

Student Affairs Committee
Meeting Agenda
May 12, 2022, 10:00 AM

- I. Meeting Called to Order
- II. March 10, 2022 Meeting Minutes Review (Christy Montgomery)
- III. New Business
 - a. SA Training and Onboarding Review (Allie Johnson)
- IV. Old Business
- V. General Discussion Items
 - a. Student Affairs Updates (Christy Montgomery)
 - i. Website Chat
 - ii. Online Accuplacer
 - iii. Graduation Update
 - b. Student Success Survey (Melandie McGee)
 - c. Online Orientation Updates (Allie Johnson)
 - d. Are you Online Ready? Feedback on Questionnaire and Prep Materials for Online students that will be on the website (Amanda Jacob)
 - e. Syllabus Face Lift Pilot in Canvas (Amanda Jacob)
- VI. Sub-Committee Reports
 - a. Assessment Committees (Christy Montgomery)
 - i. Student Support Services Enhancement Plan
 - 1. Student Services Enhancement Plan Committee (Lead TBD)
 - ii. SA Professional Development
 - 1. Onboarding and Professional Development Committee (Allie Johnson)
 - b. New Student Orientation (Allie Johnson)
 - c. Student Retention Plan (Samoa Hempfling)
 - d. Communication Plan (Nichole Labat/Allie Johnson)
 - e. Student Engagement/Programming (Beth Froeba)
 - f. Student Records and Review (Sarah Pinion)
- VII. Adjourn

Next Meeting: TBD (June)

Student Affairs Committee
Meeting Agenda
March 10, 2022, 10:00 AM

Attended: Christy Montgomery, Beth Froeba, Amanda Jacob, Danaty Moses, Gail Haydel, Lisa Killens, Nichole Labat, Remy Williams, Samoa Hempfling, Kayla Cooper, Sarah Pinion, Sandy Yaeger, Allie Johnson, Tiffany Fowler

Absent: Melandie McGee, Chaia Wiley

- I. Meeting Called to order: 10:12 AM
- II. 1/25/22 Meeting Minutes Review
 - a. Approved: Nichole Labat
 - b. Seconded: Amanda Jacob
 - c. All approved
- III. New Business
- IV. Old Business
- V. General Discussion items
 - a. Student Affairs Updates
 - i. Graduation update
 1. Application issues: Students have been having issues putting graduation applications in. Christy will be sending information to the students this week, including the fall grads. If the student is getting an error, check to make sure they can really complete first.
 2. Grad Fair Dates: Make sure you have space to apply, financial aid, PTK rep, Oak Hall rep will be there. Christy will ask Melandie if she wants us to gather work information and how. Adult Ed may have a table at the event.
 - a. Sullivan-3/28/22
 - b. Lacombe-3/29/22
 - c. Hammond-CTS-3/30/22
 - d. Florida P.-3/31/22
 - e. Livingston-4/1/22
 3. Order deadlines: Will be able to do online and can commit to the arrival date. The deadlines are hard deadlines. We need to encourage students to order before shipping ends. We can only have 10 stragglers at max. If we have any students that are in a dire situation (food insecurity, etc), we need to communicate with Dr. Montgomery. Those students will get priority of the 10 gowns.
 - a. Gown Cost – \$18.95
 - b. April 10 – No Shipping. Delivered to campus.
 - a. April 17 – Shipping \$15.95

4. Degree Works (Christy Montgomery): We are moving forward with utilizing Degree Works as our audit sheets this semester. Only thing the faculty will do is type in the student's info and print it out. We will need to adjust to the new way and the degree audits will go away. We are still working on a few things but we should be done soon. Academic plan will be coming soon so students can see what is left. No more handwritten documents going to Financial Aid for financial aid appeals.
5. There are a lot of changes coming. Business is now listed for TNST and should be coded to Bogalusa. There are a few additional changes in CRMJ and CDYC as well. Begin advising students toward an AGS with a concentration in CJ. We will get a new chart after the approval from the board. Sarah will provide
6. Students will still get yard signs if the budget allows. We will need to make sure the program is correct. There will only be one commencement with Adult Education and College grads. Adult Ed will be in blue and we will have a plan for late arrivals. Discussion of how to honor Adult Ed students ensued. Dr. Montgomery will bring it to the individuals that handle the platform.
7. Application for summer financial aid is online.
8. After financial aid hours are frozen, students will not get aid for the class (drop for no-show) unless it is instructor error.

b. Automated Messaging to Students using Dropout Detective (Amanda Jacob)

- i. Amanda provided information on Dropout Detective with an alert system. See attached document. Nursing utilizes an area of Dropout Detective. As we move forward, the automated messaging will need to be more generic so it works for all students. She asked for feedback. Dropout Detective could be a tool for Success Coaches. Referral to Success Coach would be part of the process.

c. Transfer VA students (Gail Haydel)

- i. Thanks to Hammond and Bogalusa campuses for their assistance in the VA survey. We are not suspended or under review at this time.
- ii. We still are required to request official transcripts for VA students regardless if they are seeking a program that doesn't need the work. The transcripts need to be articulated for what counts towards their program as well. Gail will be checking in the VA system to see whether students have attended other institutions. The registrar will work with Ms. Gail.

VI. Sub-Committee Reports

- a. Assessment Committees (Christy Montgomery)
 - i. Student Support Services Enhancement Plan
 - 1. Student Services Enhancement Plan Committee (Lead TBD)
 - a. No report
 - ii. SA Professional Development
 - 1. Onboarding and Professional Development Committee (Allie Johnson)
 - a. Professional development will start SU 22 and run through SU 23.
 - b. Allie will ask Tiffany to serve.
- b. New Student Orientation (Allie Johnson)
 - i. Would like to revamp it and do modules.
 - ii. Nichole requested something that could be utilized in the prison.
 - iii. Amanda Jacob requested to be included in the process.
 - iv. Karley Snyder will be asked to serve on this committee.
- c. Student Retention Plan (Samoa Hempfling)
 - i. Will arrange a meeting in the next few weeks.
 - ii. Sarah will be added to this committee
- d. Communication Plan (Nichole Labat/Allie Johnson)
 - i. Sarah was added to this committee and she was educated on the process last meeting.
- e. Student Engagement/Programming (Beth Froeba)
 - i. Kayla and Janine have joined this committee.
- f. Student Records and Review (Sarah Pinion)
 - i. Met with Melandie last week to look over the data for the spring. Sarah will be evaluating our access for best practices and we may do some training in summer and streamline the activities.
 - ii. Amanda will join this committee.

- VII. Adjourn at 12:09 PM
 - a. Sandy motioned
 - b. Nichole seconded
 - c. Approved

Next Meeting: April 21, 2022 at 10 AM