

**STUDENT OUTCOMES COMMITTEE OF THE
BOARD OF TRUSTEES**

MINUTES

**Thursday, January 19, 2023
10:00 a.m.
Hybrid**

Presiding: Ms. Chekemma Fulmore-Townsend

Committee

Members: Ms. Rosalyn McPherson, Ms. Mindy Posoff

Board

Participants: Mr. Harold Epps

College

Members: Dr. Donald Generals, Dr. Darren Lipscomb, Dr. Alycia Marshall, Dr. David Thomas

Guests: Dr. Chae Sweet, Dean of Liberal Studies, Dr. Jennifer Schneider, Coordinator Paralegal Studies, Dr. Faye Allard, Department Head, Social Science

(I.) Public Session

(a) Introductions (I)

Trustee Chekemma Fulmore-Townsend introduced herself to the guests in attendance. Other members of the board introduced themselves as well.

The focus for this Student Outcomes Committee meeting today is to discuss student enrollment, the Academic Program Review for the Paralegal Studies program and updates for the Liberal Arts Honors and Behavioral Health/Human Services programs.

(b) Enrollment Update (I)

Dr. Darren Lipscomb shared an enrollment update (**presentation is attached**)

Trustee Fulmore-Townsend opened the meeting by reminding the committee that we were resuming the conversation that began in the January Board meeting about enrollment. The goal of Dr. Lipscomb's presentation is to clarify the enrollment picture and provide the Trustees with consistent information by which the enrollment progress will be assessed.

Following the presentation, the Board members offered the following reflections to strengthen our understanding. Trustee Posoff complimented the presentation and noted that we are currently ahead of the 2023 budget assumptions, and the trend data for enrollment is more positive than anticipated. Trustee McPherson also shared that the slide detailing credit count offered a new perspective on enrollment growth. She inquired about how credit count can be a strategy for enrollment growth. Trustee Fulmore-Townsend asked Dr. Lipscomb to clarify the original budget assumptions related to enrollment for headcount to allow the Trustees to better understand the data in relation to the fiscal expectations. Trustee Epps asked for clarity on whether the headcount numbers provided were duplicated. The Board members agreed that our public number should reflect everyone who comes to campus to learn. In summary, feedback from the Board suggested it is important to clearly articulate to the board how we are trending year over year, what are program enrollment targets and how they are linked to the College's overall enrollment targets as it pertains to academic program reviews.

(c) Paralegal Studies Associate of Applied Science (A.A.S.) Academic Program Review
(A)

Paralegal report provided by Dr. Chae Sweet and Dr. Jennifer Schneider.

Dr. Chae Sweet informed the Board that the Paralegal program is one of the strongest programs that draws a lot of interest. Dr. Schneider shared that a significant number of students want to go to law school due to CCP's robust paralegal certificate program. 64.5% often come back for more legal courses. The average compensation for small and medium law firms and non-profit agencies is \$40,000-\$50,000. At the conclusion of Dr. Sweet and Dr. Schneider's presentation, the Board asked the following questions:

Trustee McPherson asked if the Paralegal Studies program at the College has mainly consisted of women, and how many go into law school after graduating. Dr. Schneider explained that the program consists of 60.8% women, and around 23% of enrolled students transfer to continue their education.

Trustee McPherson suggested that she could connect the Paralegal Studies department with the Barristers' Association which is composed of Black, high profile lawyers. Trustee Posoff asked if the College markets the program to law firms or has a way to reach them. Dr. Schneider expressed she would love to establish relationships via outreach. Trustee Posoff offered to provide help to broker a relationship between CCP and the Philadelphia Bar.

The questions regarding the Paralegal Studies program pivoted to the online tools that can be utilized by students to learn. It was clarified that Paralegal Studies students have access to course content materials 24/7 through Canvas, the College's learning management system.

Action Steps

Dr. Marshall will define the future needs of the College for Paralegal Studies and connect with Trustees Posoff and McPherson to facilitate professional connections within the City to assist with meeting the program needs as determined.

Trustee Posoff will connect the Paralegal Studies faculty to the President of the American Bar Association (ABA). Trustee McPherson and Trustee Dominique B.E. Ward, Esq. (not present) will connect with Barristers' Association on behalf of the Board regarding CCP.

(d) Liberal Arts Honors Associates of Arts (A.A.) Update (I)

Liberal Arts Honors, A.A. program discussed by Dr. Alycia Marshall.

Dr. Marshall suggests developing a new and different model of the program to encourage increased enrollment and provide access to students interested in areas outside of Liberal Arts. A majority of students in the program are part-time and cannot sustain the current model requiring them to register for multiple courses at one time. The faculty is passionate and committed to the current model from a pedagogical standpoint, as it allows for a cohort model, team teaching for faculty, small teacher-student ratio and an opportunity for the honors students to develop community. Currently a new STEM Honors program model is scheduled to be developed and implemented by the new Special Assistant to the Vice President for STEM Outreach and Engagement (to be hired), who would open honors experiences to STEM students, leverage high impact practices, potentially increase enrollment and make the program more accessible to more students across multiple disciplines. Based on the timeline for the hiring of the new position and curricular/structural changes that would need to be put in place for implementation, the STEM honors program is slated to begin in academic year 24-25.

At the conclusion of Dr. Marshall's presentation, Board members commented on the following:

Trustee Posoff wanted to know more about the different business models for honors programs that were possible. It was explained that the proposed model would enrich both students and faculty, and different models allow for different patterns of enrollment and tuition revenues. It was agreed that an update on different honors program models would be presented to the committee at a future meeting. Trustee McPherson mentioned that she would help to broker STEM partnerships with Strauss Water Research/ Natural Lands, Franklin Institute, Drexel, and Cheyney - Stephen Hughes (Whole Food). Trustee Fulmore-Townsend also suggested the WIMS program.

Action Steps

Dr. Marshall to confirm and determine when in the 23-24 academic year the SOC should review the Honors programs, and what the recommendations should be to the board. Dr. Marshall will talk with Dr. Sweet about these options and circle back with recommendations.

Dr. Marshall to follow-up with Trustee McPherson who will leverage some STEM partnerships with Stroud Water research and Natural Lands, along with Franklin Institute, the Natural Academy of Sciences WINS program, and Cheyney Aquaponics. Dr. Marshall to follow-up with Dr. Thomas to discuss the possibility of a senior year honors experience for dual enrollment students.

- (e) Behavioral Health/Human Services, Associate of Applied Science (A.A.S), Update
(I)

Behavioral Health/Human Services A.A. S. report provided by Dr. Chae Sweet.

The enrollment in the program is declining and has been for several years. Currently, the program has approximately 250 students, which is down from over 500 in 2019. While the program has undergone significant revisions, the rapid decline in enrollment has not halted. Overall, what has been done is not the best indicator of what should be done – given the changing context for Philadelphia and the workforce and the evident enrollment declines. Trustee Epps asked if the program was properly resourced in the area. Dr. Sweet explained there is a strong group of faculty and resources. A career coach was hired to provide 1:1 support to students, but those efforts are just beginning. More efforts are needed in regards to recruitment and retention to reverse the declines in enrollment.

Action Steps

Trustee Fulmore-Townsend to follow up with Dr. Generals on how we want to engage the Board on Behavioral Health.

Dr. Marshall to discuss with Dean Sweet next step recommendations for the program to be discussed further with Dr. Generals.

- (f) New Business

There was no new business.

- (g) Executive Session

Next Meeting

The next meeting of the Student Outcomes Committee of the Board is scheduled for Thursday, February 16th at 10 a.m.

Attachments:

SOC Enrollment Update

Enrollment Planning



Key Terms

- Fiscal Year (FY) –refers to the College’s financial year which runs from July 1 (summer II/late summer) to June 30 of the following year (end of summer I).
- Headcount (HC) –refers to the total number of students enrolled in a term; includes duplicates when looking at multiple terms.
- Credit count (CC) –refers to the aggregate number of credits in which our students have enrolled.

FY YoY Comparison (as of 1/21/23)

	FY2122	FY2223	% +/-
Student Headcount	26,100	26,248	0.56%
Credit Count	205,559	210,548	2.42%

The College is currently ahead 2.42 percent in credit count compared to the same point in time last year. Having budgeted to be down three percent in enrollment, the College is very likely to exceed its enrollment goals for the year. The College has also experienced a 0.56 percent increase in the number of students enrolling throughout the fiscal year.

FY2122 Enrollment Overview

Term	New	Returning	Total HC	Total Credits
202135-2 (late summer)	889	2,919	3,808	16,759
202140 (fall)	2723	8,924	11,647	100,769
202105 (winter)	33	470	503	1,612
202210 (spring) **as of 1/20/22	946	9,196	10,142	86,419
202235 - 1 (summer I) Forecast	572	3,079	3,651	16,349
FY2122 Total	5,163	24,588	29,751	221,908

FY2223 Current Enrollment Overview (as of 1/19/23)

Term	New	Returning	Total HC	Total Credits
202235-2 (late summer)	867 (-2.5%)	2,518 (-13.7%)	3,385 (-11.1%)	14,380 (-14.2%)
202240 (fall)	3,333 (+22.4%)	8,303 (-7%)	11,636 (-0.1%)	100,774 (0%)
202205 (winter)	45 (+36.4%)	500 (+6.4%)	545 (8.3%)	1,749 (+8.5%)
202310 (spring)	1,560 (61.5%)	9,122 (-1.4%)	10,682 (+4.6%)	*93,645 (+7.7%)
202335 - 1 (summer I) Forecast	572	3,079	3,651	16,349
FY2223 Forecast	6377	23,522	29,899	226,897

*spring will likely decline by as much as 1,373 credits.



For questions or additional discussion:

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