West Shore Community College  
Scottville, MI 49454  

MEMORANDUM

TO: Board of Trustees  
FROM: Charles T. Dillon  
DATE: May 20, 2013  
SUBJECT: Year-end Team Report

Attached are the Team Reports for the 2012-2013. The report reflects the major accomplishments that took place during the 2012-2013 academic year, which is coming to a close. All of these accomplishments connect directly to our strategic plan as well as to our Academic Quality Improvement Program (AQIP) process.

The Strategic Plan which you approved on December 15, 2008, is divided into six goals:

1. Optimize Access, Learning and Success;
2. Lead our Community in Developing Collaborative Relationships;
3. Serve as a Catalyst for Economic Development and Entrepreneurship;
4. Provide an Exceptional Campus Experience for Students, the Community and Ourselves;
5. Model Stewardship of our Resources; and

Strategies supporting each goal are as follows:

Goal #1 – Optimize Access, Learning & Success

Strategy 1.1: Provide a comprehensive array of student support initiatives.
Strategy 1.2: Design our services, access to staff, facilities and hours of operation around the needs of our students and our community.
Strategy 1.3: Measure and improve the quality of learning and its impact on the student.
Strategy 1.4: Foster and maintain academic integrity.
Strategy 1.5: Develop and strengthen relationships with other academic institutions that assure that transitions for students are as seamless as possible.
Strategy 1.6: Create an awareness of human diversity and the impact of globalization.
Strategy 1.7: Develop alternative sources of revenue to support students and programs.

Goal #2 – Lead Our Community in Developing Collaborative Relationships

Strategy 2.1: Support K-12 schools in their continuing development of quality learning.
Strategy 2.2: Make purposeful community connections.
Strategy 2.3: Explore and support the process of regional thinking.
Goal #3 – Serve As a Catalyst for Economic Development and Entrepreneurship

**Strategy 3.1:** Respond to the needs of business and industry.

**Strategy 3.2:** Work regionally with economic development organizations.

**Strategy 3.3:** Share our resources and expertise with the community.

**Strategy 3.4:** Proactively participate in the development of entrepreneurship support systems.

**Strategy 3.5:** Stimulate entrepreneurial thinking within ourselves and our students.

**Strategy 3.6:** Actively serve as a regional convener.

Goal #4 – Provide an Exceptional Campus Experience for Students, the Community and Ourselves

**Strategy 4.1:** Develop an astonishing level of service.

**Strategy 4.2:** Develop facilities that are attractive, inviting, functional and green.

**Strategy 4.3:** Expand and promote opportunities for the community to visit and participate in campus activities and events.

**Strategy 4.4:** Strengthen the connections between students and campus.

**Strategy 4.5:** Maintain and improve a positive institutional climate.

Goal #5 – Model Stewardship of Our Resources

**Strategy 5.1:** Recruit and hire the best people; provide opportunities for professional growth for every employee; and enhance rewards for outstanding contributions.

**Strategy 5.2:** Invest our financial resources to drive our vision.

**Strategy 5.3:** Maintain the facilities and grounds at an exceptional level.

**Strategy 5.4:** Formulate an approach to environmental sustainability on campus.

Goal #6 – Build an Evidence-Based Culture

**Strategy 6.1:** Embed AQIP continuous quality improvement philosophy across the campus.

**Strategy 6.2:** Create and implement an institutional research model.

**Strategy 6.3:** Develop and apply sound research methodology in the collection, interpretation and application of data.
Capital Equipment Operational Team
Our team was given the task of reviewing, prioritizing, and deciding which Capital Equipment requests were to be funded. Team members were provided a spreadsheet of current equipment requests for review and discussion purposes. A budget of $200,000 was the target, as we discussed each item requested in detail. Items requested were measured on safety, replacement, enhancement and relevance in determining its place in funding.

Some of the team’s major accomplishments this year included:

1. Stayed within our budget;
2. Considered requests in a timely fashion; and
3. All who attended participated and were part of the process.

Team members include: Chair, Deb Hanna, Janet Etheridge, Cindy Lopez, Craig Peterson, Rick Plummer, Brooke Portmann, Sonja Siewert, and Scott Ward.

Strategic Goals addressed through the work of the team: Strategy 5.2 and Strategy 6.2.

Care Team
This year the Care Team reached out to students in need of assistance, in any form. While students are typically identified through the Care Team reporting process by a certain action or set of behaviors, the Care Team thoroughly reviews each report it receives to determine the root cause of the student or community member’s issues and assists them in the resolution of those issues. Through the process, the Care Team works to support both the reported individual and the reporter to ensure the most effective resolution or intervention is enacted and that closure is obtained in regard to notifying the reporter that the individual has been served. Finally, the Care Team keeps an active log of all students served, in order to follow up with the reporting party on any positive changes after interventions were implemented and to better assist any reoccurring students of concern.

Some of the team’s major accomplishments this year included:

- Developed, marketed and implemented the Care Team Handbook, forms and procedures to ensure efficient and effective responses to received reports of concern.
- Hired a contracted counselor (6 hours per week, and additional hours as needed to meet student demand) to provide needed mental health services to both Care Team students and any enrolled student. To date, 35 students have accessed the counseling services with an average of 3 meetings per student (a total of over 100 counseling sessions).
- Served 48 students in the first year of implementation. Services provided included financial, mental health and academic support.
- The team was able to efficiently and empathetically work with and assist all students that were reported and whom accepted the offered assistance.
- Purposefully and successfully communicated the rationale for the Care Team to all Faculty and Staff. Shared the progress of the Care Team’s work during the winter
Faculty In-Service, as well as conducted a survey to assess the Faculty and Staff perception of the services, identified areas for improvement and allowed for requests for any special training in regard to dealing with unique student situations.

**Team members include:** Chair, Chad Inabinet, Geoff Kramer, Diann Neil Engblade, Brooke Portmann, Carla Shay, Deborah Jacob-Johnson (contracted counselor).

**Strategic Goals addressed through the work of the team:** Strategy 1.1, Strategy 4.1, Strategy 4.4, Strategy 1.6 and Strategy 1.2.

**Course Material Affordability Team**
The Course Material Affordability Team researched Open Educational Resources (OER) this year, along with other opportunities that could offer lower costs to students on traditional textbooks and those textbooks in non-traditional formats such as digital, loose-leaf, black and white print and custom print. Research and communication were two major focuses for this year. All of our findings have been shared with our faculty, Vice President of Academics and Student Services and our Dean of Instruction.

Some of our efforts included:

- Conducted a Faculty survey, discovering their perception and awareness of open educational resources and publisher course material options.
- Conducted a Student Survey, discovering their needs and wants and use of course material as well as their awareness of options available to them from the Campus Bookstore.
- Conducted a brief survey (personal contact) of six Colleges and Universities to find out if they were using OER course material, if yes, how and was it a positive experience; if no, why not and did they have plans to do so?
- Arranged and conducted phone conferences with Cengage and Pearson Publishing to learn cost and format options of learning material. Faculty members were invited and did attend along with team members.
- Presented to Faculty: what is OER, where and how to search for OER material, options available through publishers and options the Bookstore offers to our students. This presentation was given during the February In-Service week.
- Provided to all faculty, Vice President of Academics and Student Success and Dean of Instruction the following information (made available by EDUCAUSE): 7 Things you should Know about Creative Commons, Open Educational Resources and Open Textbook Publishing.
- Met with Diann Neil Engblade from our STARS program. She shared her concerns and needs for her students as we move to the use of more OER in the classroom.
- Researched course material policies of Colleges and Universities.
- As faculty adopt their course material, the Bookstore staff is working with them one on one sharing format and pricing options that can lower costs to students.
Some of the team recommendations have been to create a course material policy for the College. The policy should include: the intent to follow for Higher Education Opportunity Act (HEAO) mandates in regards to the adoption and transparency of course material, and the transactions of books sold to students is to be completed through the Bookstore and to provide faculty training on how to search, use and teach from Open Educational Resource (OER) materials.

Some of the team’s major accomplishments this year were as follows:

1. Worked with Cengage Publishing to receive a 25% one-time discount on new edition books. Through contract pricing with this publisher, we have received lower cost pricing on two highly used textbooks on campus.

2. Started an in-house textbook rental program. This involves an agreement with the faculty to use the chosen text for a certain number of semesters. This program usually involves an old edition text. Currently, only one book is in the program, but this should expand. (The Bookstore currently works with Missouri Book Services on the rental program).

3. Created a team folder on the College’s U: drive. The College’s U: drive is a folder of institutional documents to which all employees have access. The folder contains the following: a.) Who’s Who in OER, b.) OER Glossary of repositories and terms, c.) Publisher Offered Alternatives and d.) Access to OER webinars.

Team members include: Chair, Cheryl Hogan, Patti Davidson, Janet Etheridge, Wade James, Duane Kelley, Geoff Kramer, Juliann Murphy, and John Poindexter.


Curriculum and Academic Policy
The Curriculum and Academic Policy Team’s purpose is to provide guidance, advocacy and supervision by assuring that the curriculum is academically sound, comprehensive, and responsive to the evolving needs of the community, thus serving the college mission, goals and educational needs of our students.

Some of the team’s major accomplishments this year were as follows:

1. Four new courses were approved and will be available for students to take during the upcoming academic year.

2. The Open Entry/Open Exit Manufacturing modules were bundled into larger courses to allow students easier scheduling, and more efficient use of financial aid.

3. Administrative processes were streamlined to make it easier for students to enroll in Internships and Independent Study courses.

4. The Team reviewed recent Board academic policy changes.

5. The Team reviewed recent work by the Michigan Community College Association (MCCA) in updating the Michigan Association of Collegiate Registrars (MACRAO) agreement, and forwarded suggestions to the MCCA.
6. The forms used for new courses and course modifications were revised to deliver more relevant information to the Team, and to assure accountability through the administrative process.

**Team members include:** Chair, Dan Dellar, Christ Christmas, Chad Inabinet, Mike McKinney, Mike Nagle, Susan North, Rick Plummer, Brooke Portmann, Tami Sadler, Lisa Stich, Jill Sweet, Amy Wojciechowski, John Wolff, and Julie VanDyke.

**Strategic Goals addressed through the work of the Team:** Strategy 1.2, Strategy 1.5, Strategy 3.1, Strategy 4.1, Strategy 4.5 and Strategy 1.5.

**Institutional Effectiveness**
This year the Institutional Effectiveness Team (IE) began the year by approving a new procedure about how teams are developed and how they work, which was communicated as part of the annual planning manual at Fall Kickoff. The IE team orchestrated a team’s planning event at Kickoff that resulted in a new AQIP team called the “Adjunct Processes Team”, which expanded the membership of the IE team.

The team drafted a new WSCC dashboard, which is slated for completion in the summer of 2013, and recommended participation in the National Community College Benchmarking Project for 2013-2014.

A significant effort for this year has been oversight for the development of the Systems Portfolio, which is due June 1, 2013 and which is required by the North Central Association in order to maintain our accreditation. Each member of the IE team has also served on the Systems Portfolio Team, and the IE team has been involved in structure, process, and timeline development, along with review and overview sections of the portfolio.

**Some of the team’s major accomplishments this year were as follows:**

1. Developed and implemented a new procedure for teams.
2. Developed annual college priorities diagram.
3. Developed ‘draft’ institutional dashboard and populated indicators with initial data.
4. Provided oversight for campus planning activities.
5. Drafted and implemented a new collaborative Systems Portfolio process.

**Team members include:** Chair, Lisa Stich, Charles Dillon, Chad Inabinet, Cindy Lopez, Rick Plummer, Brooke Portmann, Connie Schwass, Lisa Stankowski, Jill Sweet and Scott Ward.

**Strategic Goals addressed through the work of the Team:** Strategy 6.1, and Strategy 4.5.

**President’s Leadership Team**
The President’s Leadership Team meets routinely and generally on Monday mornings at 10:00 a.m. The purpose of PLT is as follows:

- Campus wide communication vehicle;
• Information sharing;
• Review of team recommendations;
• Review of significant decisions prior to implementation; and
• Review of recommendation to the Board of Trustees.

The primary goal of PLT is to assist the President in leading the institution and to make that leadership more effective.

In addition new administrators are asked to sit in with PLT for several weeks during the past year. The group has included the following:

• Julie Van Dyke;
• Christy Christmas; and
• Susan North.

This year has been an effective year for PLT.

**Team members include:** Chair, President Charles T. Dillon, Thom Hawley, Chad Inabinet, Brooke Portmann, Matt Sanderson, Lisa Stankowski, Lisa Stich and Scott Ward.


**Professional Development Team**
The Professional Development Team’s purpose is to recruit and hire the best people; provide opportunities for professional growth for every employee; and enhance rewards for employee outstanding contributions.

The team started the year with new members representing faculty, administrators, and Educational Support Personnel (ESP). Throughout the year, the team reviewed professional development requests and dispersed $30,000 across 38 requests for professional development.

February in-service week sessions were planned for faculty and staff to allow them the opportunity to focus on topics such as assessment and core abilities, planning and visioning, new technology, and team building. Over the course of the year, the team also requested nominations for Staff Member of the Semester and Faculty Excellence Awards, and awarded employees for these achievements. The team will be meeting during the summer to review and enhance the College’s award system.

**Some of the team’s major accomplishments were as follows:**

1. Dispersed $30,000 across 38 professional development requests; and
2. Planned and scheduled a February staff in-service.
3. Reviewed nominations for Staff Member of the Semester and the Faculty Excellence Award.

**Team members include:** Chair, Debbie Campbell, Paul Drelles, Heidi Gamez, Tasha Holley, Jennifer Lundberg Anders, Craig Peterson, and Julie Van Dyke.
Strategic Goals addressed through the work of the Team: Strategy 5.1.

Safety Team
The Safety Team’s purpose is to promote, in an advisory capacity, safety in all aspects of the College. While we made progress this year, there are projects in progress.

Some of the team’s major accomplishments this year were as follows:

1. Material Safety Data Sheets (MSDS) were moved to an online database, and employees were trained in its use during the February in-service. About 95% of our existing MSDS are now available. The project will be completed by June 1, 2013.

2. Automatic External Defibrillators (AEDs) were placed in all occupied campus buildings, and interested employees were trained in the use of the devices.

3. Emergency/Tornado drills were conducted in conjunction with the West Shore Educational Service District.

4. Work commenced on a campus-wide chemical hygiene plan. This is an on-going project that will last through 2013.

5. The Team chair reviewed all campus incident and accident reports.

Team members include: Chair, Dan Dellar, Kyle Boyd (student), Dave Cutler, Mark Lipps, Mike Moore, Susan North, Pat Paxton, Deb Pirkola, and Sonja Siewert.

Strategic Goals addressed through the work of the Team: Strategy 1.1, Strategy 4.2, and Strategy 5.3.

Scholarship Selection Team
The Scholarship Team’s purpose is to meet bi-annually to decide the selection process for awarding scholarships to students. All scholarship applications are sent electronically to the team members to review and to rank the applications. After committee members complete their ranking, the Financial Aid Director awards student scholarships accordingly.

Some of the team’s major accomplishments were as follows:

1. The College awarded scholarships to 126 students in the amount of $377,423.

Team members include: Chair, Juliann Murphy, Lisa Morley, Diann Neil-Engblade, Kari Singleton, and Amy Wojciechowski.

Strategic Goals addressed through the work of the Team: Strategy 1.1

Systems Portfolio Team
This team has been the leadership in the development of the Systems Portfolio due in June 1, 2013. Each member of the Institutional Effectiveness Team (IE) has also served on the Systems Portfolio Team, along with additional members of the campus community. The group divided into 9 teams, and each of the 9 teams drafted one category of the portfolio. The team met weekly
for several months, and reviewed the drafts of each of the 9 categories for completeness and accuracy.

Some of the team’s major accomplishments this year were as follows:

1. Developed a draft of all 9 categories of the Systems Portfolio.
2. Reviewed and provided suggestions for improvement for all 9 categories of the Systems Portfolio.
3. Increased knowledge of AQIP and accreditation requirements campus-wide as a result of increased participation in the process.

Team members include: Chair, Lisa Stich, Debbie Campbell, Christy Christmas, Charles Dillon, Deb Hanna, Thom Hawley, Shelby Hughes, Chad Inabinet, Geoff Kramer, Cindy Lopez, Marcie McCloskey, Rick Plummer, Brook Portmann, Julie Smith, Lisa Stankowski, Jill Sweet, Julie Van Dyke, and Scott Ward.

Strategic Goals addressed through the work of the Team: Strategy 6.1 and Strategy 1.4.

Employee Wellness Team
The Employee Wellness Team implemented several health and fitness programs throughout the year to encourage overall wellness improvement for College employees. Through the programs that were implemented throughout the year, we continue to create a culture of wellness that will enhance individual productivity, improve morale, and lower or sustain healthcare costs for the employee and the College. The programs that we implemented encourage employees to participate in healthy behaviors that will help reduce their risk factors (high cholesterol, high blood pressure, diabetes, obesity, physical inactivity, and stress levels) for cardiovascular disease.

Some of the team’s major accomplishments this year were as follows:

1. Implemented Great American Fitness Adventure Program in which 72 employees participated in the 100 day fitness challenge, 62 of the participants met or exceeded the exercise goal of at least 30 minutes of exercise at least 72 of the 100 days.
2. Implemented Feel Like a Million in which 75 employees participated in the 12 week stress management program, 64 of the participants met the $1 million goal by participating in a variety of wellness activities.
3. Implemented March Madness Wellness Challenge in which 54 employees participated in and completed the 30 day wellness challenge that encouraged participants to choose between two different healthy habits for 30 days. The program was similar to March Madness basketball brackets, with the difference be choosing between health habits instead of basketball teams.
4. The team organized a heart healthy employee potluck for National Heart Health month in February. Employees made healthy dishes to share and brought copies of the recipes. The recipes are shared with all employees on the U: drive.
5. Our team organized several on campus wellness presentations (summer safety tips, osteoporosis/bone health, obesity prevention, and back safety/ergonomics) for employees to attend throughout the year. We collaborated with District Health Department #10 to offer many of the presentations.

**Team members include:** Chair, Julie Smith, Laurie Bialochowski, Steve Deller, Irma Hinojosa, Tasha Holley and Carla Shay.


**Adjunct Processes Team**
The Adjunct Processes Team’s purpose is to discuss the process for hiring and rewarding adjuncts. It was identified that there is a need for more communication between chairs, directors, and the Human Resources Department when hiring adjuncts. It was also identified that employees work in more than one area (adjunct and Business Opportunity Center (BOC) for example).

A list of opportunities for adjuncts was identified to obtain professional development as well as increased engagement for them on campus.

The Fall Kickoff Adjunct Dinner was discussed regarding ways in which we could improve the event. A possible direction for that event would be to continue to hold division chair meetings prior to the dinner. During dinner updates regarding new information technology and general campus changes, etc. are shared with all adjunct faculty present. After the dinner, the returning adjuncts may leave if they wish or remain and attend the round table discussions. The round tables are beneficial if adjuncts were new. The group found the round table discussion valuable.

**Some of the team’s major accomplishments this year were as follows:**

1. Developed a uniform process across campus for hiring adjuncts. This process will be given a trial run throughout the next few months.

2. Discussed opportunities for professional development for adjuncts.

3. Identified a plan for the Fall Kickoff dinner and corresponding meetings.

**Team members include:** Chair, Amy Wojciechowski, Jack Bulger, Debbie Campbell, Christy Christmas, Carol Cooper, Dan Deller, Matt Larson, Shirley Mitchell, Mike Nagle, Brooke Portmann, Tami Stadler, and Joyce Walters.

**Strategic Goals addressed through the work of the team:** Strategy 4.1, Strategy 5.1, Strategy 6.1, Strategy 5.2, Strategy 3.3, Strategy 4.4, Strategy 4.5, and Strategy 1.6

**Student Learning Assessment Team**
This year, the purpose of the Student Learning Assessment Team was to develop a workable plan for conducting institutional-level assessment of student learning. We needed to decide which aspects of learning to measure, how to measure them, and how to use those measurements to initiate improvements in teaching and learning. We first selected a limited set of core abilities,
which had previously been identified as important to WSCC employees, and we then sought information about how best to measure them. This involved consultation with other schools to learn from them (completed by Sean Henne), participation in an assessment conference (including a follow-up speaker), and lots of discussion among the team about the following:

1. How the process of assessing core abilities would go;
2. The degree to which various assessment procedures can yield valid and usable data; and
3. How to develop a cooperative spirit among the faculty and staff about assessment (which are more familiar to Occupational Faculty and staff than to most of the Liberal Arts Faculty and staff. We developed and launched a pilot study of communication writing and were able to secure the participation of most faculty members. Faculty would submit writing samples from their students, score the writing samples after the winter semester ends, or do both.

Some of the team’s major accomplishments this year were as follows:

1. Identified highest priority core abilities to be measured in assessment.
2. Reviewed numerous instruments and procedures to measure core abilities in writing, and critical thinking.
3. Developed a tentative, workable, multi-year assessment plan for measuring highest-priority core abilities.
4. Launched pilot of institutional level assessment of writing (artifacts to be evaluated with rubric scoring).
5. Secured interest and participation of many faculty members in collecting students' writing to be evaluated in the pilot assessment; secured participation of faculty and staff to assess writing artifacts in May.

Team members include: Chair, Geoff Kramer, Dan Dellar, Joe Grochowski, Jennifer Lundberg Anders, John Poindexter, Brooke Portmann, Connie Schwass, Lisa Stich and Jill Sweet.


Student Success Team
The Student Success Team has prioritized several projects for the 2012-13 academic year. These projects also have ramifications for the fall semester, 2013. The prioritized projects included:

- **Accelerated Learning Program (ALP)** - ALP is one of the few innovative models for developmental education that has produced dramatic improvements in success rates and has demonstrated that it can be scaled upwardly. As of the spring of 2013, ninety-seven schools throughout the nation have begun offering ALP and state-wide programs are underway in three states: Arkansas, Indiana, and Michigan. West Shore Community College is one of the Michigan participants. Our program will begin in the Fall of 2013.

- **First Year Experience/Computer Literacy** - A student’s first year at any college can be filled with numerous decisions and uncertainties. Helping students through the first year of college and providing them with tools to make important decisions successfully is at
the heart of this sub-committee’s work. Members are working to establish cohorts of students who will be assigned to a faculty or staff member who will guide them through the first year experience by meeting with them regularly. Students who are experienced WSCC students will also play a key role in the cohort as they share their experiences and the keys they have learned to success.

- **Transitions to College/Developmental Education** - Many students place at a developmental education level when entering college. For such students, their ACT/SAT scores are below our cut score or their COMPASS placement test scores were low. They must take developmental courses prior to beginning their college level courses. This process costs students, and the college, time and money. This sub-committee is examining how other colleges are being successful by offering alternatives to the developmental education tract. The team is looking into the students in the WSCC developmental education program and how diverse the developmental education population is, with regard to the range of skills. The team is also developing processes for serving our lowest functioning students.

- **Selected Registration Processes** - This year the registration processes sub-committee is working closely with the first-year experience committee, inasmuch as the changes in any first year experience offered would change registration processes dramatically. These two sub-committees have joined to work together. Additional registration processes are being addressed at the department level in Student Services. The Student Success Team has agreed to help with any registration processes which may change as they continuously strive for increased levels of student success.

- **Survey** - This sub-committee compiled a survey to be given to students to gain input on student success. In the process, the Student Success Team made a decision to re-administer the Community College Student Success Engagement Survey (CCSSE). The CCSSE was given at WSCC in 2011, providing baseline data. The team has recommended the CCSSE be given in the 2013-14 school year, along with local survey questions to supplement that survey. This sub-committee has completed the local survey questions.

- **Resources Inventory** - Our local 2-1-1 has a number of resources for assistance to our students, but this group is working on updating a resource inventory hand-out designed specifically for the needs of the WSCC student. A number of years has passed since this information has been updated on campus and the team felt an update of this information, particularly in regards to Veterans Services, could benefit students in their search to connect with resources that will ultimately help them to be successful.

Some of the team’s major accomplishments this year were as follows:

- The Accelerated Learning Program has been implemented at WSCC for the Fall 2013 Semester. A new Writing Essentials course was added to coincide with the English Composition I courses.

- The First Year Experience and Selected Registration Processes sub-committees worked together to establish a cohort advising experience that will continue throughout the semesters in a student’s first year. This cohort advising is targeting “first time in any college” students for the 2013-14 academic year.
These two groups are also recommending to the College that we discontinue late registration at WSCC, given that this population, according to research, is a particularly at-risk population with regard to their success in college. We are determined to help those students who enroll at WSCC late by placing them in a cohort group to receive support beginning with their first experience on campus.

- The Transitions to College/Developmental Education sub-committee is targeting the Fall 2014 semester to implement a program similar to the Accelerated Learning Program (ALP), but in Math. Students who miss the COMPASS cut score in Math by a certain number will be placed in MTH 120, but will also be required to take a “Math Essentials” course as a supplemental course, in which they will receive additional math support as they move through the MTH 120 course.

- The Survey sub-committee recommended the CCSSE be given to WSCC in the 2013-14 academic year and the local college survey questions were determined.

Team members include: Chair, Christy Christmas, Wanell Cabot, Deb Hanna, Hamdy Helal, Sean Henne, Wade James, Marcie McCloskey, Lisa Morley, Juliann Murphy, Diann Neil Engblade, and Craig Peterson.

Strategic Goals addressed through the work of the Team: Strategy 1.2, Strategy 1.1, and Strategy 4.1

Technology Services Team (formerly: Administrative Technology Team)
The team met with the consultants from the Delta Initiative to discuss and provide input into the strategic technology plan and, in particular, the plan’s recommendation to create two technology teams (this team and the Academic Technology Team.) After much discussion within the team and with Vice Presidents Stich and Ward, the team proposed changing its name from the Administrative Technology Team to the Technology Services Team. The purpose of this change was to help clarify the mission and scope of the team, as well as to help delineate it from the Academic Technology Team. The team developed a list of topics to explore over the coming year by reviewing the strategic technology plan and requesting input regarding campus technology from various college constituencies. The team has begun discussions regarding the migration process for Windows 8 and Office 365 and initiated campus-wide discussions regarding important contemporary topics in technology such as cloud storage, the digital divide, and BYOD (bring your own devices.) The team worked jointly with the Academic Technology Team to propose switching from the Moodle Learning Management System (LMS) to Canvas over the next academic year (2013-2014) and develop a plan for the migration. The team developed a new campus-wide password security procedure in response to auditor feedback as well as a plan for implementation and communication.

The team conducted a thorough review of 2013 capital technology requests and recommended a list of priorities to Vice President Ward. The team worked diligently to communicate in an open and transparent manner with college constituencies regarding technology issues and decision-making. The team also worked with the college administration and the Academic Technology Team to improve college procedures for communication and shared decision-making regarding technology.

Some of the team’s major accomplishments this year were as follows:
1. Developed proposal to switch Learning Management Systems from Moodle to Canvas.
2. Developed new campus-wide password security procedure.
4. Practiced communication and decision-making processes recommended by Delta Initiative’s Strategic Technology Plan.

**Team members include:** Chair, Matt Sanderson, John Gerts, Deb Hanna, Shelby Hughes, Jud Scott and Joyce Walters.


**Food for Thought Conference 2013**
The Food for Thought Conference, a partnered effort between WSCC Sustainability Movement and Student Senate, included faculty lectures on special food topics, student and community member presentations and panels, a lunch prepared by WSCC’s catering service, “Simply Catered,” and a showing of the film *Fresh* from 4:00-5:30 p.m.

Faculty lecturers included Natalie Joynton, John Poindexter, and John Wolff. The conference also included student presentations by Nate Markham, Malachi Sullivan (WSCC alum and current GVSU student), and Alyssa VanderWall. Community presenters include Kathy Niemyer, PhD., Craig Schaaf, and Ann Sinclair.

This year’s conference also included Empty Bowls, a grassroots effort to raise awareness and end hunger by supporting food banks. Conference attendees had the opportunity to “buy” a hand-made bowl with $10 (or more) in non-perishable food items. All non-perishable food items were donated to Manistee Community Kitchen.

**Some of the major accomplishments this year were as follows:**

1. Jonathon Arnston and Jorhie Beadle, two West Shore students, were the primary organizers of this event (Jennifer Lundberg Anders, faculty adviser). They were responsible for planning, marketing, and hosting the conference. Their leadership and active engagement in the WSCC community served as a model for other students and highlighted WSCC’s focus on “strengthening the connections between students and campus.”

2. Our attendance reached nearly 100 participants.

3. We increased the number of community presenters and community participants.

4. Community members and students are already asking about the next Food for Thought conference.

As you can see, it has been a busy and productive academic year.