

STUDENT SERVICES COUNCIL
Friday, February 15, 2008
Minutes

A regular meeting of the Student Services Council was held on Friday, February 15, 2008 in Banquet Room 1 at the Jefferson Davis Campus. Attendance was as follows:

Official Members

Dr. Chuck Benigno (Chair)	present
Dr. Dean Belton	present
Mr. David Besancon	absent
Ms. Sheree Bond	present
Ms. Brenda Davis	present
Mr. Jeff Donahoe	present
Ms. Patti Holloway	present
Ms. Lynn Tincher-Ladner	absent
Ms. Jennifer Leimer	present
Ms. Misty Maaya	present
Mr. Larry Miller	present
Mr. Charlie Neumann	absent

Ms. Terri Ormes	absent
Dr. Janice Poole	present
Ms. Michelle Sekul	present
Dr. Bill Yates	absent

Other(s) Present

Ms. Leslie Gilliland
Mr. Bruce Layton
Ms. Gina Sessum
Dr. Joseph Cliburn
Ms. Sherry Stanford
Becky Franks, recorder

- I. CALL TO ORDER. Dr. Benigno called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under New Business: V.K. COMPASS TEST SCORES. Ms. Holloway; V.L. COUNTING DEVELOPMENTAL CLASSES AS ELECTIVES. Dr. Cliburn.
- III. MINUTES OF PREVIOUS MEETING – **November 16, 2007**. The previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. EXECUTIVE COUNCIL ACTION. Dr. Benigno stated Executive Council requested a re-evaluation of Administrative Statement 731-1 Procedure for Student Requesting a Medical Withdrawal. Executive Council also approved Administrative Statement 714-2 Institutional Scholarships.
 - B. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Leimer stated our numbers are slightly up when you look at MSVCC as a whole. Banner reports look the same as this time last year but that is not counting away classes. We have fewer students taking away classes; and fewer away students taking our classes. The login scheme has changed, now the login for online and hybrids are the same. This semester postcards were sent out for the 1st time telling

students how to login. Ms. Leimer feels the postcards helped cut down on the number of calls to the Distance Learning office.

We will be moving to D2L 8.2., which is just an upgrade so there will be no additional cost. This will give instructors some tools they have been looking for. Ms. Leimer stated 80% of our students use D2L and about 15% use BB. There are a few instructors who prefer BB and also my math labs have to use BB. This semester we had fewer problems with BB. There is a new state director of Distance Learning and we will continue to be a two platform state.

- C. TITLE III GRANT. Ms. Gilliland distributed a handout on Title III Updates. There is now a class for online teachers to take to assist them in being an online instructor. The Assessment Center proctors gave approximately 23% more test in year 2 of the grant than in year 1. The grant was for distance learning testing but we are giving other tests as well. The handout contains a table showing the daily foot traffic the centers have had over an 8 month period. The centers are only open in the evenings Tuesday through Thursday, so the distribution of day vs. evening hours differs on those days. Due to some personnel changes JC has not been open as much in the evenings.

The Student Advisement System Development team elected that the college adopt an automated system developed by Mike Knowles. The new system will attempt to match students with faculty in the student's declared major, with preference given to his or her first semester instructors. According to Mike Knowles projections, 65-69% of students could be advised by one of their first semester instructors, compared to approximately 25-26% under the present system. This change in procedure has not yet been approved by IAC but is the SASD's recommendation. The goal of the team is to place freshman with an advisor they see. The placement may not take place until the second week of the semester. Leslie plans to have the final draft for IAC and SSC meetings in April, and then have the plan put into action this fall. The advisor will be the same each semester. Sophomores will keep their current advisor as well. Ms. Sekul said one concern is overloading an instructor with too many students. The current formula does not have a cap on the number of advisees an instructor is assigned, but Ms. Gilliland will ask Mr. Knowles to add that to the formula and run another test.

In the area of professional development, the JD counselors will be presenting at the regional NACADA conference in March. JC Counselors will also be attending, as will JD instructors Karla Smith and Chris Dedual. Mr. Dedual and Roxanne Towls have both been nominated for NACADA advising awards.

The Title III office included supplemental information in the Year 2 Annual Performance Report. Some supplemental information includes data from Foster Flint's report regarding library holdings at the college. Another area that contributed was the office of recruitment and enrollment. Shelly Caro

reported increased visits to high school GED programs and improved outreach to home schooled students. Title III will continue to work with various areas of the college in this capacity. The Year 2 APR was submitted to the Department of Education December 13, 2007.

- D. MASS NOTIFICATION UPDATE. Dr. Benigno stated everyone has been able to see this system in action. If it is a global issue requiring campuses closing because of weather Dr. Lott will inform Ms. Maaya's office and Bill Snyder will put out this message. Ms. Maaya asked that if a campus sends out their own weather related message that Mr. Snyder should be advised on it because he deals with the media. Mr. Donahoe asked who sends out messages in the middle of the night. Ms Maaya said Mr. Snyder is to send these messages out as well.

A Mass Drop message was sent out letting about 1,000 students know they were about to lose their class if they didn't make a payment. This saved man hours and stress. Ms. Sessum asked that we add "If you have already made a payment please disregard this message." Dr. Benigno agreed that this statement should be added. Dr. Benigno said we did change the call back number to the 800 number so each student can choose his/her campus; instead of everyone calling the Perkinston Campus switchboard. Ms. Bond asked if we could notify Perk's students that their financial aid checks are ready to be picked up. Dr. Benigno said we could look into that. Ms. Sessum said JD and JC's checks are mailed so don't notify them. Dr. Belton asked that we be sure George County has the checks on their campus before this message goes out.

- E. ELECTRONIC TRANSCRIPT UPDATE. Dr. Benigno stated we are fully operational. Mr. Layton reported it is working well. There is a cost but it saves time and we are able to track where the transcripts are at. Ms. Maaya asked if any high schools are part of this system. Mr. Layton said non at this time but they are working on it.

V. NEW BUSINESS.

- A. MEDICAL WITHDRAWAL. Dr. Benigno distributed a handout of Administrative Statement 731-1. SSC suggested changing item E. to 100% refund and room and board be prorated because student did live in the dorms and eat. Executive Council recommends a 90% refund because we do not give 100% refunds. Ms. Holloway said we do give 100% refunds to military deployed students. Ms. Leimer asked if the student will still be responsible for technology fees; \$90 fees are non refundable. Ms. Leimer stated that if it is 100% refund the student is not responsible for the technology fees. Dr. Cliburn said the policy says 90% refund not just tuition, maybe we can take it back to Executive Council and ask them to clarify 90% of total expenses. If approved this will have to be a manual refund. Mr. Miller said he only approves 2 or 3 a semester. **SSC approved that a Granted MW allows for**

90% tuition and fees. Dr. Benigno will take this suggestion to Executive Council.

- B. INSTITUTIONAL SCHOLARSHIPS. Dr. Benigno distributed a handout of Administrative Statement 714-2. Dr. Benigno stated he wanted to give a final summary of this statement. Students can combine funds now. They can't receive cash back. Commuters will be able to combine and pay all fees and will receive a meal card for the difference. Honors is now a standalone \$745, instead of \$100. There are some kinks that we need to work out on coding. The Valedictorian and Salutatorian have been added to receive a scholarship. Ms. Sekul asked how we verify the student is a Valedictorian or Salutatorian? Dr. Benigno said this will have to be verified. Ms. Stanford said some high schools just have the top five instead of Valedictorian and Salutatorian. Dr. Benigno said we would have to work with these school counselors to see who would be the top two students. Performance has a set GPA requirement as well as a six-class limit per semester. Employee scholarships have also set a GPA requirement. Pageant winners also qualify for scholarships. Online classes now count toward full time hours; except for Perk, which requires traditional classes to live in the dorms.
- C. FACULTY REPRESENTATION. Dr. Benigno distributed a handout from the new planning process manual regarding SSC. Ms. Tincher-Ladner presented to Dr. Lott a new SSC setup. Chief of Police is listed twice but one will be removed. The SSC will now have faculty representation. In the spring Dr. Benigno will ask the Deans of Student Services to help coordinate an election of faculty for next year. The faculty up for election can't be on the IAC or Finance Council. We will also have student representation next year; Student Council President from 1 campus. We will go by rotation two next year because we are in rotation one with several of our current council members. Dr. Benigno asked the council to review the responsibilities he listed and to give any suggestions. There are no mandatory meetings for Financial Aid, Admissions, etc.; they will only meet on as needed bases. Mr. Donahoe recommended adding Student Activities after Counseling. **SSC approved the new Student Services Council setup and responsibilities.**
- D. FERPA FORM. Ms. Sekul distributed a handout on the new form titled "Request to Withhold Directory Information." She stated the old form titled FERPA form did not clearly express the purpose of the form, thus changed the title. Ms. Sekul removed the campuses check boxes but Mr. Layton asked if she would put them back on there. She added Student ID/Social Security Number so we won't have to change anything when we go to ID numbers. It was discussed that a report can be pulled from Banner letting you know the student has completed this form but it does not let you know which option they marked. Ms. Sekul said she would like to see this form more available to our students. Ms. Holloway stated GED students are automatically marked as confidential. Ms. Maaya said if any pictures are used in our marketing pieces

we have signed consent forms. It was mentioned that we should do all or nothing instead of giving the student options because this leaves room for an error. **SSC approved the new form to be all or nothing and to add the campus check boxes back to the top.**

- E. ADMINISTRATIVE STATEMENT 725 STUDENT RECORDS. Ms. Sekul distributed copies of the Administrative Statement 725, requesting that the date be removed from the FERPA Act to show that we refer to subsequent FERPA policy updates. Ms. Sekul also recommended removing the Independent Student form from this statement since it is no longer used. Ms. Holloway said we need to remove this form from the forms drive as well. **SSC approved making these changes to Administrative Statement 725 and removing the Independent Student form from the forms drive.**
- F. ADMINISTRATIVE STATEMENT 701 STUDENT PERSONNEL RECORDS. Ms. Sekul distributed copies of the Administrative Statement 701 with the proposed changes. Ms. Sekul recommends changing the statement to hold Administrative Deans, rather than a designee, responsible for student records at the centers. Remove the year for the AACRAO and FERPA guidelines. The details of what we actually do with student files was added and form names were changed to reflect current names. Added section B to include information on non-entering student records. **SSC approved the proposed changes to Administrative Statement 701.**
- G. ADMINISTRATIVE STATEMENT 219 RETENTION AND DISPOSAL OF PERMANENT RECORDS. Ms. Sekul distributed copies of the Administrative Statement 219 with some proposed changes. She gave an overview of the information received through researching the Attorney General's opinion referenced in the statement and talking to the Department of Archives and History, also referenced in our statement, with regards to document imaging and destroying records. She is waiting for a reply from the Department of Archives and History to determine if the current policy is outdated or in line with current practices in the State. She asked the committee to review the information presented and ask any questions. **SSC approved tabling this item till the April meeting where Ms. Sekul will present more information.**
- H. CAMPUS RULES & REGULATIONS / STUDENT DISCIPLINE. Ms. Sekul distributed a proposal for revisions to Perkinston Campus rules and regulations. Ms. Sekul stated that the rules current disciplinary process was geared towards residence hall students. The revisions include language applicable to commuter students and residence hall students. Ms. Sekul recommends changing the demerit system to a fine system for minor violations. Ms. Sekul also recommended changing visitation to a minor violation from a major violation. Another change presented was to allow open visitation between male and female residents during specified time and to require any person (male or female) who is not a resident of the hall to sign

in and present identification. Because open visitation would allow more freedom, Mr. Donahoe recommended leaving it as a major violation. Mr. Donahoe also recommended raising the proposed fines to be in line with our parking fines (proposed \$20 and \$30, increase to \$25 and \$50). Ms. Sekul is recommending open visitation and a required check-in for all persons to control and monitor access to the residence halls. Currently, there is a problem with theft and vandalism, and there is no control over who enters or exits the buildings. This would provide a record of who entered the building and what time. Ms. Sessum recommended all visitors check in and Ms. Sekul confirmed that everyone who does not live in the dorm they are entering must check in and show identification. Dr. Belton recommended only allowing current students in the dorm and let the community meet students in the lobby. Ms. Sekul pointed out that our students ids are the same each year and it would be impossible for the residence hall monitors to verify whether the person was a current student. Dr. Poole asked what the common practice is at other colleges. Ms. Sekul stated that she presented the proposal to Dr. Graham before the meeting and she was in agreement with the recommendations.

Ms. Sekul also proposed allowing three (3) days notification of judicial hearing for residence halls students rather than seven (7) days notice; however, commuter students would still receive seven (7) days notification. Mr. Donahoe said that this had been proposed before, but was not passed and suggested she check with Dean Holliman.

Ms. Sekul presented a 3-tier system for major violations, breaking up the major violations by seriousness so that they can be processed more efficiently and effectively. Sanctions are being prepared that would address each level and will include counseling sessions and mandatory forums as well as traditional sanctions. Level I and II violations would go through Rebecca Layton and Level III violations would go through Dean Sekul. **SSC approved the rules and regulations with raising fine 1 to \$25 and fine 2 to \$50; and Ms. Sekul to get with Dean Holliman on notification of judicial hearing.**

- I. ACCEPTANCE OF TRANSFER CREDIT. Ms. Holloway distributed a handout with the proposed Administrative Statement 302-X. Ms. Holloway stated that her SACS team discovered there is no Administrative Policy for acceptance of transfer credit. Currently we accept everything. Ms. Holloway said we recommend agencies for foreign students to use, and she recommends changing that to the national group and leave it up to the student to choose which agency they want to use. All of our current agencies are members. Our college catalog states foreign students must have course by course evaluation but it doesn't state we accept all of these courses. Dr. Cliburn recommended we consider wording as national accrediting agency. Ms. Bond stated that all transfer credit must be reflected on the transcript for financial aid purposes. It

was recommended to list NACES National Association of Credential Evaluation Services on our website. Ms. Holloway said the Student Services Council's responsibility is to review and address any problems. Ms. Holloway will make note of our recommendations and take it to IAC for approval and then it will advance on to Executive Council. **Ms. Holloway will advance to IAC with noted recommendation.**

- J. ADN SELECTIVE ADMISSIONS. Ms. Cason distributed a handout for a Selective Admissions Proposal. The proposal is to switch to a more selective admissions process. This proposal was designed with input from the Deans of Instruction, Admissions, and others involved in the selection process. As we begin to implement this computer program everything will also be done manually to be sure things are being entered correctly. The proposal will be a minimum criteria change. This proposal will do away with a waiting list and deferrals. Students will be encouraged to re apply the next semester if they are not chosen. This gives students a chance to submit more credentials, which could help them get in. Ms. Cason stated all rules will remain the same. Banner will now calculate students GPA's on the core. Deadline dates came from directors of admissions and counselors. Nursing is getting more difficult and that is why this change is recommended. In Mississippi we are the only college using our current selection process. We will not tell students where they ranked in the selection process; we can tell them what the lowest test score was and what their test score was. Mr. Layton asked for guideline to go by to tell students what to do to get in next time. **SSC approved this proposal and this item will advance on to Executive Council.**
- K. COMPASS TEST. Ms. Holloway distributed a handout on Compass Test Course Placement. We tested 150 students to determine appropriate scores for placement. Now Compass Test and ACT Test placements are the same. Now if coming to MGCCC with no ACT score and the student makes a 51 or higher they can take College Algebra. Ms. Sekul asked that a 4th tier be added on Compass Test Stating 51 or higher and a 4th tier on ACT for 22 or higher. Currently we have 3 compass systems and each campus will have to modify course rankings. Additionally, Ms. Holloway requested that each campus update the COMPASS with its revisions available by downloading from the ACT website. The developmental studies department chairs request that an annual review of COMPASS and ACT scores be completed in early spring each year. This review will require that each campus submit COMPASS score information to ACT in the fall after registration and provide final grade reports to ACT in early January. **SSC approved the charts with the recommended changes and Ms. Holloway will advance this item to IAC and Dr. Cliburn will then advance it to Executive Council.**
- L. COUNTING DEVELOPMENTAL CLASSES. Dr. Cliburn stated developmental classes can't be counted as electives for graduation. The College Catalog allows current students a grandfathering clause. IAC

reconsidered two courses; LLS1413 old EDU 1413 defined as a college course and can be counted pending Executive Council's approval. IAC does not recommend MAT 1233 Intermediate Algebra for a college course so it will remain a developmental course. IAC will advance EC.

VI. OTHER BUSINESS.

VII. FUTURE MEETINGS.

Friday, April 11, 2008 – 9:00 a.m., AMTC

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

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