



Operational Assembly Report November 2017

Meeting Notes

Attendees

Jessica Rubalcaba, Garrick Abezetian, Michael Garrity, Kurian Tharakunnel and Mark Jason.

Committee Updates

Strategic Enrollment Management (SEM) (J. Rubalcaba): Jessica Rubalcaba reported that the subcommittee goals have been reviewed and approved. The subcommittees are now charged with executing those goals. Timelines and budgets have been established. Working to revamp the student orientation in an effort to boost enrollment. Also SEM is discussing ways to include faculty input to help with enrollment as well. The next SEM meeting will be on November 16th.

Business and Facilities (G. Abezetian): Garrick Abezetian reported that the Business Services committee met on November 1st and discussed several minor issues and all were resolved during that meeting.

Diversity (C. Williams): Not Present

Technology Rep (M. Jason): Mark Jason reported that there is work being done on the portal to make it more user friendly for both staff and students. The athletic site will go live on Monday November 13th.

Human Resources (J. Klinger): Not Present

Student Affairs Rep (C. Williams): Not Present

Academic Affairs Rep (C. Antonich): Not Present

Action Champion Members (K. Tharakunnel): Kurian Tharakunnel reported that he will have an update in regards to the FY17 graduate success report next month.

Old Business

1st Criterion team response was reviewed last month (3 sections, of which 1 was related to Operational Assembly). The section on diversity was discussed but no changes were deemed necessary.

New Business

2nd Criterion team response

- 1st section deemed not applicable to Operational Assembly at this time but potentially will be in the future.
- 2nd section is applicable due to Operational Assembly's technology representation.
 - The request to have a page created on the website dedicated to links intended to streamline searches will be brought to the technology team's attention and discussed further. The deadline for new website to go live is May. The technology team is already tasked with transferring and slimming down the information from the old site to the new one. Operational Assembly is concerned that adding in any new information/pages on top of that may be an unrealistic goal for May.
 - Operational Assembly agrees with response to not translate the whole site to Spanish and Polish. Currently already have a translation tool on website.
- 3rd section deemed not applicable to Operational Assembly at this time but potentially will be in the future.

HLC Assurance

- Sections that have been tasked to Operational Assembly:
 - Criterion summaries one through four need to be reviewed.
 - Criterion five needs full review in addition to the summary review.
 - No corrections were noted today, but committee will read through it again and send in any corrections before the December 1st deadline.

Announcements

A potential impromptu December meeting was discussed if Operational Assembly needs more time to discuss the Criterion team responses.

Adjourn: Meeting adjourned at 3:11PM