Share results measured outcomes*

*Focus on outcomes*

*Reward more and fire more*

*Determine logistical support for the learner centered curriculum*

*Accomplish our mission and goals*

*Hold learners accountable for learning*

### **COMMUNICATION TO STAKEHOLDERS**

## **HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?**

*Rewards and Recognition (Faculty staff & Students)*

*Involve all stakeholders in decision making process*

*Communicate info to all stakeholders*

*Ask students what they need to get through system*

*Respect individuals and treat people as individuals*

*Connection between programs we offer and communities we serve*

*Make the student only tell their story once*

*Share results measured outcomes*

*Don't sweat the small stuff*

*General awareness of what everyone does (right place to send people)*

*Interaction between departments*

*Accomplish our mission and goals*

### **CURRICULUM**

*User-Friendly*

*Facilitate learning in the classroom*

*Identify outcomes for each part of the college with which students have contact*

*Faculty Development*

*Strive for consistency (full-time, adjunct, and others)*

*Design and Implement a learner centered curriculum*

*Offer resources to Learners*

*Put Learner in Driver's Seat*

*Be flexible in what we offer to Learners*

*Insure Accountability of all Participants in the Learning Process*

*Remove obstacles involved in curriculum change*

*Establish levels of excellence*

*Connection between programs we offer and communities we serve*

*Measure your outcomes*

*Decentralize learning process*

*Respect and be open to different learning styles*

*Cultivate and encourage innovation*

*Focus on outcomes*

*Interaction between departments*

*Assure recognition of diversity (backgrounds & learning styles)*

*Determine logistical support for the learner centered curriculum*

*Keep technology & resources up to date*

*Hold learners accountable for learning*

### **ENVIRONMENT/CULTURE**

*Supporting without enabling*

*Access; available hours*

*User-Friendly*

*Facilitate learning in the classroom*

*Guarantee that we are going to accomplish what we have said we're going to do and apply.*

*Identify outcomes for each part of the college with which students have contact*

*Faculty Development*

## HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?

*Strive for consistency (full-time, adjunct, and others)*  
*Rewards and Recognition (Faculty staff & Students)*  
*Design and Implement a learner centered curriculum*  
*Involve all stakeholders in decision making process*  
*Offer resources to Learners*  
*Put Learner in Driver's Seat*  
*Be flexible in what we offer to Learners*  
*Insure Accountability of all Participants in the Learning Process*  
*Communicate info to all stakeholders*  
*Ask students what they need to get through system*  
*Respect individuals and treat people as individuals*  
*Establish levels of excellence*  
*Connection between programs we offer and communities we serve*  
*Make the student only tell their story once*  
*Decentralize learning process*  
*Respect and be open to different learning styles*  
*Don't sweat the small stuff*  
*General awareness of what everyone does (right place to send people)*  
*Cultivate and encourage innovation*  
*Review all orientation processes*  
*Interaction between departments*  
*Assure recognition of diversity (backgrounds & learning styles)*  
*Reward more and fire more*  
*Keep technology & resources up to date*  
*Hold learners accountable for learning*  
*Take responsibility and recognize/utilize strengths*

## HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?

1. **Supporting without enabling**  
Environment/culture
2. **Access; available hours**  
Environment/culture
3. **User-Friendly**  
Environment/culture  
Curriculum
4. **Facilitate learning in the classroom**  
Environment/culture  
Curriculum  
Training Stakeholders
5. **Guarantee that we are going to accomplish what we have said we're going to do and apply.**  
Environment/culture  
Assessment
6. **Identify outcomes for each part of the college with which students have contact**  
Environment/culture  
Assessment  
Curriculum
7. **Faculty Development**  
Environment/culture  
Training Stakeholders  
Assessment  
Curriculum
8. **Strive for consistency (full-time, adjunct, and others)**  
Curriculum  
Environment/culture
9. **Rewards and Recognition (Faculty staff & Students)**  
Assessment  
Communication to Stakeholders  
Environment/culture  
Governance
10. **Design and Implement a learner centered curriculum**  
Curriculum  
Environment/culture

## HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?

### **11. Involve all stakeholders in decision making process**

Governance  
Communicate to Stakeholders  
Environment/culture

### **12. Offer resources to Learners**

Environment/culture  
Curriculum

### **13. Put Learner in Driver's Seat**

Curriculum  
Environment/culture

### **14. Act on Results of Measured Outcomes**

Assessment

### **15. Be flexible in what we offer to Learners**

Environment/culture  
Curriculum

### **16. Insure Accountability of all Participants in the Learning Process**

Environment/culture  
Governance  
Assessment  
Curriculum

### **17. Communicate info to all stakeholders**

Environment/culture  
Assessment  
Communication to Stakeholders

### **18. Remove obstacles involved in curriculum change**

Governance  
Curriculum

### **19. Ask students what they need to get through system**

Environment/culture  
Communication to Stakeholders

### **20. Respect individuals and treat people as individuals**

Environment/culture  
Communication to Stakeholders

## HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?

### **21. Establish levels of excellence**

Environment/culture  
Training Stakeholders  
Assessment  
Curriculum

### **22. Connection between programs we offer and communities we serve**

Environment/culture  
Communication to Stakeholders  
Curriculum

### **23. Make the student only tell their story once**

Environment/culture  
Training Stakeholders  
Communication to Stakeholders

### **24. Measure your outcomes**

Assessment  
Curriculum

### **25. Decentralize learning process**

Environment/culture  
Assessment  
Curriculum

### **26. Share results measured outcomes**

Assessment  
Communication to Stakeholders

### **27. Respect and be open to different learning styles**

Environment/culture  
Training Stakeholders  
Curriculum

### **28. Don't sweat the small stuff**

Environment/culture  
Governance  
Communication to Stakeholders

### **29. General awareness of what everyone does (right place to send people)**

Environment/culture  
Training Stakeholders  
Communication to Stakeholders

## **HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?**

### **30. Cultivate and encourage innovation**

Environment/culture  
Training Stakeholders  
Curriculum

### **31. Provide learner centeredness training for all stakeholders**

Training Stakeholders

### **32. Review all orientation processes**

Environment/culture  
Training Stakeholders

### **33. Focus on outcomes**

Assessment  
Curriculum

### **34. Interaction between departments**

Communication to Stakeholders  
Curriculum  
Environment/culture

### **35. Assure recognition of diversity (backgrounds & learning styles)**

Environment/culture  
Training Stakeholders  
Curriculum

### **36. Reward more and fire more**

Environment/culture  
Governance  
Assessment

### **37. Determine logistical support for the learner centered curriculum**

Governance  
Assessment  
Curriculum

### **38. Accomplish our mission and goals**

Governance  
Assessment  
Communication to Stakeholders

### **39. Keep technology & resources up to date**

Environment/culture  
Curriculum  
Governance

## **HOW DO WE BEST SERVE OUR CONSTITUENTS AND LEARNERS?**

### **40. Hold learners accountable for learning**

Environment/culture

Assessment

Curriculum

### **41. Take responsibility and recognize/utilize strengths**

Environment/culture

Training Stakeholders

Governance