

STUDENT SERVICES COUNCIL
Friday, November 19, 2004
Minutes

A regular meeting of the Student Services Council was held on Friday, November 19, 2004 in the Private Dining Room at the Jackson County Campus. Attendance was as follows:

Official Members

Dr. Cheryl Thompson (Chair)	present
Mr. David Besancon	absent
Ms. Sheree Bond	absent
Mr. Jeff Donahoe	present
Ms. Colleen Hartfield	absent
Mr. Rick Hartfield	present
Ms. Patti Holloway	present
Mr. Charlie Neumann	absent

Ms. Terri Ormes	present
Mr. Mark Smith	present
Ms. Ouida White	present
Dr. Bill Yates	present

Other(s) Present

Tammy Franks
LaShanda Chamberlain for Sheree Bond
Buffy Matthews, recorder

- I. CALL TO ORDER. Dr. Thompson-Stacy called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following item was added to the agenda under new business: V.E. MILITARY WITHDRAWAL. Dr. Yates
- III. MINUTES OF PREVIOUS MEETING – **September 28, 2004**. Executive Council has not met since SSC minutes were completed from our last meeting.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Thompson-Stacy said that the Executive Council did address via email a \$60.00 substance testing fee. The \$60.00 substance test fee will be charged to all ADN students. The fee will be applied beginning with the Spring 2005 semester. The fee will be charged to students taking the ten (10) hour nursing courses. The fee was approved by the Board of Trustees on Wednesday, November 17th.
 - B. BANNER UPDATE. There were no representatives present from the computer center.

- C. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Mr. Smith provided the council with a handout consisting of spring enrollment numbers from 2000 to current. He stated that online enrollment has been extremely strong this semester. As of this morning there are 2400 duplicated MGCCC seats filled, 1132 non-duplicated MGCCC students taking online courses, and 254 students from other state community colleges taking MGCCC classes. These seats will continue to fill through registration. Mr. Smith feels that spring online registration numbers may surpass fall 2004 numbers.
- D. ELECTRONIC GRADEBOOK. Dr. Thompson-Stacy said that during the last Instructional Affairs Council, the decision was made that Electronic Gradebook will be optional for all faculty. Lynn Ladner has worked extremely hard on fixing various problems within the system. Each time she contacted Banner, they mentioned that hardly any institutions used the Gradebook tool. The system is good if the instructor does not use a complex grading system; however, grading systems that use a percentage or extra credit tend to have trouble using the Banner Gradebook.
- E. PAPERLESS WITHDRAWAL PROCESS. Dr. Yates provided the council with a copy of the paperless withdrawal process used at the Jackson County Campus. With this system, each department receives the withdrawal notice such as Admissions, Business Department, Bookstore, Library, Financial Aid, and Veterans Admissions. He said that the process is working so great for the JC campus, that faculty have requested to move toward a paperless audit system. Ms. Chamberlain said that this process has really helped her office tremendously because she can act immediately on students who withdraw and who are receiving financial aid. Another plus of this system is that the offices mentioned above receive computer center reports for only those students in their area. With the manual process, the financial aid office (for example) would have to check every student who withdrew to find out if they were receiving financial aid or not. Now they only get the names of students withdrawing who are receiving financial aid. This has saved them a tremendous amount of time.
- F. HIGH SCHOOL SCHOLARSHIP AWARD SELECTION TIMEFRAME AND ANNOUNCEMENT. Mr. Hartfield said that the sub committee that was established at the September SSC meeting met to discuss a possible deadline for scholarship awards to be loaded into Banner. This would not be information loaded for financial aid purposes, but would provide local high schools with the names of students being awarded MGCCC scholarships. The subcommittee is working with Lynn Ladner on creating a form that would be shared by all three campuses. If scholarship information was entered into Banner on April 15th, by April 20th the college could run a listing and provide the information to district high school counselors. This will eliminate the embarrassment of not calling a students name during an awards ceremony. Mr. Hartfield said that the scholarship amount is not a concern, except for the campuses themselves. The scholarship presenters would go to a high school

and give them a ballpark figure rather than an exact amount of scholarships given by MGCCC. The concern is that the college locks itself into the award amount, once its been printed or stated. Dr. Thompson-Stacy said that another problem is that when the college tells a student that they will receive \$6,000 for two years, but the student does not continue to meet the scholarship requirements. Ms. Chamberlain would like to see the college print the same certificates for all the scholarships being presented. Currently each campus prints their own certificates, which are signed by the campus Vice President's. **The subcommittee will review the option of standardizing all scholarship certificates.**

G. BANNER OVERRIDE AUTHORITY. Mr. Smith said that this item was introduced because of the seat numbers being changed in the SSASECT screen by people who should not be adjusting these numbers. The changes have had an adverse impact on seat numbers and bookstores. A subcommittee will review to what screens employees should have read versus edit access to. Ms. Holloway is working on a spreadsheet detailing the different Banner accesses and what screens individuals should have access to. There are preset groups setup in the Banner system and each of these groups can be assigned permissions. During the last Instructional Affairs Council someone asked if the computer center would have to take away all access before reassigning permissions. The answer is yes. **Mr. Smith will send out a meeting announcement via email for all the subcommittee members to make final recommendations with Banner Override Authority.**

H. OPEN/CLOSED SECTION LINK FOR STUDENTS. Mr. Smith said that a new column will be added to the open/closed section link on the college website. The column will list whether a class is offered during the day, evening, if it is a short term course, hybrid, or online.

He said that Institutional Relations is looking at making changes to the college Tabloid. If the new Tabloid is implemented, he will ask Keith Lee to develop a new look for the open/closed listing. Mark is suggesting that the link contain three drop lists: (1) session type, (2) campus type, and (3) discipline. If students are looking for an evening class they would click on the session type, then they can choose a campus and discipline and vice versa.

V. NEW BUSINESS.

A. STUDENT TRANSFER POLICY/PROCESS. Mr. Hartfield said that a couple of students a year request to withdraw from the Perkinston Campus and transfer to either the Jackson County Campus or Jefferson Davis Campus. His concern is the success of the students after transferring to another campus. The problem is that there are times that the student may register for the same course at the JC or JD campuses that they are currently taking at PK, but the instructors are at different junctures within the course. This could be detrimental to the student. He is recommending a cut off date for transfers,

unless done under extreme circumstances. Ms. Holloway stated that she used to have only one or two students transferring a term, and found that the students were consistently unsuccessful. She feels that making the transition is difficult and that there are outside circumstances that add to the student's failure rates. Dr. Yates stated that most of the students that transfer to JC do so early on in the semester. The counselors contact the JC instructor and the PK instructor to see if the transfer is feasible for the student. Ms. White said that historically the college has used a college-wide syllabus, in the case of an emergency, our students should be able to transfer between campuses. This does not frequently occur. When this has occurred, the JD instructor has contacted the instructor from the other campus to determine what the student's test scores were and what had been covered in class. Dr. Thompson-Stacy said that the Instructional Affairs Council discussed Statement 731, which mentions the student transfer policy/process. Statement 731 states that the information is located in the student handbook and personnel manuals, but the information is not located there. **Dr. Cheryl Thompson-Stacy will research the statement and bring the information back to the next SSC meeting.**

- B. TABLOID PRODUCTION. Dr. Thompson-Stacy stated that a proposed Tabloid change was discussed during the last Instructional Affairs Council meeting. The proposed change is to create a Tabloid that is discipline based, rather than campus based. The Deans of Instruction were asked to discuss the proposed changes with their department chairs. Two of the three campuses agreed with the proposed format. **Institutional Relations is considering a format change for the summer 2005 Tabloid.**
- C. ADMINISTRATIVE STATEMENT 750. Ms. Ormes said that a committee is in the process of revising this statement. This statement was last revised in 1989. The current statement discusses total enrollment and does not define the role of the advisor. The committee is in the process of rewriting the entire statement. **Ms. Ormes will bring the statement revision to the next SSC meeting.**
- D. ADMINISTRATIVE STATEMENT 242-1. Dr. Yates provided the council with a copy of the proposed revisions to Statement 242-1. He stated that the JC campus had a situation with a student who was on campus to register for courses when he got into an altercation with a campus police officer. He is proposing that a clause be added to the statement that "defines a student as any person who is admitted, enrolled or registered for study at MGCCC for any academic period. Persons who are not officially enrolled for a particular term but who have a continuing student relationship with, or an educational interest in MGCCC are considered students. A person shall also be considered a student during any period while the student is under suspension from the institution or when the person is attending or participating in any activity preparatory to the beginning or school including, but not limited to, orientation, placement testing, and resident hall check-in." The proposed changes also include a statement that "Unfamiliarity with institutional

regulations or rules is no grounds for excusing infraction.” Mr. Donahoe suggested that “confrontational behavior” be added to item ten (10) under Student Conduct Regulations. The Deans of Student Services also recommended adding items number nineteen (19) under Student Conduct Regulations, which states “viewing, photographing, audio recording, video recording, or creating a digital electronic file of another person without that person’s consent in a place where he or she would have reasonable expectation of privacy. The final recommendation was to eliminate the Board of Trustees step from the appeals process. **The council recommends Executive Council approval.**

Mr. Donahoe asked what disciplinary action could be taken on those students just coming on campus to fight someone, but do not have an educational interest. Dr. Yates recommended that an additional statement be created to protect the college from these individuals. Statement 242-1 is titled “Due Process In Student Discipline” and would not cover these types of incidents. Dr. Thompson-Stacy asked that Dr. Yates conduct research on non-student disciplinary action and discuss his findings to Mr. Donahoe and Mr. Hartfield.

- E. **MILITARY WITHDRAWAL.** Dr. Yates said that there have been a couple issues with military withdrawals for the financial aid and admissions offices. He said that admissions has a problem with the process being handled consistently, and financial aid may not be aware of the withdrawal until after it occurs. Ms. Chamberlain stated that W’s did not appear on these students transcripts. All the courses the student withdrew from were removed from the transcript. The problem is that once the students information is deleted from the transcript, the financial aid also disappears. A letter must be mailed out to the student stating that the student may owe the college money. This has happened to Ms. Taylor twice in the last three weeks. The purpose of giving the students a “W” was so the information would show on their transcript and financial aid could refund the student. Ms. Ormes added that the “W” was given so that toward the end of the semester if a military student had to withdraw, they could receive an incomplete and finish the semester once their military service or emergency was over. Ms. Ormes believes the college should initiate a policy stating that students should be contacted for financial aid counseling prior to receiving aid and before withdrawing from classes. **Dr. Thompson-Stacy will check with the computer center to find out if the ML and medical withdrawals are set up properly. (post script Dr. T-S checked with Lynn Ladner on November 19 and the military withdrawal and medical withdrawals are set up properly. Lynn asked that Searcy send her the SSN of the student whose courses were wiped off of the transcript so that she can research and see what happened in Banner.**

Ms. Ormes stated that another issue is medical withdrawals. The campuses see a multitude of Doctor’s excuses releasing students from school. Dr. Yates feels that a standardized form be created for medical withdrawal purposes. All doctors would use the standardized form for releasing students from classes. Ms. Ormes

also recommended that a brochure be created to inform students on what processes need to occur before receiving a medical withdrawal.

VI. OTHER BUSINESS.

VII. FUTURE MEETINGS.

Friday, February 18, 2005 - Jefferson Davis Campus

Friday, April 15, 2005 - Applied Technology & Development Center

VIII. ADJOURNMENT. There being no further business, the meeting was adjourned.

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