

**ADMINISTRATIVE COUNCIL
MINUTES**

November 17, 2022

10:00 a.m.

Via Teams Meeting

1. Meeting Call to Order

Dr. Becky McBride, Vice Chancellor for Student Services, called the meeting to order at 10:00 a.m.

2. Approval of Minutes for the April 20, 2022, meeting

This committee previously approved the *Minutes* electronically on April 25, 2022 and posted to the website.

3. Legislative Update

Mr. Leighton Schubert, Executive Vice Chancellor, presented the legislative update.

Next legislative session will begin on January 10, 2023, 2nd Tuesday, and end May 31, 2023.

Blinn College will be focusing on the recommendations of the Community College Finance Commission.

The first recommendation from the Commission is to switch from a majority contact hour based funding model to a success points/outcomes-based funding model. Blinn College has done well with the success points model in the past and looks to continue that success.

Blinn College will also be looking at a change to its service area boundary in the upcoming session. Blinn currently has a 13-county service area. There is an area on the western edge of Harris County that includes Waller ISD that is not assigned to any community college. Blinn is asking to have it assigned to the Blinn service area. If approved, Blinn will seek to purchase property and build a campus to service that area.

Timing of session for May 31, 2023, most bills passed will come into effect September 1, 2023.

Dean Chris Marrs asked if all success points weigh the same for transfer as graduate? Executive Vice Chancellor Schubert responded not all are created equally. Success points are based on formula calculation.

4. **Academic Affairs Update**

Dr. Marcelo Bussiki, Vice Chancellor for Academic Affairs, presented the Academic Affairs Update.

Dr. Bussiki's presentation is attached hereto and made part of these *Minutes*.

5. **Element 451 Update**

Ms. Elaine Abshire, Director for Enrollment Management, presented the Element 451 update.

Ms. Abshire's presentation is attached hereto and made part of the *Minutes*.

6. **Behavior Intervention Team (BIT) Update**

Mr. Bryan Carlisle, Director for Safety and Risk Management, presented the Behavior Intervention Team (BIT).

Mr. Carlisle's presentation is attached hereto and made part of these *Minutes*.

7. **Additional Comments**

Dr. McBride thanked everyone for their presentations. Dr. McBride mentioned the minutes from today's meeting will be sent out electronically to the committee members to approve and be posted to the website. Next meeting date for Spring 2023 TBA.

8. **Adjournment**

Vice Chancellor McBride asked if there were any further questions or comments. Meeting was adjourned at 11:05 a.m.

Members present: Mr. Jay Anderson, Mr. Richard Bray, Dr. Marcelo Bussiki, Dr. Jimmy Byrd, Ms. Lisa Caton, Mr. Richard Cervantes, Ms. Laurie Clark, Dr. Becky Garlick, , Mr. Max Hibbs, Mr. Chris Marrs, Dr. Becky McBride, Ms. Kim Paulhill, Dr. Shelly Peacock, Dr. John Rice, and Mr. Leighton Schubert

Guests: Ms. Elaine Abshire

Presentation Administrative Council – Academic Affairs

Policies Procedures and Guidelines:

- This year we are updating the Faculty Handbook, which is also severely out-of-date. The bulk of the work is to update changes in College Board policies and Administrative Regulation that have happened in the last few years but never made to the Faculty handbook. This work is almost done and I am hoping that we can send it to Legal before the end of the Fall.
We are not planning to have substantial changes except to clarify language update policies that are in place. That will go subsequently to Legal for approval and implementation.
- As we undergo our 10-year SACSCOC reaffirmation in 2025. We are reviewing our procedures to ensure that they are included in our Administrative Regulations or to review the existing ones for updates. Since our last meeting, we updated and published the instructions on Institutional Assessment. We are now submitting to Legal our Administrative Regulations on Student Complaints, on Teaching Overloads and a review of the Councils and committees. Associated to these administrative regulations are also the
 - Updates of the portal for complaints, and with an academic reviewed dynamic form
 - Updates on the Assessment Manual from the College dated 2012-2013.
 - Electronic approval of overloads in Dynamic Forms

QEP

We are ahead of time in our QEP. It is named Horizons: Guiding Students to Success is designed to support students who fall below a 2.0 GPA in their first 12 credit hours at Blinn College with intentional, evidence-based interventions.

We are finalizing an executive Summary for our QEP Horizon and intend to pilot in the

- Fall 2022 – Write Executive Summary / Subcommittees Begin Work
- Spring 2023 – Finalize Preparations for Pilot of QEP
- Fall 2023 – Pilot QEP
- Spring 2024 – Pilot QEP / March 1 Compliance Certification Due
- Summer 2024 – Review QEP Data / Revisions / Finalize QEP Proposal & Send to SACSCOC (Due 6 Weeks Prior to On-site Visit)
- Fall 2024 – SACSCOC Reaffirmation Visit (Sept. 9 – Nov. 8)
- Fall 2025 – 5 Year Implementation of QEP Begins

Transfer Agreements:

- Multiple agreements are under way or in the process of finalizing MOUs. The next two are with SNHU and Sam Houston state university.

eCampus Student Training.

As many of you know, our eCampus student training was nominated for a national award for its effectiveness in helping student succeed in managing the online learning platform has been successful we presented our initiative at the AACT American Association of Colleges Trustees in New York. Will also

present it at SACSCOC Annual Meeting in Atlanta in December. We also will present Orienting Students to Success at the AACC conference in Denver in April.

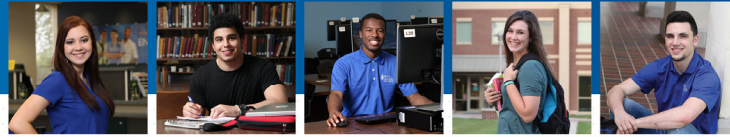
Awards: Bellwether

Beyond the Suggestion Box: Frontline Innovations through Blinn College's Future Works Academy on Planning and Governance category.

Grants

We received three academic success grants from the THECB and I want to thank dr. Langenegger for working on those

- The first in a Called Digital transformation focused on online courses. Our proposal was to go Online course templates for multiple high demand classes. That grant was for 50 .
- Student Success Acceleration grant awarded us 10 KI for a grant planning and 180 K in implementation of the grant which is to expand our Navigators program.



Element 451

Administrative Council
November 17, 2022

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Implementation

- Kick off meeting: May 26, 2022
- Historical data upload: July 13, 2022
- First communication sent: July 13, 2022
- Tours transferred: September 9, 2022

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2

Benefits for Prospective Student Relations

- Collects prospective student profile information
- Automatic campaigns
- Surveys
- Relationship manager

BLINN
COLLEGE DISTRICT

Brenham Campus Tour Survey

QUESTION 1
Please rate your tour.*

QUESTION 2
Was your tour guide friendly and welcoming?*

Yes
No

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3

Tours

- Confirmation notification
- Reminder notification
- Thank you
- Survey
- Bryan: 272 registrants
- Brenham: 171 registrants
- RELLIS: 45 registrants



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Events

- Preview Days
- Dual Credit Advising

BLINN COLLEGE DISTRICT

Preview Days

BRENHAM CAMPUS PREVIEW DAYS

- November 4, 2022
- March 31, 2023
- April 14, 2023

BRYAN CAMPUS PREVIEW DAYS

- November 11, 2022
- March 24, 2023
- April 28, 2023

Register for Blinn-Brenham Campus Preview Days here!

Contact:
Email: blinnbound@blinn.edu
Phone: 979-209-7541

For more information, visit:
www.blinn.edu/preview-day

Register for Blinn-Bryan Campus Preview Days here!

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Future Additions

- Additional automatic campaigns
- New student registration
- Degree plan verification for Dual Credit

2023 RELLIS NSR

Multiple Dates & Times | 3100 Texas 47 | Available spots: Varies

REGISTER

Upcoming Dates And Times

Date	Time	Available spots	Action
Jun 21, 2023	9:30 AM - 11:30 AM	30	REGISTER
Jun 21, 2023	1:00 PM - 3:00 PM	30	REGISTER

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Analytics

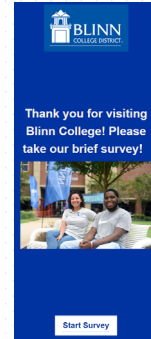
- Campaigns as of November 15th
 - Emails 200,620
 - Texts 198,800
- Track marketing and recruiting strategies

Bryan Campus Tour Survey READY

Last Edited: Sep 19, 2022 - 04:16 PM Elaine Abshire [Preview](#)

EMAIL All Time

SENT	OPENS	OPEN %	CLICKS	CLICK (CTR) %
153	74	49%	22	14.6%



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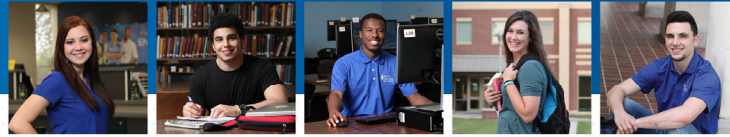


Questions?

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Operational Overview Behavior Intervention Team (BIT)

CH1

John Chancellor, Chief of Police
Samantha Johnson, M.Ed., LPC-S
A. Bryan Carlisle, M.S., Dir. Safety & Risk Mgmt.

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Mission

To promote health, safety, and academic success of the campus community through proactive assistance to students who have reportedly displayed troublesome or concerning behaviors.



2

Why do we need BIT?

- Many instances of unconventional or bizarre student conduct are ignored or dismissed as an isolated occurrence
- These observed behaviors (which often foreshadow an escalation of more disturbing conduct) go unreported and untracked
- BIT collects, assesses and tracks these behaviors or “red flags,” allowing for a more complete picture of any one student’s problematic behavior

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3

Purpose

- To support the College District’s policies and procedures
- Provide a structured, positive method for addressing student behaviors that impact both the student and the college community
- To receive and gather information regarding potentially harmful or disruptive behavior with regard to safety and the rights of others, and to minimize the disruption to the college community
- To collaboratively recommend preventative and purposeful individualized interventions to ensure a safe campus environment where learning and personal and professional development can occur
- To determine whether further intervention is needed, evaluate the effectiveness of intervention strategies, and make further recommendations as needed

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Reportable Behaviors

- Experiencing a marked decline in academic performance?
- Demonstrating disruptive, erratic or disturbing behavior?
- Showing dramatic changes in appearance, behavior, or weight?
- Sad, anxious, or experiencing dramatic mood shifts?
- Abusing alcohol or drugs?
- Isolating themselves socially?
- Frequently angry or easily frustrated?

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Submitting a BIT Referral

- Online
- Can be submitted anonymously
- Information submitted is confidential
- *Family Educational Rights and Privacy Act of 1974 (FERPA)* protects records; referral outcomes are not shared without the direct written consent of the student(s) involved
- Referrals are only monitored during regular office hours

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Crisis Situations

Crisis Situation: Should be handled immediately by contacting campus police and 911

- Written or verbal statements that mention despair, suicide, or death
- Severe hopelessness, depression, isolation, and withdrawal
- Statements to the effect that the student is “going away for a long time”
- If a student is exhibiting any of these signs, she/he may pose an immediate danger to her/himself. In these cases, you should stay with the student and contact campus police
- **DO NOT USE BIT FOR CRISIS SITUATIONS!**
- **Emergency situations require IMMEDIATE action**

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BIT Caseload Overview

- November 2021-2022: 144
- Current Semester: 40
- All active cases have been worked and closed as of 11/11/22

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2022-2023 BIT Enhancements

- Blinn College District Police Officers assigned as “investigative” resource for primary BIT volunteers
- New Threat Assessment process underway: behavioral (includes social media), disciplinary, criminal (link analysis), medical, and academic
- BIT Manual update
- Campus QR Poster Program
- Faculty & Staff Training
- New BIT Brochures

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BIT Contact Information

- Website:
www.blinn.edu/behavioral-intervention-team/index.html
- Email:
bit@blinn.edu

RESOURCE: A. Bryan Carlisle, Director of Safety & Risk Management, 979-337-4784, bryan.Carlisle@blinn.edu, Main Office – Brenham Student Center, Satellites at Bryan Campus Administration “S,” RELLIS Administration 320M

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