

Student Affairs Committee Meeting
8-14-20

Present: Christy Montgomery, Allie Johnson, Amanda Jacob, April Lavergne, Beth Froeba, Danaty Moses, Darriona Lee, Gabriel Berger, Gail Haydel, Lisa Killens, Nichole Labat, Remy Williams, Sandy Yaeger.

- I. Meeting called to order at 10:00 AM
- II. Review of October 29, 2019 Minutes: Allie motion, Sandy second. Motion approved
- III. New Additional members: Executive President SGA, Faculty Senate President, Campus dean to represent Campus Administration, Institutional Effectiveness and Finance.
- IV. Old Business:
 - a. Record retention schedule update: Darriona is testing with Myna for scanning and attaching to student accounts. Has been working well. Transitioning to scanning primary admission documents in Banner. Christy is working with LCTCS to get an update on the record retention schedule.
 - b. Maxient: Delayed due COVID -19 challenges. On track to implement Maxient. Maxient will be launched this fall, 2020. Maxient will allow us to track student conduct issues, early alert needs as well as other incidents that occur. Can import student schedule and see when they are available. The VC of SA can see any transaction on any student. All in one place. Will be able to manage cases in a confidential manner.
 - c. Student Success Model: Student success coach expansion is being pushed back to next fall for college wide implementation. Before we do a college wide implementation, the committee will review the data to make recommendations for the college model. There will be no tracking for Fall 2020, Lacombe and CTS will begin tracking again in the Spring. Success skills will still be offered online.
- V. New Business
 - a. CCCSE: Student satisfaction survey. It looks at a general overview of student experience. A campus climate overview. Utilizing an electronic option to move paper out of the way. Will need to be creative to get students to complete it. Look at how to increase participation on it.
 - b. Student Affairs Survey: Each semester we receive results on the student perception of Financial Aid and Student Services survey. We will receive copy of the survey. Please provide suggestions on what we need to update on survey prior to the next meeting. Christy will provide a date. *Possible subgroup*
 - c. SACS Assessments: The Student Affairs Committee will have two assessment plans for the 2020-2022 Assessment Cycle (See attached document).
 - i. Student Support Services Enhancement Plan: We will take this year to create plan and implement next year. *Possible subgroup*
 - ii. Evidence of a developed and executed professional development plan: This year we will develop the plan, the second year implement. The plan will discuss onboarding new hires and faculty development. *Possible subgroup*
 - iii. Look at this agenda and let Christy know which subgroups you want to serve on.

- d. Financial Aid enrollment Freeze policy: Nichole Labat presented that in the past we have a census date (14th day) that we report to Board of Regents. We have been lenient with a freeze date for Financial Aid. Although we freeze, we have students adding them back. The policy will freeze financial aid and after that date, students will not get to add classes back and get aid. Discussion of utilizing language such as “college census date” and not an exact date. Discussion of date and an appeal type process if the student is late. Nichole will work with her team and create it and submit to this committee. After review by this committee, it will go to college leadership.
- e. Communication Plan: We have so much communication going out to students that we need more time and more people involved to see review every item and ask if we need to adjust and if we are sending too much. Adding SignalVine. We have to have someone monitor when someone texts back. Who can we assign to this task. We need to make sure we use the same terminology. They will also create a communication calendar.
Possible subgroup
- f. Orientation / Campus Info Sessions: Focus group or survey for staff on feedback of what we can improve for the sessions. We didn’t have a lot of students so we need to look at it. Review about 100 students across the college as well as staff. Use this committee as a focus group for it. Everyone, please try to review the Orientation modules to provide feedback at the next meeting. Survey students and then ask if they are willing to do focus group.
- g. Student Retention Plan: Discussion of our retention efforts. What is our plan? Set 2-3 things we will target for our retention. Come up with three items we will focus on to help retention for campus community for this fall. Send Christy what the top three things they believe we should focus on for retention.

VI. General Discussion Items

- a. Email List/ Database: Lisa Killens needs more information so she can refer better. Please give her guidance on who does what. She would add why we would send students to her. To lower the number of times students were bounced around. Allie offered to create a guide. Make available on web or send to all faculty and staff.
- b. Title IX updates: New legislation about Title IX explained by Dr. Montgomery. In the past, we could have an interim suspension for the student accused. Now we cannot. The system office is updating policy today and NTCC will be updated next week. Christy Montgomery can no longer be the Title IX coordinator based on the new expectations. The new policy requires a Title IX coordinator (Beth Froeba will move into that role), a hearing officer (Remy Williams will move into that role). We will identify investigators and representation from faculty and staff college wide. The hearing officer makes the determination. If they want to appeal, it goes to Christi Brown or Christy Montgomery. The mandatory reporter requirements will change. Policy will be need to go to us by next meeting.
- c. Fall 2020 purge schedule for this fall. Most sister institutions are not purging this semester but we are opting to do so. We are going to purge because those students

that have no means to pay for classes will have a balance and perhaps sent to collection if we allow them in. We will have just one more purge in September. We will drop for no show on 9/15. On either 9/16 or 9/17, we will purge for nonpayment. It allows Student Services to focus on enrollment in the system between now and the 24th. Beginning on the 25th, we will focus on working with students to get the students correct for aid. The hope is that purge will be minimal. It puts us in a position where we can secure all the students with the exception of bad SAP. If they are not eligible to receive aid and still enrolled and they cannot afford to pay, they need to stay in classes and be purged. Discussion on how to assist students from owing money because they dropped rather than waiting to be purged. We recommend turning off the add/drop capability from 8/25-9/21 so students would have to come to Student Services or email to request a withdrawal. Correspondence will go on the 25th to faculty, staff and students letting them know. Discussion ensued about applying holds to a large number of students. LCTCS requests that we do not put mass holds.

- d. Diversity and Inclusion Update: If you are not involved or want to be involved, communicate with Owen Smith or Paul Donaldson. It is important to have a college wide approach. You can attend a meeting or send ideas. There will be a survey about campus climate that will be sent in early or mid-September. Look for data to begin the process. Needs good feedback and the survey is anonymous. Will help us know where we should focus. Going to faculty, staff and students. Want to create a demographic dashboard of our community, faculty, staff and students, as well as the community to see gaps and address how we recruit students and staff. If you have time, please contribute. Christy Montgomery has accepted a role restructure to serve as VC of Student Affairs and Diversity and Inclusion. This committee will become a standing committee to recommend change. Her role will be to implement the changes recommended and working with HR to make sure they are mindful of diversity and inclusion. Policy changes will be driven from this committee. The items they are discussing are cultural and mindset changes for the college.
- e. 2020-2021 Meeting schedule: We will begin to meet once a month. Christy will put a meeting on our calendars.

VII. Adjourned at 12:11: Sandy Yaeger moved and Amanda Jacobs seconded