

**NORTHEAST COMMUNITY COLLEGE
BOARD OF GOVERNORS**

STUDENT SUCCESS COMMITTEE

Thursday, April 13, 2017

STUDENT SUCCESS COMMITTEE

Jeffrey M. Scherer, Chairperson	PRESENT
Arlan W. Kuehn	PRESENT
Shirley J. Petsche	PRESENT
Carol A. Sibbel	PRESENT
Dr. Terry F. Nelson, ex-officio	PRESENT

OTHER BOARD MEMBERS

Steve Anderson	ABSENT
Keith E. Harvey	PRESENT
Don Oelsligle	ABSENT
Dirk A. Petersen	PRESENT
Julie A. Robinson	ABSENT
Gene L. Willers	PRESENT

STAFF

Dr. Michael Chipps	Dr. Wade Herley
John Blaylock	Karen Spray
Lynne Koski	
Derek Bierman	
Amanda Nipp	
Eric Johnson	
Dr. Tracy Kruse	
Craig Garrett	
Jim Curry	
Diane Reikofski	
Brenda Sock	
Terri Heggemeyer	
Lori Vanderheiden	

MINUTES

1. The meeting was convened at 10:02 a.m. in Room 1108B of the College Welcome Center by Jeffrey M. Scherer, Chairperson of the Student Success Committee.
2. Recommended approval of the Minutes of the March 9, 2017 meeting.
3. Dr. Wade Herley, Dean of Business and Technology, and Karen Spray, Administrative Professional Instructor, presented the program review of the Administrative Professional Program.

The program is designed so students can stack the certificate, diploma, and two-year Associate of Applied Science degrees, obtaining an educational and skill level that helps them achieve their own personal and professional goals. The program also offers an Office Management certificate designed to supplement the Administrative Professional Associate of Applied Science degree through selected upper-level business courses that emphasize concepts related to managing an office. In addition, the Administrative Professional program offers a Computer Application Specialist certificate, designed to prepare individuals for work in any setting that requires extensive knowledge and skills of computer application software. It is specifically intended for individuals needing to update their skills in various software applications.

Statistics depict a positive trend in the need for administrative professionals. As technology advances the need for higher levels of training and industry certifications become more important. Administrative professionals will need to be comfortable and proficient with ever-changing software and equipment.

Prior to Fall 2014 the Administrative Professional program included concentrations for medical administrative assistants and medical coding. However, in Fall 2014 the Health Information Management Systems (HIMS) program at Northeast was offered for the very first time, removing the need for the medical and coding concentrations within the Administrative Professional program and reducing the number of students within the Administrative Professional program.

Following discussion, acknowledgement was made that the Northeast Community College Administrative Professional program exceeds the Coordinating Commission for Postsecondary Education (CCPE) thresholds for the student credit hour (SCH)/Faculty full-time equivalency (FTE) of 275 and the five-year average of ten awards. A consensus was reached by the Student Success Committee to recommend the continuation of the Administrative Professional program at Northeast Community College and to submit to the CCPE.

4. Terri Heggemeyer, Director of Career Services, presented the 2016 Graduate Employment Report and explained the process used for capturing the data used in the report.

Data reveals that 99% of the 2016 graduates are employed or are continuing their education, 85% are employed in a field related to their program of study, 89% are employed in Nebraska, and 62% of the 2016 Northeast graduates are employed in our 20-county service area.

The Career Services Office provides current students and alumni with resources that are designed to develop strategies that will allow them to achieve their career goal.

The Graduate Employment Report is mailed to area high school superintendents, principals, and counselors, senators, congressmen, etc.

5. Amanda Nipp, Vice President of Student Services, presented the 2015-2016 Enrollment Report. Highlights include credit enrollments from our 20-county service area increased by 43 students during the 2015-2016 academic year and for the first time in five years, there has been an increase in the number of high school graduates within our service area. Of the 732 students coming directly out of high school, 68% are from our 20-county service area.

Retention rates for first-time, full-time freshman students who enrolled in fall 2014 and returned in fall 2015 is 75%, which is an all-time high for Northeast.

Northeast's overall retention and graduation rates are exceptional compared to our peer institutions. Amanda reported that Northeast is currently working on two high impact initiatives related to student success; Strengthening Student Advising and a Redesign of Developmental Education. Both of these initiatives are large in scope and will have campus-wide impact once implemented, with the goal of increasing student retention and completion rates, and thus, student success overall.

6. With no further business to discuss, the meeting was adjourned at 11:41 a.m.