

Meeting Agenda and Minutes

Version 10.12.20

Meeting name	Continuing Ed. Work Group
Date	October 11, 2021

Agenda

	Item	Submitted	Notes/information
1	Review action items from last meeting	STANDING	
2	Aligning NC application links on the NC website	Cheryl	
3	Ideas addressing non-returning students	Cheryl	
4	Permission codes	Mitra	
5	Cleared on campus requirements for in-person classes vs. HyFlex	Mitra	
6	Accreditation mid-term report	Angela/John	
7	Return to Campus/Daily Operations	STANDING	

Action items from previous meeting

	Action item	Who?	Due by	Update status

New action items

	Action item	Who?	Due by	Related Agenda item
1				
2				
3				
4				
5				

Decision points

	What was decided?	Notes/specifics
✓		
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Oct. 11, 2021 – Continuing Ed Work Group Notes

Note to Lisa: Cheryl switched her discussion items 2 & 3 on the agenda.

1. No review of action items.
2. Cheryl brought up the Exit Interview questions and results within CASAS Tops Pro. The results are not very comprehensive. The majority of students do not respond to the survey. An “End of Term” survey was tossed around. Duran, Ramirez and De Souza volunteered to work with Cheryl.
3. Discussion of the AdobeSign document and the NC CCC Apply version of the NC Application centered around aligning the questions to the same on both documents.
4. Permission codes are not making it to the students in a timely manner. More push to get faculty to give out the numbers more quickly. Training the faculty to find the permission numbers in SURF was also discussed.
5. Questions about Hyflex – If students are going to be on Zoom only then there is push to be OK with those students not having to go through the COVID clearance routine.
6. The AHS mid-term Accreditation report is due and volunteers are being solicited to participate in helping to write the report. A survey will go out to ask for your level of interest.
7. Classroom furniture has not fully arrived yet. Hoping for next week. Office furniture is just as scarce. It was suggested that the message that PIO sent out regarding masks need to be sent to the CLC population as well.

Meeting name	Continuing Ed. Work Group
Date	November 8, 2021

Agenda

	Item	Submitted	Notes/information
1	Review action items from last meeting	STANDING	
2	Facilities update	Glenn	Glenn provided an overview of 100/200 readiness
3	Open Computer Labs	Mitra	Bea & John meet to discuss staffing
4	WASC accreditation	John	Need A&R reps for study. Mitra will check with Eva and Angela (3 reps?)
5	Parking permits for Spring 22?	Cynthia	Not needed until next academic year (2022-23) (Use wrap pages for Summer for parking FYI)
6			
7	Return to Campus/Daily Operations	STANDING	

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Decision points

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Meeting name	Continuing Ed. Work Group
Date	December 13, 2021

Agenda

	Item	Submitted	Notes/information
1	Review action items from last meeting	STANDING	
2	Facilities updates	Glenn	Provided update on furniture (remaining pieces due to arrive by 2nd week of January for Student Lounge in 100, Adult Ed Office, Flex room 204 has tables and chairs, just needs cleaning; Community Room can house mtgs., issue with sliding doors and some light fixtures. New wall panels installed last week); discussed structural issues; (gas odor in 200- elevate to EMT via John for testing; ceiling/roof/wall leak in 157 AEO and ADA restroom plumbing block cleared after room flooded into hallway 12/9 and 10); boxes/materials in process of being placed in classrooms. (Bea FYI re: addtl staff hired to help unpack and situate, but where are the boxes being stored? Not all classroom will use everything that was originally packed).
3	Spring 2022 Learning Commons Hours	John	Lisa will create a comprehensive "CLC Hours of Operation" (as before in 2019-20) for S22 for internal distribution before beginning of semester.
4	Spring "Welcome Back/Grand Opening" event	Mitra	Discussed "when": (end of T3 or before T4). Small group: Mitra, Angela, Bea, Jon, Rodrigo, Lisa, will convene to discuss. Lisa will set this up with Mitra.
5			
6			Adjourned near 1:50 PM
7	Return to Campus/Daily Operations	STANDING	

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✓		
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Meeting name	Continuing Ed. Work Group
Date	February 14, 2022

Agenda

	Item	Submitted	Notes/information
1	Review action items from last meeting	STANDING	
2	Return to Campus/Daily Operations	All	Discussed parking permits, Learning Commons hours, addt'l health check-in kiosks (100 lobby, 307), rotating greeters and checkers week of Jan. 22, key fobs still experiencing glitches/Facilities working on them, John will video a short R2C welcome back spot, changing Aztec Custodial Svcs hours to match eve. classes.
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7	Return to Campus/Daily Operations	STANDING	

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✓		
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Meeting name	Continuing Ed. Work Group
Date	January 24, 2022

Agenda

	Item	Submitted	Notes/information
1	Review action items from last meeting	STANDING	
2	CLC COVID Test Site-Exempt Students/Staff	Lisa	MCC partnered with HealthCare IT Leaders. Our provider's name is Corinna. Located in conference room 306: Mon & Tue, 8:30-12:30 p.m.
3	S22 Class Change Updates	John	Kathy researching Title V parameters
4	Bumps in the road	John	Challenging start to the semester
5	Community Learning Lab and Learning Comm	John	Soft opening for currently enrolled students ONLY by faculty recommendation. Max 30. PPE. Social distancing. New AIS support, Alton Hill, plus Debi Lambert for log-ins and connecting to Zoom. No instruction; a place for students needing computer access. Writing Center: Monday only 9-1 until 2/22 (Coach Lisette)
6	Campus update	Glenn	New desks are larger. Facilities director working on max desk size parameters with Justin Crast (Safe Work Manager). Boxes assigned to rooms have been delivered out of storage. Any overflow is currently in rooms 105 & 118.
7	Return to Campus/Daily Operations	STANDING	

Action items from previous meeting

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1	Review of guidelines for schedule and term building	John, Heidi, Gwen		
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