***CCCC Student Services Division***

***Board of Trustees Report***

***Fall 2019***

***Section 1: Action Items/Proposals***

*None*

***Section 2: Departmental Reports***

***Registrar’s Office***

*Fall 2019 Application and Registration Numbers*

* Fall applications will continue to be submitted through October 18th due to second 8-week courses. As of 10/06/19, the Records Office processed 5801 applications for the fall 2019 term. This is 1026 more than the number processed last year as of 10/04/18 (+21.5%).
* On 10/06/19 our enrollment was 5908 students, an increase of 12.4% (653 students) from 10/04/18

-351 Early College students are enrolled in curriculum classes, an increase of 15.8% (48 students)

-1936 additional area HS students are enrolled in curriculum classes, an increase of 18.6% (303 students)

* Enrollment is continuous, but late registration for the 16-week session and first 8-week session was held until August 16th
* 12-week course registration and add period ended September 18th
* Fall registration add period for 2nd 8-week classes will end October 18th
* Currently enrolled student preregistration for spring begins on November 11th
* New student preregistration will begin on November 25th

Comparison 2013 to 2019

**2013 2014 2015 2016 2017 2018 2019**

Tot CCP 534 709 1133 1459 1650 1933 2281

CORR 52 104 119 118 104 104 101

Traditional 4297 4101 3820 3636 3542 3218 3526

**Total 4883 4914 5072 5213 5296 5255 5908**

1. *Summer Completion*

310 students completed credentials and they have been conferred by the Board Chair and mailed.

*Personnel*

Records Assessment Specialist, Rachel Higgins, is leaving the college. Her husband is taking a promotion and they will be relocating to Pennsylvania. Her last day will be October 11th. Applications are being reviewed to start phone screens shortly.

New Records Assessment Specialist, Heather Ocegueda, has spent the majority of the past month and part of this month fulfilling her civic responsibility through jury duty.

***Admissions***

***Selective Admissions Programs***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Selective Admissions Program*** | ***Seats Available*** | ***Application Deadline*** | ***Notification Date*** |
| Practical Nursing | 50 – Harnett | 2/3/20 | 2/28/20 |
| Associate Degree Nursing | 40 - Lee | 2/3/20 | 2/28/20 |
| LPN to RN Nursing | 10 – Lee | 2/3/20 | 2/28/20 |
| Medical Sonography | 8 - Lee | 2/7/20 | 3/13/20 |
| Dental Hygiene | 18 - Lee | 2/17/20 | 3/16/20 |
| Dental Assisting | 18 - Lee | 3/2/20 | 3/30/20 |
| Veterinary Medical Technology | 64 - Lee | 2/28/20 | 4/3/20 |
| Health Information Technology | 36 (18 FT, 18 PT) – Lee/Online | 3/25/20 | 4/17/20 |
| Medical Assisting | 25 - Chatham, 25 - Harnett | 3/27/20 | 4/10/20 |
| Certificate in Esthetics (SP20 Entry) | 15 FT Day | 12/2/19 | 12/9/19 |

***Central Carolina Promise Program***

***Students Accepted: 528***

Chatham –162

Harnett – 266

Lee – 100

***Dates for 2020 Entry:***

* July 1 – Deadline to Submit Central Carolina Promise Interest Form
* July 23 – Deadline to Submit all other requirements and documents

*(CCCC application, RDS, FAFSA Documents, Transcripts)*

* July 30 – Notification Date of Central Carolina Promise Acceptance/Denial

***New Student Success Questionnaire/Intake Form***

A subcommittee of the NC GPS group designed and implemented an Intake Form that CCCC has branded as the New Student Success Questionnaire. This is questionnaire/intake form process is being used at many other colleges throughout the state and nation. The New Student Success Questionnaire gauges’ students access to necessary resources and services in order to be successful at CCCC such as: reliable transportation, food insecurities, housing insecurities, access to health and mental health resources, access to technology and reliable internet and much more. Once this information is received, a staff member will reach out to the student to connect them to CCCC and community resources and services. By proactively connecting students to these resources, we hope this will increase the student’s success and persistence.

* Students receive an email 5 days after a CCCC application has been submitted outlining:
  + Enrollment Steps
  + How to log into WebAdvisor & CCCC Portal
  + Directing students to complete the New Student Success Questionnaire via the CCCC Portal
  + Once a student completes the questionnaire, a Success Coach or Admissions Specialist reaches out within two weeks to connect students to needed resources or services.
* Questionnaires Completed as of 10/9/19 - 1023

***New Student Orientation***

***Attendance May 1, 2019 - October 9, 2019***

***Chatham: 62 Harnett: 80 Lee: 259***

* ***83.3% of respondents Agree that “I am confident about starting courses at CCCC due to attending NSO”***
* ***100% of respondents Agree that “I feel more prepared to be successful due to attending NSO”***

***Online: 300***

* ***97.2% of students either Agree or Strongly Agree that “Online NSO helped them feel like they belong”***
* ***95.3% of students either Agree or Strongly Agree that “Online NSO prepare them to be successful”***
* ***95.3% of students either Agree or Strongly Agree that “Online NSO helped them feel more prepared to start courses”***

In ***Lee County***, we now offer New Student Orientation sessions twice per week, year round to a student group of no more than 20 students. These sessions are facilitated by a trained faculty or staff member. The NSO sessions lasts no more than 1.5 hours and is designed to be interactive, and to be a high level introduction to services and resources that the student can use to be successful at CCCC.

In ***Harnett and Chatham Counties***, we are meeting with students one-on-one to review services, resources, and answer questions they might have. These sessions are facilitated by a trained faculty or staff member and are designed to be interactive and highly individualized, and to be a high level introduction to services and resources and that the student can use to be successful at CCCC.

***Security***

The Security Director attended the Chatham County Emergency Management Planning Meeting for Chatham Main Campus/Library/Senior Center with US Army 83rd Civil Affairs Battalion. Included a tour of the Chatham Main Campus and table top exercise.

Additional planning meetings attended by the director:

High Point University School Safety Symposium

LEC Staff Meeting

LEC Tornado Drill

Criminal Justice Advisory Board Meeting

Military & Veterans Task Force Committee Meeting

Global Security Exchange conference– attended numerous emergency response educational seminars and viewed the latest security devices and applications available. A potential security app demonstration for the administration was held and its use is under consideration at this time.

Campus Safety & Emergency Procedures were presented at the New Employee Orientation session.

The 2018 Annual Security Report was completed and distributed to all CCCC locations prior to the October 1st deadline.

Campus Safety & Security Survey completed for the US Dept. of Education prior to the October 16th deadline.

***Financial Aid***

**Current 2019-20 Academic Year**

Total FAFSAs processed: **4,603**

Total Awards Offered: **$13,662,492**

Total Recipients: **2,603 students**

**New FAFSA 2020-2020 Year:** Officially opened on October 1, 2019.

**New Personnel:**  Sandra Soto, Financial Aid Advisor

**Additional Programs:**

* Child Care Grant (only state funds) – program is currently full. Students who are Lee County residents will be referred to Lee County for Partnership for possible child care assistance.
* Continuation of the **Finish Line Grant** for the 2019-2020 academic year- $60,000
* **K-14 Promise Scholarship:** Continuously working on awarding and disbursement of aid. Working with Adam Wade and Mary Schmid to improve the application process for next year.

**Events:**

* FAFSA Day – Saturday, October 26, 2019,9am – 12 noon
* FAFSA Day at Harnett County High School – October 12, 2019
* FAFSA Night for TRiO Upward Bounds – October 10, 2019
* Hosted an Ice Cream Social in partnership with TRiO SSS on August 20, 2019 as a welcome back event– successful event – served over 200 students.
* Working with TRiO SSS on a National First-Generational College Day event in November.
* Working with Dean of Student Learning and several other departments on a student campaign “***We Want You Back***” event to speak to formerly enrolled students who are not currently enrolled in an attempt to reenroll them.

**Miscellaneous:**

* Working in collaboration with the IT department to implement a new student portal – ***Self Service,*** which provides students with access to a wide array of information.
* Working in collaboration with the IT department to implement electronic forms via a new online platform. Students can then submit required forms electronically online versus via paper and in person, mail, or fax.
* Working in collaboration with Business Office to implement direct deposit for student refunds.
* Successfully closed out the 2018-2019 award year and requested funds for the upcoming 2020-2021 award year. Received confirmation from Department of Education of acceptance.

***Student Activities and Ambassadors***

**Student Activities Calendar of Events**

**September**

-Red Cross Blood Drive- 9/11.

- Ambassador Program, Suicide Prevention Event- 9/24

-Dasan Anu "When the Beat Drops"- 9/25

-Constitution Day events- 9/16-9/18

**October**

-Haven Domestic Violence Vigil 10/10

-Yoga on the Lawn- 10/14

-Trunk or Treat in collaboration with PBL- 10/30

-Student Costume Contest- 10/31

*Assisted in following programs*

PTK "How to Survive the Midterms" - 10/2

**November**

**-** Hubert G. Edwards, WWII Army Combat Veteran speaker - 11/6. Scheduled pending continued health of speaker

-Red Cross Blood Drive- 11/5

- Harvest Basket Food Drive in collaboration with Foundation Office- 11/1-11/15.

*Assisting in following programs*

-Veteran's Day Celebration in collaboration with VUB 11/11

-First Generation Day- Coffee with the President in collaboration with TRIO- 11/4

-PTK Finals Event, Club Day 11/20

**December**

Angel Tree- tentatively set dates - Applications available 11/11-11/13. Applications due 11/15 at noon. Angel Tree Selection 11/20-11/22. Gifts due 12/9. Angel Tree pickup 12/11

*Assisting in following programs*

-Tree Lighting Ceremony- 12/5

-Eve Rizzo, Author of *Clarrie Hancock*speaker. Ambassador Program in partnership with English Department -TBD. May be moved depending on scheduling availability

**January**

Welcome Week- Tentative dates set for 1/13- 1/16

Club Day Event for Welcome week -1/14

**February**

Safe Sex Program-TBD

**March**

Spring Flight- TBD, late March or early April

Midterm Event- TBD

**April**

Ambassador Financial Literacy Event- TBD

*Assisting with following programs:*

Alcohol Awareness- tentatively 4/15

**May**

Finals Event, stress relief-TBD

Last Day of School Event- TBD

**Event Planning Highlights**

* In the process of reaching out to secure different vendors and services for additional programming.
* In process of confirming future blood drive dates,
* In process of inviting sexual health testing come back to campus.
* Encouraging the clubs and organizations to increase their programming, with several events mandatory for club participation.

**Ambassador Program**

* All of the Ambassadors are currently on track with their event hours and are still signing up for future events.
* We are scheduled to meet in the next two weeks to develop their community project.
* We have been developing a post-event form for event organizers to provide feedback on the Ambassadors performance.
* There have been no issues in securing coverage for events and all feedback from organizers or Ambassadors has been positive.

**Clubs and Organizations**

We currently have 11 active clubs and organizations, with 1 club working on turning in all required documentation and 1 student expressing interest in starting a club.

All clubs were informed the following events are mandatory participation events: Trunk or Treat, PTK's Final's program on 11/20, Welcome Week Club Day 1/14, and TBD date of Spring Fling event.

***Athletics***

Athletics report

* Women’s Volleyball- Current record for this season is 4-12. Sophomore night will be held during home game on October 23rd at 6:30 vs. Davidson CC.
* Cross Country- We are excited to have a full men and women's team competing this year.
  + The team travels to Salisbury Community Park for a meet on Friday, October 11. This will be their last regular season meet before traveling to regional's at Spartanburg Methodist on October 26th.
* Golf-- Coach Hockaday is excited to see how the guys play in competition and believes they have a chance to win some tournaments this season.
  + The golf team has competed in one tournament, coming in 5th place.
  + The team will be playing in tournaments on October 14-15 and October 21-22 to finish out the regular season.
  + Fall regionals will be held on November 2-3.
* Men's Basketball- Coach McDougald is very optimistic about this season. Practice started October 1, and the team is coming together well.
  + We would like to invite everyone to attend our Meet the Cougars Night on October 18th, at 5:30 pm, in the Cougar Gym. The event includes a Meet and Greet, 3-Point contest, Dunk contest, and the Blue/White game at 7:15 pm.
  + The team opens up the official season with three home games, starting on Saturday, Nov. 2nd, 3:00 pm, vs. Vance Granville, Tuesday, Nov. 5th, 7:00 pm vs. Mt. Olive JV, and Wednesday, Nov. 6th, vs. GTCC.
* Women's Basketball- Coach Webster is hard at work recruiting. He has had several visits and plans to begin signing ladies for next year after November 1st. We plan to have a full women's team in place for the 20-21 season.
* General Athletic Info- We are still working to raise money towards a greatly needed new gym floor as well as looking at upgrading/replacing the bus. The gym floor has exceeded its life expectancy, and is very worn by class use, LEC use, and regular use by athletics. The bus is experiencing more frequent repairs and has extensive wear and tear after years of use for student/club trips and athletic events. We have a 5k fundraiser planned for the beginning of 2020 and are reviewing additional ideas for other fundraisers over the next few months.

***Library***

1. **Open Educational Resources (OER) Librarian Liaison** – **Samantha O’Connor** is now the Library’s OER liaison for faculty. In conjunction with her regular duties with library instruction, interlibrary loan, and the College Archives, Samantha will work with faculty to assist them in finding and adopting appropriate OER for their courses. She will also help promote OER on campus, as well as answer questions on copyright and fair use for OER and other resources. Her new job title of **Educational Resources Librarian** reflects these additional responsibilities**.**
2. **Library Instruction –** Last year, librarians taught **106** instruction sessions for seated classes and **94** online embedded classes. This year, **22** seated classes have been taught with **9** more scheduled for a total of **31** so far this semester. Librarians are now embedded in **124** online classes.We are currently at capacity and are unable to take on any additional online classes at this time. Librarians are offering additional faculty members library modules that can be added to their online classes, but without a librarian embedded in the course to accommodate their needs.

Historical numbers for our online librarian classes are below. These numbers have increased **32% (YTD)** from last year and **134%** from two years ago.

**Number of Online (Embedded) Librarian Classes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Summer Semester** | **Fall Semester** | **Spring Semester** | **Totals** |
| **2017-2018** | 0 | 24 | 29 | **53** |
| **2018-2019** | 11 | 43 | 40 | **94** |
| **2019-2020** | 0 | 124 | - | **124 YTD** |

1. **CCCC Librarian Presentations at NCLA** – Two of our librarians will be attending and presenting at the North Carolina Library Association conference on Oct. 15-18. Grace Sharrar Wolf will present a poster session on “Assessment in Instruction: Identifying Disconnects.” Nora Burmeister will be presenting at a pre-conference workshop on “Web Accessibility Basics.” She will also be participating in three panel discussions on:

* “Creating Engagement Online: Best Practices for Creating and Hosting H5P Content”
* “The Calm After the Storm: Interviewing & the Aftermath” (New Members Roundtable)
* “Librarian Projects with Online Learners: Innovations, Successes, and Failures”

1. **Upcoming Library Events** – The Library will host the following upcoming events:

* Creative Writing Workshops with Dasan Ahanu: Oct. 15 (Chatham), Oct. 16 (Lee), and Oct. 17 (Harnett) from 1pm to 4pm.
* Halloween Celebration: Oct. 28-31 (Lee) with Halloween-themed workshops (Halloween makeup and a small craft project). Oct. 30 (Lee) – Film viewing of *Young Frankenstein* at 3pm. Oct. 31 (Harnett) – 3D printing Jack-O-Lanterns.

1. **Library Statistics** – See attached spreadsheet for library usage data from July 1, 2019 – September 30, 2019.