

Student Affairs Committee Meeting 11-16-2021

Attended: Christy Montgomery, Melandie McGee, Paul Donaldson, April Lavergne, Allie Johnson, Amanda Jacob, Chaia Wiley, Danaty Moses, Gail Haydel, Lisa Killens, Nichole Labat, Remy Williams, Samos Hempfling, Sandy Yaeger.

Absent: Beth Froeba, Darriona Lee

- I. Meeting Called to order: 10:02AM
- II. 9-16-2021 Meeting Minutes Review Approved: April Seconded: Sandy, Approved
- III. New Business
- IV. Old Business
- V. General Discussion Items
 - a. Committee Member Changes
 - i. Janine Smith-New Outreach Librarian
 - ii. Voted in previous meeting to bring in representative from Library Services
 - iii. Darriona's last meeting with us. Last day on Friday the 19th.
 - b. Student Affairs Updates
 - i. Fraud Situation
 1. We are seeing enrollment fraud with our Spring 2022 registration.
 2. Identified that LCTCS has been targeted by hackers creating dummy accounts.
 3. Students who may have been affected will have holds placed and must physically come in and prove who they are with verified ID to register for classes.
 4. Because this is ongoing investigation, do not let students know we are aware that they may be a part of a fraud ring. If students call and say they were notified that they were registered but never enrolled, direct them to Financial Aid.
 - ii. Get Inclusive
 1. Training will be launched late due to the storm.
 2. Must be launched prior to the end of the semester, Tues or Weds next week email will go out to the students. Students will have until the end of the semester to complete.
 3. Goes to first time freshman, transfer students and returning students. If they have already completed it, must not complete it again.
 - iii. Vacant Positions and New Positions
 1. Interviewed for CTS positions, candidate identified but offer not made yet.
 2. Christy looking at Director of Career Services, Registrar and Student Services Coordinator, and Enrollment Specialist position for CTS with HR today.
 3. CTE Coordinator and Records Analyst position will be available.
 4. One additional position will be posted for a Recruiter. Hopefully will eventually have two, one for Sullivan and Lacombe and one for

Hammond, Walker, and Greensburg. Will be able to consistently track efforts throughout the year for recruiting.

- c. Skewed Registration Data
 - i. Process run at the end of the semester for Freshman to turn them over to returning students. Data is skewed right now until the process runs to show they are continuing.
 - d. Clarity on Accuplacer Practice Tests
 - i. Student was in library chat asking about Accuplacer practice tests. She was not a student so did not have the access she needed to get to the practice tests. They can go to the local library or come to the libraries on campus.
- VI. Sub-Committee Reports
- a. Assessment Committees
 - i. Student Support Services Enhancement Plan
 - 1. Student Services Enhancement Plan Committee
 - a. No update, meeting in December
 - ii. SA Professional Development
 - 1. Onboarding and Professional Development Committee- Created a shared document for each department. Can be updated with new information.
 - b. New Student Orientation
 - i. Webpage updates
 - 1. Request for the page has been submitted to be updated with the new dates.
 - c. Student Retention- No update.
 - d. Communication Plan-making sure that all of our information is the same across the college. We want all the branding and information to represent that we are all once college.
 - e. Student Engagement Programming- No update
 - f. Student Records and Review-Melandie sent out corrections for programs, addresses, etc. Please get those in by finals for board of regents. May have been errors trying to get nurses in correct places. Math class pre-reqs. Dr. Roberts said technical programs do not have to take SSPA 1100 with Dev Math and English can be overridden. LA Transfer students must take SSPA 1100 with Dev Math and English. Darriona has checked all degree audits with Mrs. Ginny and Mrs. Kelly to get them updated in Degree works. Old catalog term will not show the correct degree works. If you get a blank page, clear your cache of your browser and log back in. Signature page in degree works for Instructors to sign to award degrees.
 - g. More Information
 - i. There will be a winter intersession. 3 courses will be offered. Students being targeted are students who are coming home for break from other Institutions. Start first Monday in January to Friday prior to Spring starting. Will be a part of spring Financial Aid. More information coming. Waiting for Academic Calendar to be approved. English Lit, Intro to Psyc and a Hist.

- ii. Amanda is transitioning to her new position. E-learning committee coming back. Take note of student concerns with online learning.
 - iii. Let students know who are veterans or using veterans benefits to get in touch with Mrs. Gail.
 - iv. Winter intersession financial aid must start with their home school and we must have a consortium with that school.
 - v. Accessibility services email has changed to accessibilityservices@northshorecollege.edu
 - vi. Next meeting-January 11, 2022 10-12 in person at Lacombe.
- VII. Adjourn- Motion to Adjourn- Beth, Second- Janine, Approved 11:08AM