

**2013-2018 Strategic Plan for Northern Oklahoma College**  
**March 2016 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.*

March 2016 Updates

- Jets and Mavericks Halls are complete and students have moved in.
- Enid Counselor Jill Helmer received certification to provide specific learning disabled and cognitive deficient evaluations for students in Tonkawa, Enid and Stillwater.
- The Student Disability Services Handbook was updated to include new federal regulations.
- The Student Affairs Office partnered with The Kaw Nation Domestic Violence Task Force to hold a Stalker Awareness Day in Tonkawa.
- Seminars have been held for all residence hall students covering the topics of alcohol/drug abuse, suicide prevention, test anxiety, sexual assault and healthy intimate relationship skills.
- Student focus groups have met and discussed the topics of wellness, student activities, residence life and food service.
- The Student Affairs Office is hosting a weight loss challenge in Tonkawa, Enid and Stillwater during the spring semester.
- The College has begun using a web-based service to educate employees 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.*

March 2016 Updates

- An RFP was sent for bids on an enrollment management plan to address marketing, enrollment, and retention. After reviewing bids, the Executive Council voted to scale back the requested deliverables and create a preliminary plan through institutional data that could then be vetted and improved by the company. It is anticipated that by the end of the spring

semester NOC will have a retention plan approved by consultants from AACRAO (American Association of Collegiate Registrars and Admissions Officers). Kathleen Otto and Rick Edgington have worked together to create an employee survey on student-centered service to determine areas of need, and Shannon Cunningham and Rick Edgington have held listening sessions with staff and faculty on advisement issues specific to the Stillwater campus. Similar sessions will be held in Enid and Tonkawa as the plan continues to develop.

- The Feb. speech tournament in Enid was a huge success. Twelve schools attended the tournament. On Friday, six debate teams and ten Lincoln-Douglas debaters participated in the tournament. On Saturday, there were 124 entries in the individual events. Current NOC students as well as faculty helped with judging the event.
- A list of all students who were enrolled in 2012, 2013, and 2014 and left with 30 to 59 hours was generated for contact through the Reach Higher Program. In addition, the Retention Specialist in Tonkawa has been contacting students and setting appointments for those interested in reenrollment; she has also assisted in obtaining transcripts if they qualify for reverse transfer and assisted in completing graduation paperwork for those who had met all degree requirements.

## **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.*

### March 2016 Updates

- A partnership has been developed to host the National Association of Developmental Education (NADE) convention in Oklahoma City in March 2017. Partners included in this endeavor are Tulsa Community College, Oklahoma City Community College, Murray State, Rose State, Oklahoma Baptist, Cameron, Langston, Seminole State, Rogers State, and Northern Oklahoma College. The conference usually has an attendance of 1200 participants. Dr. Cathy Moore is a co-chair for the conference, and Stacey Frazier is the treasurer.
- The Agriculture Advisory board met on Feb 4 and agreed to move forward with developing additional degree options under our primary Agriculture degree to include the following: Pre-Vet, Ag Business, Ag Communications, and Plant/Soil Science. These are in progress and will still need to be approved through Academic Affairs. We hope to implement these degree options Fall 2016. The board also discussed the possibility of a Ranch Management option that the division is currently researching.
- 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 included students job shadowing Dr. Kurt Campbell performing artificial insemination techniques The division has established an internship opportunity with A1 Savannahs in Ponca City.

- Biology instructor, Scott Harmon is conducting periodic Science Day guest demonstrations at Tonkawa elementary schools and Stillwater High School. He is involving NOC students in this process to foster STEM interest at the high school level.
- The Agriculture, Science, and Engineering Division met with the PTEC Advisory Board at a spring meeting and Job Fair held on Feb 25. The division is also currently working on implementing an Engineering Advisory Board to explore need and interest for expansion of the Pre-Engineering program to the Enid campus.
- The Criminal Justice Program through the leadership of Program Director Gerald Konkler and the assistance of Rae Ann Kruse will convene the first Criminal Justice Advisory Board on March 30. Invitations and “Save the Date” reminders have been sent out to more than two dozen area law enforcement professionals including those in the Enid and Stillwater communities. The criminal justice leadership team is preparing the agenda and is hoping to establish a working advisory group to provide direction for the criminal justice program.
- Social Science Division Chair Mark Silkey and Behavioral Science Instructor Darrell Frost are working with the NOC Gear Up Program Director Jermie Fansler to create 4-8 behavioral science internships for the summer of 2016. Gear Up has secured a grant to conduct a college preparation outdoor camp experience with high school students at Camp McFadden. NOC behavioral science students will provide camp sponsorship including mentoring in leadership, personal growth, and anticipation of the collegiate experience. The grant will provide for up to eight paid internships for the NOC students that will include three hours of behavioral science college credit.
- Enrollment in the World of Work class was smaller in the Spring 2016 semester so only one section was retained and shared between the Enid and Tonkawa campuses; however, instructor Milynda Wade incorporated a new job shadowing requirement of 3 hours so that all students will have the experience of observing a prospective career and determining earlier in their degree programs the compatibility with their interests and skill set.
- New degree opportunities have been introduced in Child Development with an embedded certificate for the first year of coursework and in Health, Physical Education, and Recreation, with a Personal Trainer option. Both options are currently have been approved by Northern Regents and are being reviewed by the State Board of Regents.

### **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).*

#### March 2016 Updates

- Project notifications for the Stillwater Classroom Building were mailed out on Feb. 26 to firms officially listed with the State of Oklahoma. Separate project notifications for architectural consultant and construction manager at risk firms are due back by close of business March 11. We have received many emails and telephone calls from consultants stating they will be submitting a formal letter of interest for the project. A committee

comprised of NOC and OSU representatives will evaluate the letters of interest received and rank the firms to be considered for interviews. The interviews will be conducted on April 8 and April 12.

- Central Hall renovation is currently in progress. Asbestos abatement has been completed and fencing around the construction site is in place.
- New emergency exit doors are being installed on the north side of Foster-Piper Fieldhouse.
- Electrical upgrades have been installed in Kinzer Performing Arts Center.
- Emergency repairs were made at the Baseball and Softball fields in Enid due to ice storm damage.
- The boilers in the swimming pool and Crowder Science were replaced.
- Remodel of Student Union and Cafeteria is in planning stages.
- Irrigation has been installed around primary monuments and new residence halls.
- Roof repairs have been completed at Mabee Center.

#### **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.*

##### March 2016 Updates

- The Noel-Levitz Employee Satisfaction Survey is being prepared and will be made available to all NOC employees in April.
- Catapult Health Screenings for all campuses were on NOC campuses Feb. 1-4. Tonkawa campus completed 57 employee health screenings. Enid campus completed 25 employee health screenings. Stillwater campus completed 21 employee health screenings
- Professional development seminars were conducted March 7-8 for all full-time staff. Warren Martin presented topics on Character, Problem Solving Skills, Communication Skills and Customer Service. Warren was recommended by the Professional Development Committee for Staff.
- Physical plant employees have been conducting monthly professional development on topics specific to their work environment.
- The Policy and Procedures Staff Committee has been reviewing the Employee Handbook.
- Professional development opportunities for faculty have been successful in the 2015-2016 academic year, as demonstrated by the number of downloads of resources on the professional development web page created by DeLisa Ging (see below):

### Northern Oklahoma College's Professional Development Program: An Overview

- [Professional Development Information--Updated April 2015](#) (.docx, 13K, Downloaded: 281 times)

### Professional Development Evaluation Form for all Professional Development Opportunities and Webinars

Hello Faculty,

When time allows, please, take a few moments to fill out a Professional Development Evaluation for each training, session, Professional Development's mission to meet your professional development needs.

DeLisa

- [Professional Development Evaluation Form](#) (.docx, 15K, Downloaded: 24 times)

### Spring 2016 Professional Development Offerings

- [Spring 2016 Professional Development Offerings](#) (.docx, 213K, Downloaded: 100 times)

### Fee-Based Turnitin.com Professional Development

- [Information on Turnitin.com's Fee-Based Professional Development](#) (.pdf, 71K, Downloaded: 189 times)

Turnitin.com offers fee-based professional development opportunities if you would like to add to your knowledge of Turnitin.

### Blackboard Information for Faculty

- [Blackboard Basics Handout](#) (.docx, 34K, Downloaded: 298 times)
- [Blackboard Q & A Updated February 24, 2016](#) (.docx, 2249K, Downloaded: 248 times)

Let me know if you have questions regarding Blackboard's capabilities because other colleagues might have the same questions.

- [Using Discussion Board: Dynamic Learning Is in the Details](#) (.pptx, 6320K, Downloaded: 10 times)

### Handouts Involving Best Practices

- [Interactive Television \(ITV\) Best Practices](#) (.docx, 16K, Downloaded: 128 times)
- [Active Learning Strategies That Can be Used in the Classroom--Compiled from the ITV Best Practices In-Service Discussions](#)
- [Creating Effective Email Communication](#) (.pptx, 2921K, Downloaded: 89 times)
- [Easy Ways to Transform Your Online Courses Using Quality Matters](#) (.pptx, 968K, Downloaded: 8 times)

### Creating Courses That Meet ADA Compliance

- [A Checklist for ADA Compliance of Online Courses](#) (.docx, 15K, Downloaded: 152 times)
- [Helpful Tips To Create Online Courses That Follow ADA Compliance](#) (.docx, 349K, Downloaded: 146 times)

### Archived Professional Development Offerings and Handouts Regarding Those Topics by Semester

- [Putting it Politely: Creating Effective Emails](#) (.pptx, 2921K, Downloaded: 74 times)
- [Creating an Effective Prezi Presentation](#) (.docx, 3075K, Downloaded: 406 times)

Hello Faculty,

This handout was used in the *Possible Death to PowerPoint: Creating Dynamic Presentations with Prezi* presented on all the

- [Fall 2015 Professional Development Offerings--Updated October 19, 2015](#) (.docx, 465K, Downloaded: 169 times)
- [Spring 2015 Professional Development Opportunities](#) (.docx, 14K, Downloaded: 291 times)
- [Quick Location of the Professional Development Website and the Biography on Barbara Coloroso, Our Fall 2015 In-Service](#) (117 times)

## 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.

### March 2016 Updates

- The grants committee has now met twice this year since the grants coordinator position has been filled with Charlene Flanery as the Grants Coordinator. The minutes and agenda are up to date and are available on the website: <http://www.noc.edu/grant-development>.

- Efforts are underway in reviewing the grants process and how to make it more time efficient and “user-friendly” for faculty to engage in the grants process.
- NOC is currently pursuing a Title III grant through the Department of Education. The purpose is to expand NOC’s capacity to serve Native American and low-income individuals through projects that support the academic outcomes and learning environment of those students. The project is being written by Munsell & Associates. The project deadline is May 2, 2016, and if awarded, the projects would start October 2016.
- Grants Coordinator attended grants training at the Oklahoma State Regents office as well as a non-profit leadership summit in Ponca City. Grants Coordinator and Grants Accountant attended a webinar on TRIO and GEAR UP programs.
- Grants Coordinator is working with Linda Mason from the Oklahoma State Regents to visit NOC and provide a “Grant Writing” session for the faculty. Linda Mason recently retired; however, she is planning to return in April 2016 at which time a more definitive timeframe can be given as to when she will be able to visit NOC.
- The Drone grant that was applied for through the Kay Electric Coop Foundation was denied due to them being a fairly new foundation and not having enough resources to commit to a large institution as NOC.
- The grants database is being populated with post-award grant activity. Except for a few remaining files, it is complete. There is limited access to the database for security reasons and the paper files of current, ongoing grants are still maintained with paper files and electronically.
- NOC has been provided with early knowledge that it is scheduled to receive a \$28,010 GEAR UP grant in March from the State Regents for the NOC Leadership Camp scheduled in June.
- NOC received a rebate check for \$25,208.00 from OG&E for energy efficiency measures related to the installation of Variable Frequency Drive (VFD) devices that were installed on the Enid Campus. A VFD is a type of motor controller that drives an electric motor by varying the frequency and voltage supplied to the electric motor. These funds will be utilized to make additional energy improvements on the Enid Campus including the replacement of external campus lighting for pedestrian pathways. We were informed that these improvements could be eligible for additional rebate incentives that will be available in 2016.
- In 2015, bad debt totaling \$224,495.03 was collected through Warrant Intercept.
- Bad debt totaling \$287,253.30 was collected in 2015 through collections. In the month of Jan., bad debt totaling \$34,435.93 was through Warrant Intercept. Total file at Warrant Intercept is 4,246 accounts totaling \$4,648,448.24.
- As part of the partnership with Nebraska Book Company, the NOC bookstore received a rebate check in Jan. for \$26,311.60 for the fall Semester and is slated to receive a rebate check for \$25,682.20 for the spring semester.
- The NOCF Board of Trustees Board and Investment Committee met on Feb. 5 on the NOC Tonkawa campus. Action items that were approved included:
  - Treasurer’s Report. The Board approved the Statement of Financial Position, the NOCF Marketable Securities, the Statement of Activities, and the Budget to Actual Expenditures as of Dec. 31, 2015. Total net assets were \$8,321,955.
  - FY 2015 External Audit Report. Wade Fisher with Hinkle and Company presented a good, clean audit with no findings.

- With reduced revenue due to the state's economic environment, difficult decisions had to be made that would reduce amounts dedicated from the college budget to the institutional scholarship program. With input and recommendations from the Nov. 13 and Jan. 8 meetings of the Institutional Scholarship Task Force Committee, updates to the Institutional Scholarship Program have been made for the 2016-2017 academic year. An informational meeting was held on Jan. 15 to update those involved. Changes include:
  1. Convert all existing institutional scholarships' tuition waivers, fees, room, board and books to dollar amounts. (*Potential price increases for coming year were taken into account for dollar amount conversions.*)
  2. Leverage Financial Aid - Apply external Financial Aid to student accounts first from state and federal financial aid grants, i.e., Pell, SEOG, OTAG, OHLAP, etc. These will become the primary source of funding students' educational costs. All scholarship students must apply for FAFSA within 30 days of accepting a scholarship award. (*Students receiving NOC scholarship awards that are the equivalent of a full ride scholarship could be eligible for partial refund up to \$1,000.*)
  3. Reduce the number of awards and/or the dollar amounts on scholarships.