**DEAN’S REPORT**

• TRCC will begin implementation of payroll Self-serve beginning in the Spring 2016 semester. More information to come, but faculty will be the first group to be trained in how to enter time directly to Core-CT, rather than using time cards. We will receive information about training dates in the spring.

• Pres. Jukoski is working to meet with faculty groups through communications with dept. chairs regarding the Academic Division administrative structure, and replacing the Academic Dean She would like to meet with every department before they leave at semester’s end. Please contact your dept. chair if you have not heard about a date yet.

• The Academic Division office will host an Open House on Wed Dec. 17 from 1pm to 3pm. The Dean and staff in the office would very much enjoy seeing everyone stop by. There will be food and drink and goodies. (And Carole’s rum balls)

• Professional Day is scheduled for Jan. 20, but a planning group is considering an alternate date of January 29th (Friday), to bring in national speakers to do a workshop on Guided Pathways, to help us revise our plans of study in a systematic way. More to come.

• TRCC received notification that our Certificate in Sheet Metal Fabrication has received BOR approval. This certificate, which is supported by the CAMI (Dept. of Labor) grant, has already begun and has surpassed its enrollment goals. Special thanks to Jodi Calvert and Mike Gentry for all there extraordinary efforts getting this grant up and off the ground.

**ENROLLMENT MANAGEMENT: Steve Finton**

Steve Finton, Dean of Student Services, gave a presentation in which he discussed the fact that enrollment is substantially lower than at this time last year. He also discussed the marketing campaign the college is doing to retain current students and attract new students. Faculty are encouraged to remind their advisees and students to register. This includes mailing 60,000 credit and non-credit class schedules to every household in New London County and placing table tents at Crystal Mall’s food court. Also, 18 of 22 regional high schools are participating in the High School Partnership which has been revived after a 5 year hiatus. A question was raised about the cost of printing the brochures and the marketing campaign. A concern was raised about the poster at the college’s main entrance which currently says 6 days to register; some felt that was misleading as the day the semester ends but registration is ongoing through January 20. Steve Finton said he will look into that.

 **TRANSITIONAL STRATEGIES (TLC program): Fionnuala Darby-Hudgens**

Fionnuala Darby-Hudgens gave a presentation about the transitional leaning program (TLC), She said that more than half of students in the Math and English sections are being retained. Today was the last day of the program; the data on successful completion rates should be available shortly. There are currently 75 students. This program, mandated by PA 12-40, is designed primarily for those with a high school diploma or GED but who test between the third and fifth grades academically as a way to help them prepare for college level work. Students can take the TLC classes up to 3 times at no cost to them.

**Gen Ed Task Force: Michael Stutz**

Michael Stutz asked for artifacts for all Ged Ed outcomes, but especially those that measure oral communication skills and historical knowledge. There are a sufficient number of volunteers on the Ged Ed Task force and the teams that will measure each outcome, beginning in the spring.

**CCGA**

Joe Selvaggio attend the CCGA (Community College Governance Association) meeting with President Ojakian. Eleven out of 12 community colleges (including TRCC) have ratified the CCGA Constitution and Bylaws; the last one is expected to do so today. Ojakian listened to faculty concerns and discussed the problem of food and housing insecurity among our students.

**ANNOUNCEMENTS**

* Dov Kugelmass said our first Academic Division meeting will be in February, date, time, and location TBA
* Phil Mayer said that approximately $20,000 had been raised at TRCC for the Connecticut State Employees’ campaign and thanked everyone for their generosity.
* Sheila Skahan said that Kem Barfield did a wonderful job redesigning the college’s new website which is ‘beautiful’; everyone gave him a much deserved round of applause.

**Meeting adjourned at 2:07pm.**

Minutes taken by Phil Mayer**.**