

STUDENT SERVICES COUNCIL
Friday, November 14, 2008
Minutes

A regular meeting of the Student Services Council was held on Friday, November 14, 2008 in the Darby Hall Board Room at Central Office. Attendance was as follows:

Official Members

Dr. Joan Haynes (Chair)	present	Ms. Jennifer Leimer	present
Dr. Dean Belton	absent	Ms. Terri Ormes	present
Mr. David Besancon	present	Ms. Carin Platt	present
Ms. Cheryl Bond	present	Dr. Janice Poole	present
Dr. Joanna Burnside	present	Ms. Michelle Sekul	present
Ms. Stacy Carmichael	present	Mr. John Shows	present
Ms. Elaine Davis	present	Dr. Trevor Smith	present
Mr. Jeff Donahoe	present	Ms. Searcy Taylor	present
Ms. Patti Holloway	present	Ms. Whitney Wilkinson	absent
Ms. Sherry James	present	Mr. Jonathan Woodward	present
Ms. Lynn Tincher-Ladner	absent	Dr. Bill Yates	absent
Dr. Pamela Ladner	absent		
Mr. Wade Ladner	present		

Other(s) Present

Leslie Gilliland
Becky Franks, recorder

- I. CALL TO ORDER. Dr. Haynes called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under Unfinished Business: F. MEDICAL WITHDRAWALS Mr. Besancon; New Business: I. BANNER TRAINING Mr. Besancon. The agenda was approved.
- III. MINUTES OF PREVIOUS MEETING – **September 19, 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. Leimer gave updates on MSVCC. MSVCC has purchased a state wide license for Respondus and Wimba. Our Distance Learning office will begin training on both in the Spring. Turn It In (for plagiarism) has gotten good feedback so far.

A big change for MGCCC is the course section numbers have changed for the Spring. We already have 817 students enrolled for Spring and an overall enrollment of 1488. Spring classes start January 19th.

- C. ADMINISTRATIVE STATEMENT 219 RETENTION AND DISPOSAL OF PERMANENT RECORDS. Ms. Sekul distributed a handout of a draft statement the subcommittee is proposing and reported on the recommendations of the committee. Ms. Sekul noted that the Administrative Statement number was changed to 224. The committee proposed that each department write specific policies for their area. The committee suggested each departments policy be numbered 224.1, 224.2, etc. **Ms. Sekul asked SSC to review the draft for discussion at the February meeting.**
- D. ACADEMIC CALENDAR 2009-2010. Dr. Haynes distributed a handout of the proposed 2009-2010 calendar. The Summer 2010 calendar is a draft with some dates missing because the Distance Learning calendar for Summer 2010 has not been set yet. **SSC approved the calendar and it will go to EC.**
- E. LITTER CAMPAIGN. Will be addressed Spring Semester.
- F. MEDICAL WITHDRAWALS. Mr. Besancon distributed a handout. He stated we adopted a medical withdrawal policy to refund 90% of tuition only. This is to be in effect for the Spring 2009. Currently the banner code for Medical Withdrawal is MD and everyone will use this code thru this semester. In the Spring 2009 the code will be MW. Ms. Holloway asked if she should start using this new code for the Winter term at Keesler and Mr. Besancon said yes.
- V. NEW BUSINESS.
- A. COMPUTER COMPETENCY. Dr. Haynes distributed a handout listing the courses we will allow students to take to count for Computer Competency. If a faculty member wants their class added to this list they have to show where they cover the six skills identified in the application of technology college level competency. After much discussion on the Career Tech Programs meeting Computer Competency Dr. Haynes asked that the Assistant Deans and Center Deans (lead by Cheryl Bond) meet and decide which classes in each program meet these skills and report in February. Ms. Sekul stated we have gotten away from putting the computer competency exam grade on the transcript but we need to start doing this again. **SSC approved the Computer Competency Electives list.**
- B. EXTENDING SCHOLASTIC FORGIVENESS TO TRANSFER STUDENTS. Ms. Ormes distributed a handout copied from the catalog and a proposal of allowing new transfer students to file for scholastic forgiveness in the same way we allow our returning students to do. She recommended changing the catalog statement to say transfer or returning. When a student

transfers on the grades will follow them. The only thing this will do is remove the bad grades when figuring GPA for graduation. **Each campus is doing things a little different so Dr. Haynes asked Ms. Ormes to do some research as to how things are currently being done and bring back to the next council meeting.**

- C. DISCUSS THE UNEXPECTED AND UNINTENDED RESULTS OF THE SCHOLARSHIP FOR DUAL ENROLLMENT STUDENTS. Ms. Ormes stated we have had a large increase in number of dual enrollment students. She has a couple of high schools that are saying their students meet the mandatory requirements and they don't, these students are not doing well in our courses. Dr. Smith recommended changing one scholarship standard from GPA to ACT score. Dr. Haynes suggested having Ms. Tincher-Ladner run a report to see how our dual enrollment students are doing. **Ms. Ormes will do some more research and bring it back to the next meeting.**
- D. ACCREDITATION STANDARDS FOR HIGH SCHOOL DIPLOMAS. Ms. Ormes stated our catalog does not say your high school has to be accredited. This is not in the catalog because of our home school students. We are receiving high school transcripts saying student graduated; however they can't pass the COMPASS test. Ms. Ormes said most colleges have a statement saying they have to be regionally accredited or accredited by the state they come from. **A subcommittee was formed to look into this further and report back to the next meeting. Subcommittee is Ms. Ormes, Ms. Nichole Armstrong, Mr. Bruce Layton, Ms. Tincher-Ladner, Ms. Sekul, Dr. Yates, Mr. Donahoe, and Ms. Bond.**
- E. RESEARCH THE GRADES AND PERSISTENCE RATES OF MOD DIPLOMA STUDENTS. Ms. Ormes distributed a handout showing a grade distribution comparison of Occupational Diploma Students vs. Non Occupational Diploma. She stated we decided to accept MOD's for every program. She has done some research into what other colleges are doing and most are not letting these students into Academic Programs. Dr. Poole stated most teachers are not prepared to teach these students. Ms. Ormes said she is proposing to only accept MOD's for Career Programs if they can pass the ability to benefit test. **Dr. Haynes said OCR is coming next year and we need to be sure we meet their standards; she asked Ms. Ormes to contact Shawn at OCR and bring information back to the next meeting.**
- F. REFUND OF FEES TO FAMILIES OF STUDENTS THAT DIE DURING THE SEMESTER. Mr. Woodward covered this item because Dr. Yates couldn't attend the meeting. He stated six policies cover refunds but nothing addresses the death of a student. Ms. Sekul stated Perk refunds the money to the family. Ms. Ormes stated JC uses the code MD in this case. Dr. Poole stated in Finance Council Dr. Stewart said money coming from a student or their family go back to the family and no other correspondence goes out to the students attention. Mr. Woodward said we need a policy so everyone does it

the same. **Subcommittee formed to write a policy and bring it back to the next meeting. The committee is Dr. Yates (Chair), Ms. Sekul, Mr. Donahoe, Ms. Carmichael, Ms. Ormes and Ms. Taylor.**

- G. HONORS. Dr. Haynes distributed a handout on Honors College. The handout has a list of courses that can be taken for honors. This will give faculty guidelines to follow. Honors Program is changing to Honors College. **SSC approved programmatic changes.**
- H. EARLY ALERT. Ms. Sekul distributed a newspaper article on the success of the Path Finder program at Mississippi State which targets students who frequently miss class as a way to boost success and retention. She reported that during a meeting with PRC Student Services they noticed a correlation between some students who missed class and had other problems like emotional issues, etc., which could be safety concern for the college. Ms. Sekul is asking for a report to show when students miss one Tuesday/Thursday class and two Monday/Wednesday/Friday classes. Dr. Haynes suggested coming up with a report that each campus could use. Mr. Besancon said he could do the report if someone will set the criteria. Mr. Besancon said the computer center could run the report with the criteria of flagging students who miss one Tuesday/Thursday class; two Monday/Wednesday/Friday classes or one night class. **Ms. Sekul will prepare the criteria for the report for Mr. Besancon for Perk to use as part of their retention strategy.**
- I. BANNER TRAINING: Mr. Besancon stated there will be a banner training workshop Tuesday, November 18th at the West Harrison Center. It is training on the new search program we are implementing. This will search certain criteria in banner and pull up any possible matches. This is being implemented to cut down on duplicate entries.
- VI. OTHER BUSINESS.
- VII. FUTURE MEETINGS.
- 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.

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