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**Delta College
Board of Trustees
Dinner Meeting
February 5, 2019
Delta College Main Campus Room N7**

Board Present: M. Benecke, A. Buckley, R. Emrich, S. Gannon, K. Lawrence-Webster, D. Middleton, M. Rowley, M. Thomas

Board Absent: M. Nash

Others Present: D. Allen, R. Battinkoff, N. Bovid, T. Brown, J. Carroll, W. Childs, P. Clark, E. Clement, A. Cramer, M. Crammer, R. Curley, R. Curry, S. DuFresne, M. Faleski, P. Fox, J. Garn, J. Goodnow, L. Govitz, J. Leadford, D. McQuiston, J. Miller, M. Mosqueda, T. Nadolski, G. Przygocki, S. Raube, S. Roche, D. Sabourin, K. Schuler, A. Sovis, C. Thomas, A. Ursuy, C. Wilson

Press Present: J. Hall, WSGW

Board Chair, D. Middleton called the meeting to order at 6:05 pm. She then turned the meeting over to Dr. Jean Goodnow, President of Delta College. J. Goodnow began with an introduction on the Go-Forward Update presentation. This included the status of programs; a discussion on credit/contact hours; and various aspects of the Saginaw Center (downtown branding, communication plans and courses offered).

Ginny Przygocki, Dean of Career Education and Learning Partnerships spoke about program innovation. She noted the College's ability to be responsive and agile. She also noted the need to attract, retain and get students to complete their program. Numerous programs have been redesigned along with the creation of new programs. An area of focus is accelerated course scheduling.

G. Przygocki outlined the steps for new programs which stem from either an idea or an employer request. Research is conducted to verify a need and potential employment opportunities as well as other institutions providing the same or similar programs. This information is then passed on to the Vice Presidents and the President. While marketing and recruitment efforts are underway, subject matter expert faculty begin developing courses and program design. After the program is designed it enters the curriculum process.

Examples of recent, new and redesigned programs include: Heavy Duty Diesel, Mechatronics, Virtual Assistant, Journalism, Digital Forensics, Medical Clinical Assistant, Instrumentation Technician, Sterile Processing Technician and Fire Science Technology. Possible future programs being considered and researched include automotive certificates, supply chain, hospitality transfer, American Sign Language, robotics, drone exploration, as well as the transfer and articulation of degrees. Program suspension and elimination are an ongoing process.

Reva Curry, Vice President of Instruction and Learning Services presented on credit and contact hours. A credit hour is a standardized unit in education. One credit hour is equal to 1 hour of lecture time, therefore a 4 credit hour "lecture" course means a total of 4 hours in the classroom. Contact hours are the total number of hours in class which can exceed the credit hours. These are likely to be courses with

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labs or clinic hours. As an example GEO 111W – Physical Geography is a 4 credit hour class. It has 3 hours of “lecture” and 2 hours of lab per week which totals 5 contact hours. This results in 1 extra contact hour.

R. Curry noted that in 2011, 17 out of the 28 Michigan community colleges charged tuition on the basis of contact hours. Today, that number has risen to 20. There was an extensive review of 354 courses with excess contact hours. Of those, 133 were identified for additional rationale by division faculty. After this review some 20 courses needed an even deeper review. Delta College faculty contacted their peers at Central Michigan University, Ferris State University and Saginaw Valley State University to discuss transfer status.

Our contact hours process requires each course processed through curriculum to provide rationale for contact hours and other details. This is reviewed by faculty, student services, administration and academic administration. Suggestions are made throughout the curriculum process. This also includes discussion for transfer and articulation. Curriculum Council then votes to move the recommendation to the Vice President of Instruction and Learning Services.

Sarah DuFresne, Vice President of Business and Finance noted that currently our students are charged tuition based upon the number of credits in which they are enrolled. Any courses with an additional contact hour, students are charged an “excess contact hour fee” which is at 80% of the tuition rate. Using GEO 111W – Physical Geography as an example the student currently pays for 4 credits at \$112 each and 1 excess contact hour at \$90.

Delta College is working towards the conversion in charging based on contact hours. There are several reasons for the change. One being that it simplifies the billing for students. Charging by contact hour more fairly distributes tuition costs to students receiving extra instruction. Finally students will pay for the amount of instruction time they receive.

Pam Clark, Executive Director of Institutional Advancement noted that a branding strategy has been developed for all centers. Each “downtown center” will receive additional marketing attention and advertising. In regards to the Downtown Saginaw Center a direct mailing and billboard campaign will focus on the new Saginaw location. This will primarily be targeted at Saginaw County residents. This will take place May through August of 2019.

P. Clark noted some key dates for the new Downtown Saginaw Center. Behind the scenes tours are taking place March through May. Staff will begin to move into the building in May. A community open house will be held in June and classes will start with the Fall semester (August 24, 2019.)

The Board was presented with a list of classes to be offered for the Fall semester at the new Downtown Saginaw Center. The list will be finalized in March when fall registration begins. They are pursuing a “schedule to run” strategy for fall courses with additional sections ready to be added to accommodate student need.

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There being no further business, the dinner meeting was adjourned at 6:55 pm.

Talisa Brown, Assistant Board Secretary

Andrea Ursuy, Board Secretary