

Student Affairs Committee Meeting

02/06/2018

Christy, Beth, Paul, Remy, Paul F., Sandy, Gail, Nichole, April

Absent: Lisa

- I. Meeting Called to Order-1:55
- II. Action Meetings
 - a. Tabled-Christy will send in email
 - b. Grievance Procedures
 - i. Civil Rights Audit in Fall 2016.
 1. Most issues were minor, nothing major and that we had to really change for building accesses.
 2. Issues are being addressed to bring buildings up to code.
 3. Trying to get report sent back by March.
 4. Florida Parishes and Lacombe had issues.
 5. ADA Compliant, Non-Discrimination statement must be added to anything we send out.
 6. Procedures for Grievances must be completely outlined. Christy is working on Student Services, Joanna is working on HR. We will vote on via email.
 - c. Charging for Diplomas
 - i. Process being reevaluated for printing diplomas for duplicate diplomas.
 - ii. Currently no cost, recommendation has been made to have a fee.
 - iii. Should there be a cost? Yes
 - iv. What should be the cost? Between 5 and 10 dollars depending on research on pricing at similar institutions. Beth Motioned to set the fee between 5 and 10 dollars depending on further research, Nichole seconds but she says 10. Passed.
 - v. Where is the money coming from? Where would it go back to?
 - vi. Item will move to College Leadership.
- III. General Discussion Items
 - a. Student Account Adjustments and the Impact (Christy and Lisa)
 - i. Anytime we make an adjustment to a student's account, it has a direct tie to their fee bill. Not easy for Finance to go in and remove fees (justify during an audit).
 - ii. We have to be aware that whatever we do in SFAREGS and TSAMASS screen affects a student's fee bill. Walk the student through the process to do the drop/add.
 - iii. Full scope audit every year due to SACS application. Please make sure your team is only doing what they absolutely need to do and the conversations are happening about why students are being added back
 - b. Student Handbook and Code of Conduct Suggestions
 - i. Take a look at our code of conduct and make any suggestions. Any policies that are not covered.

- ii. SGA Officers feedback on code of conduct.
 - c. Timelines for Appeals and Procedures
 - i. Three policies.
 - 1. Academic Appeals Policy
 - a. What should we do about students that appealing from a term that is beyond the appeal deadline if there was documented extenuating circumstances why they could not appeal by that deadline?
 - i. Do not even allow the appeal to leave the Campus unless there is documentation
 - ii. Christy will bring recommendations to Academic Affairs
 - 2. Academic Renewal
 - a. Academic Renewal Policy allows renewal for Northshore as well.
 - b. One semester must pass before student can apply for renewal.
 - c. Renewal is only valid while at NTCC.
 - d. Suggestions
 - i. 12 credit hours of good academic progress to get renewal.
 - ii. Limit the student to 6 hours, then add as they continue to do well.
 - iii. Extend time frame to at least 5 years away from NTCC.
 - iv. 2 years on academic probation with limited hours, 5 years without probation and full hours.
 - 3. Refund Policy
 - a. Process where student is appealing tuition charges.
 - b. Student must be able to prove that they had a documented reason for submitting the appeal.
 - c. Every student is viewed as a cash pay student regardless of how the tuition was paid.
 - i. Suggestions
 - 1. Extend timeline for Documented extenuating circumstances.
 - d. Academic Amnesty Policy
 - Addressed in earlier meeting.
 - e. Pay for Print (Recommendations and Concerns)
 - i. Recommendation: Charging a student fee to subsidize prints after using initial allotment.
 - ii. Concern: Some programs don't require as many prints as others.
 - iii. Concern: SGA Printers will not be utilized the same as they are now.
 - iv. Recommendation: Bump up the number of prints.
 - v. Concern: Who's funding, where is money going?
 - f. Other
- IV. Adjourn-Motion Nichole, Gail and Remy 3:28pm.