

HLC Self-Study Day of Reflection and Preparation Responses from Faculty and Staff

Criterion 3 Questions: How does your daily activity increase the probability of student learning? What can we do differently to increase student learning? How does your department or unit enhance a student-centered environment?

Criterion 5 Questions: What to we do to serve the community? How can the communication process at ASC be improved?

Group Name Dept. Chairs

Criterion 3 - faculty hiring, mentoring, evaluation
- teach
- coordinate curriculum planning, scheduling, development & assessment
- model & encourage active student learning
- advocate for, and use effectively, budgetary resources
- advise students; assist faculty with advising & mentor

Criterion 5 - collaborate and coordinate with college & SLV community
- Academic Council communicates effectively
- advocate for better communication campus-wide - suggest central communication website for minutes, etc

Group Name Business & Safety Classified

Criterion 3 - make sure campus community feels safe!
- accuracy of catalog & class schedule!
- Business/Purchasing/Payroll offices run efficiently!
- understand student needs before referring them on!

Criterion 5 - help campus run smoothly to allow more time for learning!
- answer questions knowledgeably!
- keep campus informed about policies & procedures!
- Communicate, Communicate, Communicate!!

Group Name Faculty

Criterion 3 - Perspective Transformation (Mezirow) The student must view self as student/learner/scholar
- relationship between students and faculty - sense of belonging
- Community: within classroom
classroom, college, community
- active learning - differentiated, cooperative

Criterion 5 - required labs, observations, and activities in actual settings
- use of practitioners and volunteers to bring curriculum and learning to life
- Interdepartmental collaboration for faculty and students to enhance learning

- activity courses - students with different majors
- promoting awareness of extra-curricular activities (on & off campus)

Group Name Classification: Faculty

- Criterion 3**
- better Assessment of entry-level skills
 - increasing learner centered activities
 - developing critical thinking/problem solving /synthesis skills
 - move toward standards-based education
 - reexamine scheduling of courses

- Criterion 5**
- more Inter-Departmental communication
 - more course offerings in evenings/Hybrid courses
 - creation/continuation of faculty involvement in community - connecting community with academic programs
 - develop innovative programs

Group Name Athletics

- Criterion 3**
- provide life skills (discipline, cooperation, time management, overcoming adversity, etc.)
 - enhance integration of academics and athletics
 - we provide diversity (racial, cultural, and international) and leaders
 - student athletes as a whole perform better academically and retain at a higher rate than the general student population

- Criterion 5**
- provide a source of pride, image, and entertainment for the campus and community
 - major source of fundraising and media attention.
 - active recruiters (of academic programs as well as athletic programs) and effective in retaining student athletes.
 - A Student Athlete is a STUDENT!!

Group Name Exempt Misfits

- Criterion 3**
- daily interaction & guidance
 - life experience & preparation
 - Public Relations
 - pre- & post interactions

- Criterion 5**
- faculty & staff tours
 - Handbook (FAQ's)
 - cross training
 - call & stop by to make personal connections
 - Face-2-Face 1st Time Rule

Group Name Facilities Services

- Criterion 3**
- create a healthy learning environment
 - create attractive learning environment.
 - provide safe learning.
 - create a comfortable living environment

- Criterion 5**
- a 24-hour communication center
 - faces to go with departments
 - classified staff to be involved with student orientation.
 - improve equipment/increase staff

Group Name Enrollment Management/Extended Studies - Exempt

- Criterion 3**
- recruiting and retention of students
 - help them find the resources to be successful at Adams State
 - One Stop / Welcome Center / Advising Center offers a student friendly environment.
 - we can improve by providing more options for learning, i.e. evening, weekend, distance degrees and courses
 - improve communication through more training.

- Criterion 5**
- current information via the web and publications
 - offering courses in a variety of settings
 - providing support to faculty
 - providing positive face-to-face and phone contact
 - providing knowledge to the community through high school visits and financial aid nights
 - providing opportunities to valley students
 - increase the frequency of campus wide conversations
 - advertise our success.

Group Name Administrators

- Criterion 3**
- assure smooth processes: One-Stop - Computing Services - Quality facilities
 - create environment for student learning - behind the scenes tools, support services (academic, financial, personal, safety, tone of campus, role models)
 - establishing directions and planning to meet established goals and missions
 - interact on a one-on-one basis w/students - structures/buildings aligned w/academic goals
 - provide resources - attaining, facilitating, allotting

- Criterion 5**
- organize programs that connect students & college to community - increase awareness of college activities - sit on community boards - professional development
 - quality employer in the community (\$70m)
 - offer facilities for community events
 - provide opportunities for students to work in community - training & re-training
 - provide educated workforce for community
 - provide services & products to community (i.e., computers to K-12)
 - foster economic development
 - show relevance of communication
 - increase person to person communication - both up & down
 - active listening - solicit feedback
 - don't depend entirely on technology for communication - use the appropriate mode
 - create forums based on a groundwork of mutual respect
 - make messages CLEAR

- take responsibility for communication. It's a 2-way street
- buy in to shared governance modeled by college leadership
- encourage access to decision-making forums (e.g. Cabinet, Academic Council)

Group Name The Frontline

- Criterion 3**
- provide support for EVERY student
 - provide a comfortable & safe environment to live in, study in & learn in
 - communicate with other departments via e-mail, websites, print & phone
 - encourage student self-responsibility
 - Listen, Listen, Listen & with a Good Attitude

- Criterion 5**
- need to cross-train across campus
 - use websites to keep ASC & community updated
 - STOP CAMPUS RUN-AROUND
 - Be willing to change

Group Name Classified Enrollment Management/Extended Studies

- Criterion 3**
- provide clear, complete, accurate information.
 - providing programs and services that students want and need.
 - eliminating runaround by easing the registration process
 - offering different options - programs (classes) - registration - payment

- Criterion 5**
- communication of a general knowledge base to help students get through the process
 - share information between departments
 - make information easily accessible
 - listen to student's issues & address

Group Name Exempt Professionals

- Criterion 3**
- facilitating success via guidance and assessment
 - make students aware of available opportunities and resources on and off campus
 - help student solve problems

- Criterion 5**
- marketing programs, services, and resources to on and off campus clients
 - share materials and services with community

Group Name Exempt Professional Non-teaching staff, That Rocks

- Criterion 3**
- connect the students to each other on the campus
 - teaching students that playing is as important as learning
 - Remember our roots!! Learn from our past.
 - out-of-the classroom experiences - Search/Rescue - Challenge courses - Trainings/Workshops

- Criterion 5**
- Luther Bean Museum - use history to inform & engage
 - ES & REAP: Bringing the valley to the rest of the world

Group Name No Name

- Criterion 3**
- programming is mostly for campus - some conferences, transcripts, high school

- nights, and ASC Presentations to other areas
- "Face of ASC", 1st Contact

- Criterion 5**
- filter & share information more
 - there's a lot of red tape before things/documents are approved
 - many people hold to their job descriptions and aren't willing to help

Group Name Biology / Earth Sciences / Nursing Faculty

- Criterion 3**
- teach / experiential learning / advise
 - continual evaluation of instructional effectiveness for both course content and preparation of students for future
 - keeping current in academic field
 - maintaining high academic standards

- Criterion 5**
- professional networking for student opportunities
 - help students prepare for post-graduate application - mock interviews, test prep
 - K - 12 outreach
 - participate in campus-wide committees and activities

Group Name Computing & Facility Services

- Criterion 3**
- support SmartClassrooms
 - support Student labs
 - communication & technology
 - provide comfortable learning environment

- Criterion 5**
- provide means for communication (phones, network & message)
 - provide facilities & support for community events (rooms, technology)
 - maintaining facilities & infrastructure
 - upgrading & improving facilities & infrastructure

Group Name Directors & Cabinet Members

- Criterion 3**
- access to academic/social resources & services
 - technology
 - Extended Studies
 - Student Support Services
 - Emerging Scholars
 - Housing/Dining services
 - promote retention & persistence through:
 - placement
 - technology foundation (e.g. Banner)
 - tutoring/mentoring
 - alternative delivery of learning (e.g. Extended Studies)
 - Housing "Wow" Factor (e.g. student life opportunities)

- Criterion 5**
- host/sponsor SLV-wide activities/events
 - Knowledge Bowl, science and history fairs, FBLA,
 - K-12 professional development (BOCES, local school districts)
 - community scholarships
 - provide surplus computer equipment/consulting to schools

- provide academic/social services to nontraditional, 1st generation, low income students and students with disabilities from SLV
- implement service-learning projects (e.g. Housing, SSS)

Group Name Exempt Professionals

- Criterion 3**
- we are support behind the scenes
 - make students aware of requirements - ed plans -
 - transition students to higher education (i.e. advising, funding, housing, etc.)
 - tailor educational needs with requirements
 - life skills & professional development
 - create a student centered atmosphere through:
 - availability, friendly service, extracurricular programs

- Criterion 5**
- more cross campus interaction
 - make students more aware & encourage them to use the resources out there (e.g. WEB) - we need faculty support
 - allow people to be more efficient in their service to students by keeping people more specific to their job duties

Group Name Directors/Administrators

- Criterion 3**
- resolve student's issues so they can concentrate on school
 - constantly reviewing student accessibility, regardless of area
 - infrastructure or framework for student success

- Criterion 5**
- better communication regarding issues with budget
 - enable staff/faculty to do their job - remove obstacles
 - sponsor/facilitate campus events
 - Communication
 - rapport among campus employees
 - Promote collegiality
 - Get out and about campus
 - Visit with our students, faculty/staff

Group Name Exempt Staff - "The Cool Group"

- Criterion 3**
- behind the scenes assistance for the entire campus
 - provide courses to students who would not otherwise have access
 - better communication - Web friendly
 - utilizing & expanding student based technology

- Criterion 5**
- engaging students in a healthy functioning personal and professional relationship with faculty, staff and community

Group Name Teacher Education

- Criterion 3**
- self reflection, performance based assessment
 - modulate institution activities
 - focus on BIG ideas
 - create critical customers
 - field based application
 - develop communities of learners

- Criterion 5**
- Education Club NEA
 - extra lab hours (e.g. Lucero)
 - summer offerings (e.g. Summit)
 - inter-department collaboration
 - chain of command
 - shared expectation regardless of department "Grade Forgiveness"

Group Name Chemistry, Computer Science, Mathematics

- Criterion 3**
- make a serious commitment to remediation
 - timely distribution of financial aid
 - smaller general education classes and appropriate class space
 - better placement of incoming students
 - practice active-learning strategies in our classes

- Criterion 5**
- notification when a student withdraws from our course
 - regular reports from the cabinet and decision-making committees
 - more informal discussion opportunities (without sacrificing class time)
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Question 1 – How does your daily activity increase the probability of student learning?

Question 2 – What can we do differently to increase student learning?

Question 3 – How does your department or unit enhance a student-centered environment?

Question 4 – How does your daily activity serve and engage the student population? The ASC community? Alamosa and the SLV?

Question 5 – How can the communication processes at ASC be improved? What can you or your unit do to improve the process?

Group Name HPPE/Counselor

- Question 1**
- learner-centered opportunities
 - electronic communication/learning
 - CMS/online learning WebCT) - instruction/supervision/advising
 - availability at all times
 - CARE - Whole-student involvement (interested in their personal lives
 - have numbers for students – no problems with missing class

- Question 2**
- lower faculty/student ratio
 - faculty learn methodology to expand teaching styles
 - rejuvenate CELT

- eliminate the isolation across campus/department
- increase technology availability
- cross-discipline collaboration (teaching & technology)

- Question 3**
- provide availability to students (counselor)
 - constructivist-learning opportunities
 - "Partnerships in Education" with schools/community (Activities/Athletics)
 - "Real World" experience
 - approachable/available

- Question 4**
- experiential courses/community
 - individual supervision
 - feedback/variety of communication
 - athletic events/music/theatre/art...
 - Special Olympics - "PIE" programs -
 - Internship opportunities in the valley & beyond

- Question 5**
- faculty/staff newsletter "Monday Memo"
 - department share changes/accomplishments
 - communication from top-down
 - website development to enhance communication within college & community
 - use of WebCT to communicate (discuss)
 - engage in communication personally (get out of the office)

Group Name SOBs

- Question 1**
- integration of theory with real-world application
 - engage students in active learning
 - expose students to outside resources
 - up-to-date technology
 - advise & mentor students
 - career counseling
 - internship & service learning

- Question 2**
- \$ for faculty development to maintain quality and currency
 - field trips, real world experience
 - service learning opportunities

- Question 3**
- support student clubs
 - out-of-class activities
 - emphasize good teaching
 - encourage feedback
 - CELT
 - collaborative faculty interaction
 - value diversity

- Question 4**
- 2 new programs (Healthcare Admin & Ag Business)
 - focus groups
 - adapt curriculum to meet changing stakeholders needs
 - internships & service learning
 - evening, weekend, one-day classes, on-line classes
 - encourage graduate continued input

- Leading Edge, Ag Leading Edge
- volunteer work in community
- K – 12 contacts
- collaboration with community partnerships, SBDC

- Question 5**
- more alumni contact
 - cross-discipline teams, activities, teaching, games
 - return to system of Deans
 - reduce barriers to direct communication

Group Name ETCFL

- Question 1**
- We Teach
 - we create a learning environment; encourage participation; bring pertinent info to classes
 - we provide academic advisement, mentoring, role model and we are consistently available outside class

- Question 2**
- we must make students accountable
 - we can encourage more peer mentoring
 - we can move to a plus/minus grading system
 - we must add more languages
 - we can create (&fund) more off-campus activity
 - we need more "SMART" classrooms
 - we need to integrate the Radio Station into the academic program
 - we need more \$ for faculty development

- Question 3**
- we are accessible
 - we have senior capstone programs (seminars, thesis, portfolios)
 - we have awards (in Genesis, for example), student readings, guest lectures & readings
 - we have internships & The Writing Studio
 - we have contributed faculty, time , energy to remediation programs
 - we have theatre productions
 - we have field trips
 - we keep in touch with our graduates
 - we consistently coordinate student learning opportunities among our programs
 - we have ongoing curriculum development
 - we run film series
 - we “appear” on local radio

- Question 4**
- theatre productions/high school matinees
 - film series
 - Pan American Day
 - Radio Station/newspaper/Genesis
 - public readings
 - REAP
 - active recruitment (Theatre)
 - student-teacher observations
 - College @ High school
 - we serve as ambassadors for dept & school

- Question 5**
- improve portal announcements
 - update our web pages (individual & department)
 - extend PR to statewide level
 - A & L lecture series
 - improved info/communication about entire A & L
 - (maybe back to deans)

Group Name Administrative Assistants

- Question 1**
- liaison – students, faculty and administration
 - information resource
 - public relations
 - support – contracts, benefits, travel, order books & supplies
 - preparation of learning materials
 - assist with preparation of curriculum (catalog, schedule)
 - scheduling – rooms, appointments, evaluations, exams, and classes

- Question 2**
- foster independence on part of students & faculty
 - be more informed
 - develop resources
 - increase communication
 - encourage interaction & unity

- Question 3**
- offer a variety of classes for a diverse student body
 - offer activities to encourage interaction
 - offer study sessions
 - job placement
 - on-the-job training
 - computer labs and study lounges
 - provide quality support
 - No Questions goes Unanswered!

- Question 4**
- each department provides opportunities for community involvement
 - concerts, plays, art exhibits & openings, conferences, K-12 collaboration, college prep @ HS, Athletic events, student housing activities, employment opportunities, passport application, public school support, event accommodations, community service, Academic Achievement/awards

- Question 5**
- encourage the sharing of info
 - clarify chain of command and job duties
 - create policies for sharing information
 - encourage web use
 - Attitude!

Group Name Library Tech

- Question 1**
- Library provides material (books, magazines, & computer databases) & information for student research and learning. Library also provides facilities, hours, and study space for student

- Question 2**
- need to create more attractive inviting study areas; provide more displays of popular reading materials and easier access.

Question 3 - Library provides two up-to-date clean and attractive computer labs w/ extended hours and lab assistance. Also provides many quiet rooms & study areas. More importantly, Library provides personal attention and information.

Question 4 - Library offers check-out material, community terminals (for internet access), current & regional information as well as ample space for study and meetings

Question 5 - newsletters for campus & community papers regarding services & activities the Library offers

Group Name Computing Services

Question 1 - provides tools of technology - classroom applications - software - Network communications - email, Internet - PCs, video, Labs, SMART classrooms
- Wireless Communications
- support to on-campus students – RESNET

Question 2 - Off-Campus Learning - PBS -Online courses - Extended Studies, WebCT

Question 3 - provide Helpdesk support to students, staff & faculty
- provide quick response to system issues
- help the people who help the students - applications, training
- provide information

Question 4 - provide & maintain central source for on-campus & off-campus ASC Information events, activities, courses, etc
- provide personal Helpdesk support to students, faculty & staff

Question 5 - break cultural barriers - classified/exempt - faculty/staff
- increase face-to-face communication
- lack of trust between departments
- recommit to "Team Building"

Group Name Art & Music Faculty

Question 1 - encourage creativity
- teaching to the individual
- critical assessment
- real world environment skills

Question 2 - continue to change and grow as educators
- maintain low faculty/student ratios
- increase expectations and standards

Question 3 - availability/approachability of professionals
- shared department goals
- consistency
- art exhibits, performances
- accessibility of student work space & leisure space

- Question 4**
- concerts/exhibitions
 - availability to community, campus, and valley
 - community service built into coursework

- Question 5**
- keep lines of communication open between faculty / professionals
 - make time for open discussions

Group Name HGP, PSYC, SOC

- Question 1**
- revise courses
 - group activities (presentations/projects)
 - availability (office hours, individual meetings with students)
 - contemporary topics to the classroom
 - vary pedagogical techniques (lecture, guest speakers, videos)
 - history day (state & local)
 - science fair

- Question 2**
- technology updated (and in all rooms)
 - reduce class size
 - increase faculty members in departments that provide service courses, remediation
 - emphasize writing, communication

- Question 3**
- CELT
 - undergrad conference (SOC)
 - undergrad research
 - psych club, etc
 - field trips (mental health, correctional facilities)
 - party party party,
 - exit exams
 - exit interviews
 - SOC 395,
 - internships
 - field work

- Question 4**
- internships
 - workshops
 - science fair
 - history day (state & local)

Group Name Enrollment Management

- Question 1**
- producing student learning materials
 - processing financial aid/admission/tuition & fees so students have peace of mind that education expenses are paid & then they can focus on learning
 - handling problems and student services quickly & efficiently
 - starting students in the college – 1st contact
 - assisting callers/visitors and finding resolution to their needs
 - collect \$ that supports campus programs
 - help/consult/counsel students with financial needs, so they can learn

- Question 2**
- increase communication between departments
 - increase resources for students - more pro-activity

- collaboration/communication/cooperation between academics & administration
- increase communication to students
- increase availability to students
- offer more programs/courses and increase the availability of these (e.g. evening/weekend)

Question 3 - serving students in one central location, for the most part and constantly striving to improve customer service - One Stop has allowed for more efficient processing of financial aid

Question 4 - daily customer service with students
 - communication, press releases, and event planning with community
 - financial aid high school/community outreach
 - handle global inquires
 - mailing correspondence globally
 - ASC representation in private lives out in public

Question 5 - increase communication with students
 - encourage more face-to-face communication between employees
 - don't assume!
 - go "above & beyond" to resolve student problems so it stops in one place - one point of contact
 - more dissemination of info from administrators and directors
 - follow-up
 - increase man-power or increase efficiency/processes
 - increase morale