NCHEA^3
NORTH COUNTY HIGHER EDUCATION ALLIANCE
CSU San Marcos • MiraCosta College • Palomar College

NCHEA Meeting Minutes

Meeting date/time: October 3rd, 2019

Meeting Location: Palomar College Room LRC 116

NCHEA Board Members

2018-2020 Director: Kelly Falcone, Palomar College, kfalcone@palomar.edu

2018-2020 Coordinator: Marti Snyder, Palomar College, msnyder2@Palomar.edu

Palomar Board Members:
PJ DeMaris, Faculty, Transfer Center Director, pdemaris@palomar.edu
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MiraCosta Board Members:
Rachel Hastings, NCHEA Director-Elect, rhastings@miracosta.edu
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CSUSM Board Members:
Allison Carr, Faculty Center Director, acarr@csusm.edu
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Andre Kundgen, Faculty Representative 2018-20, akundgen@csusm.edu
Gabriel Valle, Faculty Representative 2019-21 gvalle@csusm.edu
Jacqueline Montano, CSUSM Student,
_____, CSUSM Student,

Meeting Agenda

Agenda Topics	Notes
Welcome and Introductions • Introductions • Announcements • NCHEA Director-Elect?	Members present: Kelly Falcone, PD Coordinator, Palomar College Scott Hagg, Assoc. VP, Enrollment Management Services, CSUSM Justin Smiley, Dean of AMB, Palomar College Diane Dieckmeyer, VP of Instructional Services, MiraCosta College Rachel Hastings, NCHEA Director-Elect, MiraCosta College Kat Soto-Gomez, Faculty Member, MiraCosta, College Regina Eisenbach, Dean of Academic Advising & Academic Programs Andre Kundgen, Faculty Representative, CSUSM Allison Carr, Faculty Center Director, CSUSM PJ DeMaris, Transfer Center Director, Palomar College Ben Mudgett, Articulation Officer, Palomar College Alketa Wolcik, VP Student Services, MiraCosta College Gabriel Valle, Faculty Representative, CSUSM Elvia Nuñez-Riebel, Faculty, Counselor, Palomar College Jacqueline Montano, Student, CSUSM

	Kelly Falcone welcomed everyone to the meeting and introductions from the members followed.
Approve Minutes ● Minutes from [March 7, 2019 Regular Meeting](#) ● Minutes from [April 24th President's Breakfast](#) ● Minutes from [September 5th, 2019](#)	MSC, Smiley, Dieckmeyer, to approve the minutes of 3/7/19. All in favor with five abstentions. MSC, Mudgett, Dieckmeyer, to approve the minutes of 4/24/19. All in favor with five abstentions. MSC, Hagg, Kundgen, to approve the minutes of 9/5/19 as amended. All in favor with abstentions from those not present at the 9/5/19 meeting.
Old and Ongoing Business ● **Budget Update (Marti Snyder)**	

New Business
● **Conversations with Colleagues:**
  ○ Sent out request to Computer Science Faculty: https://doodle.com/poll/bvyrnv9e95i5x99p
● **Collaboration Grant**
  ○ **TO DO: Confirm the structure of the [collaboration grant](#).**
    ■ **Each college send out call for grants, due on 11/1/19**
      ● **[Flyer on website](#)**
  ○ Grants in progress
    ■ North County African Achievement Summit (possibly cancelled)
    ■ Rapid Response Theater
● **Review suggestions from** [April 24th President's Breakfast](#) **and topics of discussion from the** [September 5th, 2019](#)
  ○ **Discuss and Confirm dates 2019-20 NCHEA events**
    ■ Fall/Holiday
    ■ Leadership Retreat
    ■ Tri-Campus Conference
    ■ Presidents' Breakfast
    ■ OTHER?
      ● Tim Wise; visiting scholar
	At the last meeting, the Committee discussed feedback from Presidents' breakfast..
	
	Computer Science articulation was identified as an area for improvement in alignment amongst the three colleges. A Conversations with Colleagues meeting will be set up amongst the three colleges, organized by NCHEA instead of using the traditional application process for such activities. Ben Mudgett and Kelly Falcone will set up the event and call for participation.
	
	Members of the Committee agreed that by being more intentional in connecting colleagues, Conversations with Colleagues grant can be more fore varied in focus and very impactful for the departments involved. Committee members were encouraged to send information out to faculty and articulation officers for responses.
	
	Kelly asked the Committee to review the collaboration grant application, which had very few revisions from last year's version. One addition appears at the end of the application regarding how grants are reimbursed, which now require an initials signature as acknowledgement of the policies and a section was added in the budget summary to reflect any facilities fees and parking, which have been overlooked by applicants in the past.
	
	The policy for reimbursement has always been to reimburse only at the time the final report is submitted with a list of expenses and accompanying receipts. However, practice has been to reimburse throughout, as receipts are submitted.
	
	The grant application is posted year around on the website. The call for proposals will go out shortly and the Committee review will review all applications received at the next NCHEA meeting.
	
	In the past, grant applications were prioritized based on topics. The group discussed the benefits and drawbacks to moving back to priority-based awards.

	There are two awarded grant projects that are still outstanding: Rapid Response Theatre; and North County African Achievement Summit (may be cancelled).
	Kelly Falcone will provide flyers for the NCHEA grant application to Rachel Hastings and Allison Carr to distribute to their respective campuses. Grant applications are due on November 1. As applications are received, they will be posted to a spreadsheet for the Committee to review. Discussion and approval of grants will take place at the November 7 NCHEA meeting.
	Kat Soto-Gomez asked if the Committee ever meets with applicants to get feedback from the applicants about the approved events. At this time, there is not a structure for receiving formal feedback from the grant project coordinators. Kat requested that we consider a means of collecting feedback to determine the success of the event.
	The conversation transitioned to a discussion on the two options for facilitating grant projects: 1) advertise the opportunity and solicit applications; and 2) create the opportunity for participation through a NCHEA sponsored activity and invite interested attendees.
	Addition topics for NCHEA sponsored Conversations with Colleagues included: ● Onboarding for new students ● Nursing student transfer options (Kelly Falcone and Elvia Nunez will work together to promote a Conversations with Colleagues event) ● Use of similar terminology across campuses ● Effective communication regarding accepting students of specific majors ● Reimagining counseling and advising ● Alignment of Financial Aid
	Alketa Wojcik asked if the Committee would like to incentivize grants for specific departments? There was concern that incentivizing grants might and discourage other groups from applying.
	The Committee considered offering a Tri-Campus Student Success conference in both the fall and the spring. Instead, they agreed to schedule one event date in the spring. They discussed offering breakout sessions for various departments/divisions so that we use the conference as a purposeful event that gets departments/divisions connecting or another set of breakout sessions for onboarding and articulation. The event is scheduled for February 28.
	The Committee scheduled the Tri-Campus Leadership Retreat for January 10.
	The holiday party is scheduled over the regular December NCHEA meeting date of December 5 from 4-6 p.m. The Committee suggested that the event be used to raise money for the food pantries at each college.
	Tim Wise will be and visiting MiraCosta College on November 17. The presidents of each of the three colleges are meeting later this month to discuss details for inviting Dr. Wise as a visiting scholar as well.

	The Committee asked Jacqueline Montano, NCHEA student rep, for her feedback on how NCHEA could help students. She suggested that students could use the following supports: ● Providing support to first generation students who are afraid or too embarrassed to ask questions ● Having a transfer counselor available for walk-ins and quick questions ● Providing information on the differences of acceptable grades for each college (community college accepts "C-" while universities do not) ● Having forms/checklists that show all requirements ● Making schools more similar to cut down on confusion when transfering to one community college to another or to a university Meeting adjourned at 4:49 p.m.

Upcoming Board Meetings
 	
● [Review draft year outline for NCHEA, including meeting dates and topics for meetings](#)
● Next board meetings
   ○ November 7th
   ○ December 5th- HOLIDAY PARTY 4-6pm
   ○ No meeting in January
   ○ February 6th
   ○ March 5th
   ○ April 2nd
   ○ Last meeting: President's Breakfast April april 22nd	