

**2013-2018 Strategic Plan for Northern Oklahoma College
December 2015 Quarterly Update**

Goal 1A Enhance the quality of life for students.

Year 3 Priorities

- *Establish additional focus groups to identify new student activities and begin tracking attendance and feedback on existing activities through event surveys.*
- *Identify additional resources for ESL services.*
- *Implement additional safety training for employees, including CPR training.*

December 2015 Updates

- The new residence hall construction is near complete on the Tonkawa and Enid campuses.
- The café renovation project in Enid is substantially complete and is ready for occupancy.
- Restroom renovations have been scheduled for existing residence halls on the Tonkawa campus.
- Additional safety training for employees was held at beginning of the year in-service meetings.
- Sexual harassment training for employees was held at beginning of the year in-service meetings.
- Additional safety training for employees is scheduled for spring 2016 in-service.
- Student focus groups have been identified and are scheduled to meet in December to discuss student activities. Attendance is being tracked at student activities.
- The College has begun using a web-based service called Alcohol EDU to educate students on the risks of alcohol consumption.
- The College has begun using a web-based service called HAVEN to educate students on sexual harassment.

Goal 1B Enhance recruitment, retention, and graduation

Year 3 Priorities

- *Communicate cost of attendance more effectively prior to enrollment, including asking all students if they will be utilizing Financial Aid and recommending contact. Also make hard copies of cost comparison chart available at all registration sites and ask advisors to review with students before enrolling.*
- *Update checklist in Advisor Handbook and make available as individual handout.*
- *Provide further student and faculty training in Blackboard based on guides created in Spring 2015.*
- *Further utilize Early Alert System to track additional points of departure.*
- *Develop enrollment management plan encompassing marketing, enrollment, and retention.*
- *Identify new opportunities for hosted events bringing students to campus—e.g. debate tournament in Enid planned for February 2016.*

December 2015 Updates

- The Advisor Handbook was updated for 2015-2016, including the advisor checklist.
- Faculty and staff advisors reported “No Shows” on day 1 of attendance in Fall 2015 and the VP for Enrollment Management, Dr. Rick Edgington, contacted all students to determine if

they would be attending or needed to be dropped, freeing spots for other students who needed the course to graduate.

- A Retention Committee was formed as a subcommittee of Assessment and held its first meeting on November 10, 2015. Committee members identified two preliminary initiatives closely tied to retention efforts—redistributing the number of advisees per advisor so that more individual attention could be given to each student and creating an advisor timeline for monthly contacts advisors can make with students to provide important reminders such as drop dates and tutoring availability.
- Reminders about available tutoring services have been emailed to students twice in the fall semester.
- The Financial Aid Office has begun contacting students who have not completed the financial aid application process to encourage completion before classes begin.
- To further assist in retention efforts, the following changes were made in the collection of assessment data:
 - Assessment updates were put on a clearer timeline with general education data collected in fall only and program data collected in spring only unless courses were offered only in the alternate semester. This change will allow faculty time to discuss results of data in the off semesters and make plans to incorporate changes.
 - Per division chair requests, faculty evaluation forms were tabulated by division to identify areas in which additional services were needed, such as tutoring and library resources.
 - The program review process was strengthened by adding annual data updates to the 5-year program review cycle.
- In response to student feedback about course availability, beginning Fall 2015 the Agriculture, Science, and Engineering Division offered Human Physiology, traditionally a spring only offering, during the fall semester. There were 15 students enrolled in this course. Additionally, two traditionally fall-only courses were added to the Spring 2016 schedule: a Human Anatomy course that is full with 20 students and an evening Physics I offering that currently has 17 students enrolled.

Goal 2 Cultivate and maintain partnerships to inform and improve academics, student experiences, and regional needs.

Year 3 Priorities

- *Continue to develop degree options and certificates to meet regional needs.*
- *Develop program for job shadowing through World of Work.*
- *Continue to expand internship opportunities.*

December 2015 Updates

- In September 2015, Dr. Rae Ann Kruse was hired as the Dean of Academic Services (a retitled position from the Associate VPAA). This position is focused primarily on identifying job shadowing, service learning, and internship opportunities and coordinating student participation. Since joining NOC, Dr. Kruse has already created an internship packet, incorporating forms used for existing advisory boards, and has developed an internship website that will go live soon.

- A Mass Communications Advisory Board was developed with advisory board members identified by faculty and invited to the inaugural board meeting on November 5, 2015.
- Criminal Justice Instructor Gerald Konkler has been working with Rae Ann Kruse in the development of a criminal justice advisory board. A spring date has been set for our initial contact with potential members. Mr. Konkler is working on a list of local law enforcement leaders that could contribute to this effort.
- Guidelines were developed for job shadowing and shared with World of Work instructors.
- The Agriculture group has been working to develop additional degree options under the Agriculture degree, including Pre-Vet, Ag Business, Ag Communications, and Plant/Soil Science. These are in progress and will still need to be approved by Curriculum Committee and Regents. We hope to implement these degree options in the 2016-2017 academic year.
- The Agriculture, Science, and Engineering Division continues to work with local producers/companies to incorporate “real world” experiences for students into our coursework. Most recent opportunities have been Animal Science field trips to Creek Stone Farms beef processing plant in Arkansas City, Kansas, and Jacobs Quarter Horse Ranch in Tonkawa where students observed Dr. Kurt Campbell performing two equine castrations and wolf tooth extractions. Students have also had opportunities to observe swine surgeries and sheep embryo transfer and artificial insemination techniques at local operations.
- The Ag, Science, and Engineering Division has also established an internship opportunity with A1 Savannahs in Ponca City and is working with P66, KOCH, Continental Carbon, Pioneer Tech, and PCDA to identify internships and other opportunities for our students.
- Existing advisory boards were scheduled for meeting updates. The Business Advisory Board met December 4, 2015, and a spring meeting (Feb 4, 2016) has been set for the Agriculture Advisory Board.
- NOC Enid astronomy students have continued to assist K-12 students and members of the community to use observatory facilities to conduct activities such as asteroid search and observations, comet monitoring, and observations and measurements of variable stars. NOC is the only college in Oklahoma with a heliostat to conduct sunspot monitoring. Students enrolled in the Observatory Methods course learn to use our planetarium, observatory, and heliostat to enable members of the community to experience the universe. The NOC Mackie planetarium is one of the largest college planetariums in the US. To date 18,000 community members have participated in astronomy activities at our Astronomy Center on the Enid campus.
- NOC Enid Earth Science and geology students have contributed 12,000 drill core samples to the Oklahoma Geological Survey in Norman, Oklahoma.
- Discussions are underway for the development of an Engineering Advisory Board to explore best option for expansion of the Pre-Engineering program to the Enid campus and a PTEC Advisory Board meeting/job fair has been set for February 25, 2016.
- PTEC Director Dr. Frankie Wood-Black participated in a Project Lead the Way (PLTW) Counselor meeting in Drumright and will be participating in career tech center student activities in Shawnee in January. She is also developing a curriculum for students to prepare for environmentally related jobs. Frankie has also met with P66 several times over the course of the last semester to identify needs and opportunities and is currently making

connections with GE Oil and Gas, OERB, TDS, AeroTek, KOCH and others to develop relationships for the PTEC program.

- Larry and Christy Shell/Shell Club Lambs have been chosen for the Regents Business Partnership Excellence Award for 2016. In 2007, the NOC Sheep Center was established to enhance the educational and promotional opportunities of the Agricultural Sciences Division for students from across the nation. The Shells were vital partners in the implementation of the sheep center. In the first year of the program, they donated a ram which was key in establishing a great foundation in the breeding program. A year later, the Shells donated a lamb that later was named champion Suffolk Slick Sheared ram at the 2009 North American International Livestock Expo (NAILE) in Louisville, Kentucky. The Shells have continued to offer genetics from their herd over the years. In all, five rams, totaling over \$16,000 in kind, have been utilized in the NOC Sheep Center breeding program. The Shells continue to work with the program, offering genetics to enhance the quality of the flock.

Goal 3 Upgrade facilities for quality and efficiency.

Year 3 Priorities

- *Hire architect for Stillwater facility and begin design planning.*
- *Begin Tonkawa cafeteria renovation.*
- *Continue upgrades of electrical systems, fiber, and backup recovery in Enid and Tonkawa.*
- *Begin renovation of Central Hall (Tonkawa) and continue reviewing scope of renovation for Harold Hall (Tonkawa).*

December 2015 Updates

- In Enid and Tonkawa, construction of the new residence halls is near completion, and renovations have begun on existing residence halls. For Earl Butts Residence Hall (Enid) interior painting is complete, and new flooring has been installed in the lobby and hallways. Roof replacement on Bell Residence Hall (Tonkawa) is complete, and in Easterling Residence Hall (Tonkawa), a new chiller was installed, and front entrance doors, windows, and sidewalks were replaced.
- Meetings with GH2 Architects in Fall 2015 have been used to finalize design plans for the Central Hall renovation. Central Hall roof repair is underway already as part of a separate contract, and interior renovation is expected to begin January 2016. Classes and faculty offices in Central are being relocated to Harold Hall during the renovation period.
- In Enid, the Art Building exterior painting and the Marshall Hall roof repair have been completed, as well as network access to the ball field.
- Primary monuments of the Wayfinding project are substantially completed in Enid and Tonkawa, and installation and changes for the directional signage and directories are in progress.
- Installation of a large projector screen in Foster Piper Fieldhouse (Tonkawa) has been scheduled for December 14th, and plumbing renovation in the locker rooms and restrooms has been completed.

Goal 4 Enhance professional development and quality working conditions for NOC employees.

Year 3 Priorities

- *Insure that information shared in new employee training is shared with existing employees as well.*
- *Reevaluate employee evaluation instrument to see if it addresses customer service from staff and faculty assistance to students in and outside of classroom.*
- *Increase staff participation in institutional committees.*

December 2015 Updates

- The Noel-Levitz Employee Satisfaction Survey will be used in April 2016 as the next tool for gathering employee feedback. This tool was first used in April 2014 as a benchmark, followed by an in-house employee satisfaction survey instrument in April 2015.
- All employee evaluation instruments are being reviewed in committee. All faculty were invited to provide input through the Faculty Affairs Committee, and the faculty evaluation instrument is currently being revised through the Assessment Committee.
- Fall professional development for faculty, under the coordination of Dr. DeLisa Ging, included training in Enid, Stillwater, and Tonkawa on best practices for ITV and Blackboard, a fall keynote speaker—Barbara Coloroso—who spoke about helping college students make ethical decisions, a trip to Gilcrease Museum to learn about teaching resources, a session led by DeLisa and Todd Ging on writing effective emails, and a presentation from Addi and Kathi Shamburg on how instructors can assist students overcoming a medical crisis.

Goal 5 Diversify and increase revenue streams

Year 3 Priorities

- *Continue providing training for employees on grant writing and management.*
- *Continue developing need list for potential donors.*

December 2015 Updates

- With the new grants coordinator position still unfilled, an interim Grants Committee chair was appointed this past semester. The Grants Committee met in November and minutes and agenda are available online (<http://www.noc.edu/grant-development>).
- A grants database for storing grant activity that would normally be kept on paper has been implemented. Almost all of the pre-award grant activity has been scanned and is in the database and approx. half of the post-award grant activity is scanned into the grant database. It is a federal requirement that all records must be retained from 3 years after the final financial expenditure report or activity on the account. The records may be retained electronically and this method will allow us to have the information at our fingertips without taking up file space that no one really seems to have.
- NOC has applied through the NOC Foundation for a drone grant to be used by the Digital Media Institute (DMI). Dr. Rae Ann Kruse wrote the grant application with input from Brad Matson, DMI Director, on how the drone could be used for class projects.

- NOC received a \$40,000 Title 7 Native Youth Grant with the Osage County Interlocal Cooperative and Osage Nation and Otoe-Missouria. Our grant is part of a larger Title VII Native Youth Community Project Demonstration Grant entitled Project AAIMS (Advancing American Indians in Medical and STEM careers) in our service area.
- The Institutional Task Force Committee met on November 13 to review and make recommendations to the current institutional scholarship program to be implemented by Summer 2016/Fall 2016.
- In October, 3,777 student bursar accounts totaling \$3,999,842.29 were sent to the Oklahoma Tax Commission Warrant Intercept Program for possible collections.
- Starting Fall 2015, changes in policy were made in regards to student bursar accounts and financial responsibilities. Students will now be charged the collection agency fees in addition to their outstanding balances thus resulting in potential revenue (approximately \$89,000 was previously written off in fees as of October).
- In July, the NOC Board of Regents approved the Petition for Extenuating Circumstances Refund form which enacted a petition deadline of one year from the start of the semester petitioning.