

STUDENT SERVICES COUNCIL
Friday, September 19, 2008
Minutes

A regular meeting of the Student Services Council was held on Friday, September 19, 2008 in the Lecture Hall at the Jackson County Campus. Attendance was as follows:

Official Members

Dr. Joan Haynes (Chair)	present	Ms. Terri Ormes	present
Dr. Dean Belton	present	Ms. Carin Platt	present
Mr. David Besancon	present	Dr. Janice Poole	present
Ms. Cheryl Bond	present	Ms. Michelle Sekul	present
Dr. Joanna Burnside	present	Mr. John Shows	present
Ms. Stacy Carmichael	present	Dr. Trevor Smith	present
Ms. Elaine Davis	present	Ms. Searcy Taylor	present
Mr. Keith Davis	present	Ms. Whitney Wilkinson	absent
Mr. Jeff Donahoe	present	Mr. Jonathan Woodward	absent
Ms. Patti Holloway	present	Dr. Bill Yates	present
Ms. Sherry James	present		
Ms. Lynn Tincher-Ladner	present	<u>Other(s) Present</u>	
Dr. Pamela Ladner	present	Ms. Buffy Matthews	
Mr. Wade Ladner	present	Ms. Leslie Gilliland	
Ms. Jennifer Leimer	absent	Becky Franks, recorder	

- I. **CALL TO ORDER.** Dr. Haynes called the meeting to order at 9:00 a.m. She thanked everyone for attending and asked everyone to introduce their self. This council will be headed up by the new Associate Vice President of Student Services once the position is filled.
- II. **APPROVAL OF AGENDA.** The following items were added to the agenda under New Business: I. Threat Assessment Dr. Yates; J. COMPASS Scores to ACT Ms. Holloway; and K. Football Work Duty Dr. Burnside. Under Other Business Ms. Ormes said she had some questions from her counter parts she needed to answer. Ms. Holloway approved and Ms. Tincher-Ladner seconded the approval of the agenda.
- III. **MINUTES OF PREVIOUS MEETING – April 11, 2008.** The previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. **UNFINISHED BUSINESS.**
 - A. **EXECUTIVE COUNCIL ACTION.** Dr. Haynes gave updates of Executive Council activities since the last SSC meeting.

- B. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Matthews distributed a handout and stated Mississippi Gulf Coast Community College online sections offered are up 20%. MGCCC students taking online courses are up 16%. MSVCC online sections offered are up 25%. The State has purchased Respondus and a Lockdown browser to assist with importing tests and locking tests.
- C. TITLE III GRANT. Ms. Gilliland distributed a handout giving an update on the Title III Grant. The Title III Assessment Centers gave 5,916 test in year 1, 7,288 in year 2, and 8,394 in year 3. This is an increase of 41.89%

The Automated Student Advisement System went into use in the Fall 2008. Grant year 3 will end on September 30, 2008. The Annual Report for Grant Year 3 will be submitted on or before December 31, 2008.

- D. SACS UPDATE. Ms. Tincher-Ladner distributed a handout on our compliance status.

Reading Comprehension with a special focus on the ADN Program was the topic selected for the Quality Enhancement Plan. The Leadership Team approved the Quality Action Committee. This committee will be responsible for the research and action needed to compile the Quality Enhancement Plan Proposal. The outcome of the work of the Quality Action Committee will be to submit the written proposal of the QEP to the SACS-COC Leadership Team. Only when we receive SACS approval can we put our plan into action.

- E. ENROLLMENT REPORT. Ms. Tincher-Ladner stated we are up 3.4%. Enrollment is still down 13% from pre Katrina numbers. The State bases our pay on FTE numbers. In 2004 the college had it largest enrollment ever and that is why those numbers appear on all of our reports.
- F. ADMINISTRATIVE STATEMENT 224 RETENTION AND DISPOSAL OF PERMANENT RECORDS. Ms. Sekul asked to form a subcommittee with representatives from each department currently using the imaging system. She would like to meet, write a statement, and bring it back to the committee for approval and go from there. The subcommittee will be as follows: Ms. Sekul will chair and members are Ms. Ormes for JC, Ms. Holloway for the Centers, Ms. Vonda Ford for the President's Office, Mr. Scott Wilson for the Business Office, Ms. Taylor for Financial Aid, Ms. Trudy Showles and Glenn Moore for Human Resources.

V. NEW BUSINESS.

- A. PROCEDURES FOR STUDENTS REQUESTING A MEDICAL WITHDRAWAL. Dr. Haynes stated Executive Council sent this policy and procedure statement back to review the request of a 90% refund of tuition and fees. They were concerned with refunding the fees so they revised the

statement to say 90% tuition. Dr. Haynes said this is handled on a case by case basis. Ms. Ormes said it was written for a student who had an unforeseen medical issue and the doctor says they can't return to class because it will be damaging to their health. **Student Services Council approved the 90% refund of tuition. This will be sent to Finance Council so it can be forwarded to the Computer Center.**

- B. ACADEMIC CALANDER 2009-2010. Dr. Haynes distributed the Mississippi Public Community and Junior Colleges Tentative Calendar 2009-2010 and the MSVCC Calendar 2007-2010. Dr. Haynes will bring MGCCC's calendar to SSC once the Chief Academic Officer's statewide calendar is set.
- C. DEVELOPMENTAL COURSES AND GPA. Dr. Haynes stated starting this semester developmental courses will no longer count toward the 64 hours needed to graduate. LLS courses will continue to count. As a result, there are questions as to how to handle transcripts for graduation and calculating hours and GPA for students.

Ms. Taylor reported research shows we have to count the hours as attempted and show a pass or fail grade for the classes to be paid for by financial aid. Ms. Holloway suggested continue to give a letter grade but put an asterisk behind the grade to exclude it from the students GPA. Mr. Besancon said he could run a report to reflect hours and GPA for Graduation without counting the Developmental Classes. Ms. Tincher-Ladner will write the specs for this report. Ms. Sekul said if we have a system in place such as CAPP, we will not need this report to evaluate transcripts for graduation. Once we make the implementation it affects the students from there forward. Current students are grandfathered in if they are using a college catalog from the prior 6 years. **SSC recommends removing Developmental Courses from GPA for graduation and honors calculations. A report will be developed by the computer center for graduation to assist counselors. This issue will be brought back to the next IAC Meeting.**

- D. TRANSFER CREDIT EVALUATION PROCEDURES MANUAL. Ms. Holloway distributed a handout of the current Transfer Credit Evaluation Procedures Manual. She said it is time to revise this so she needs everyone's input. In 2003 we started entering transfer credit into Banner.

Ms. Taylor asked about non accredited institutions. Ms. Holloway said we only enter credit from regionally accredited institutions. Ms. Sekul said we were told that Financial Aid needed to see attempted hours from non accredited as well as accredited institutions to determine financial aid eligibility. Dr. Yates said each student can only receive so much financial aid so he feels all attempted hours should be posted. Ms. Tincher-Ladner said you could enter the number hours attempted and for the grade enter a CR* which will exclude the credit from the GPA.

Once this manual is updated it will be placed on the Student Services website Dr. Haynes is in the process of setting up. Ms. Holloway also

noted there is a policy and procedure statement “Guidelines for Accepting College Credit from Transfer Institutions and Non Traditional Methods” approved by Executive Council.

- E. STUDENT SERVICE CREDENTIALING. Ms. Tincher-Ladner distributed a handout covering the four areas of credentialing for SACS. We have to present SACS with a roster of who we deem responsible for Student Services.
 - F. LITTER CAMPAIGN. **Dr. Haynes proposed we come up with different ideas for introducing this campaign to the campuses and put them into motion.**
 - G. CHANGES TO TRANSCRIPT DESIGN. Ms. Holloway stated we have added the Birthday to the transcript and it appears below the logo so you can't see it. **SSC approved having Institutional Development redesign the transcript with the logo in a different place.**
 - H. DEGREE EVALUATION SYSTEM. Ms. Sekul stated CAPP is not working and she would like to see us move past CAPP and write our own in-house program or do the work required to make CAPP work properly. Dr. Haynes said she will revisit those involved and review CAPP status.
 - I. THREAT ASSESSMENT. Dr. Yates distributed a copy of The Pavela Report about Violence Prediction. After the SSC meeting there will be an online seminar on threat assessment. Jackson County has initiated a program to try and catch students early on so they can intervene before they become a threat. With the help of the computer center they have a database instructors can go into and enter concerns about any odd behavior they see. They also have a hotline for students to call in and report about other students, they receive a voice mail and it is kept anonymous. **SSC agreed this is a great idea and would like to see it used college wide.**
 - J. COMPASS SCORES TO ACT. Ms. Holloway said they have updated the scores for Math. She asked the Deans of Student Services and Dean of George County to upload their COMPASS scores for each individual from the Summer and Fall; June-August.
 - K. FOOTBALL WORK SCHEDULE. Dr. Burnside had a request from the Perkinson Campus Faculty that work duties for the football games be distributed across the college not just the Perkinson Campus. **Dr. Burnside said she would take it to the Athletic Council.**
- VI. OTHER BUSINESS.

Ms. Ormes had three questions from her counter parts. The first was if the Computer Center could add a statement, on the web-services site where students request electronic transcripts and enter admissions applications, letting students know their request will be processed within three working days. Ms. Sekul said students receive an email confirmation and suggested adding the information to the email. **SSC agreed this information should be added by Institutional Development to the website.**

On the open/closed course listing we need to list if a course is a 9 week class, full term, and if it meets on Saturdays. **SSC agreed to have Institutional Development include data on the open/closed course listing to reflect 9 week, full term and Saturday meetings.**

Also on the open/closed course listing students can see the number of seats assigned to each course. She asked if this information needed to be there because that generates phone calls to the Admissions Offices on why one class only has 20 seats assigned to Biology and 35 seats assigned to History. Mr. Smith stated Faculty and Department Chairs use these numbers. Ms. Holloway said Instruction also uses these numbers. **SSC decided to leave this report as it is.**

VII. FUTURE MEETINGS.

Friday, November 14, 2008 – 9:00a.m., Central Office

Friday, February 13, 2009 – 9:00a.m., Jefferson Davis Campus

Friday, April 17, 2009 – 9:00a.m., Central Office

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

* * *