

President's Advisory Council May 15, 2013

Present: Dr. Jeremy McMillen, Giles Brown, Shelle Cassell, Steve Davis, Brandy Fair, Jeanie Hardin, Gary Hensler, Donna King, Barbara Malone, Jake McBee, Gary Paikowski, Debbie Smarr, Kim Teel

Campus Connect v4 Demonstration

Casey Ticknor demonstrated the new features of Campus Connect v4. A campaign to inform students of the change is underway with cards placed near each open lab and on public-use monitors, a new 'ad' on the college website, and messages being posted to Blackboard. The new version will be live on May 22. In the class availability/search function, members suggested moving the legend to the top of the page. They also suggested that an email be sent to [office to be determined] when a student updates their demographic information. The Advising functions of CCv4 give the advisor the ability to add notes to keep up with the student plans. The capability of printing a class listing is coming soon.

Admissions Office Hours on Fridays During Summer

Jeanie Hardin shared data collected from Summer 2012 on services provided and/or requested on Fridays. Early in the summer, requests were admissions office-related, later in the summer the requests involved several different departments. Most services are now available online.

ACTION: Jeanie Hardin made the motion, second by Giles Brown, that the Admissions Office be closed on Fridays. A majority of those present voted to support the motion. It was suggested that all offices post and materials should carry the Summer Hours notice. There was discussion of placing a 'drop box' at the entrance to the Administrative Services Building, similar to what the South Campus has.

Learning Frameworks

Keri Harvey has written guidelines so there will be consistency between all professors teaching Learning Frameworks. The guidelines include textbooks and theory outlines. Members were interested in the "message(s) of the week" being shared with all faculty so there could be across the curriculum reinforcement. Donna King is working on a more thorough financial literacy segment. Making the course mandatory for all students will depend on funding and budget. Data indicates that student persistence increases and that the course needs to be taught early in the college experience to be helpful. There is a concern how to identify those exempt from the course, and how to enforce and standardize the override.

ACTION: Members felt Learning Frameworks would benefit all first time in college students. It must be a campus-wide commitment to implement this or it will fail. Steve Davis needs time to explore the impact on AAS/CERT degree plans and/or program accreditation requirements.

Members also agreed that a new position, Director of Teaching and Learning, would help faculty and services implement this and other success initiatives.

Participation in Graduation

Dr. McMillen stated that he expected Directors and above to participate in all future Graduation ceremonies.

VP Student Services Search Update

Jeanie Hardin reported that approximately 35 applications have been received. She asked that the selection committee review and rate each application by Wednesday of next week. Copies will be available in the Health Science and Human Resources conference rooms.

Phone Bank

Donna King asked about the status of the phone bank. She would prefer that Financial Aid calls come directly to their office. Barbara Malone agreed that calls for her department could best be answered by her team. The departments agreed they could cover their own phones if the phone bank budget allocation was returned to them. Jeanie Hardin asked the Admissions, Counseling and Financial Aid directors to let her know details and amounts of the budget transfers made to cover the phone bank. Members were reminded that all employees are expected to answer their phones. Barbara Malone said that she was working on a virtual advising system that could be completed via email, which would reduce some of the call volume.

Announcement and Reminders

- Dr. McMillen thanked Gary Hensler for his service while announcing that Gary has resigned effective Saturday, May 18. Dr. McMillen announced that Kim Teel will serve as the interim Admissions Director in addition to her South Campus duties.
- Dr. McMillen and members celebrated the recent season of the Vikings Baseball team. They won the conference before losing the Region V Tournament Championship game.
- Janis Thompson has received word that a TSTEM grant for \$163,000 was won. The funds will be used for tuition incentives for students who performed well in high school math and science. Faculty and others will be asked to identify qualified students who could benefit from financial assistance.

NEXT MEETING – 8:30 a.m. May 29, 2013