

Student Affairs Council

Meeting Notes from April 10, 2006

ATTENDANCE:

- MARCIA BELL
- MARV CLEMONS
- BARB DELANSKY
- DONNA KOECHIG
- SHIRLEY LUKACS

- KAAREN O'ROURKE
- MARY PARTHEMER
- ANDY PRICE
- JEREMY RIEL
- NADINE WILLIAMS

OUTCOMES:

DISCUSSION:

AGENDA

Guests: Dan Timberlake, Sean Mondragon, Brian Kelly, Helen Garrett, Bert Logan, Kate Barry, and Shelly Dutton.

1. Approval of Agenda

Discussion:

- Agenda was approved.

2. Approval of Minutes

Discussion:

- Minutes to be approved at the next meeting, 4/24/06.

3. Standard 3

Discussion:

- Review of the Student Affairs plan
 - o Suggestions on evaluation and reporting process
- Alignment with Standard 3 requirements

- Jeremy announced that Helen Garrett and Bert Logan would begin discussion as they could only attend the meeting until 2 p.m. Copies of the Student Affairs Plan merged with initiatives from the unit plans of student service departments were distributed. Jeremy reminded the meeting guests that the council's intent is to develop a process for reporting progress of goal implementation in student services departments.
- Helen began by stating that a successful routine used for student services directors to report to each other has been by attending an annual retreat each June where participants are prepared to discuss various challenges and accomplishments. A report is generated with accomplishments and long-term goals. She continued reviewing the plan and explained what is happening in Enrollment Services (ES).
 - o ES is developing an auditing process where students would be interviewed in person or by phone every third week in April. Students would be asked about they're educational experiences and opinions for improving student services at Lane.
 - o ExpressLane has a student assessment survey tool that can be set up and modified per department.
 - o With cooperation of all student service directors in Building 1, the lobby has become a more welcoming and comfortable environment.

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| OUTCOMES: | DISCUSSION: |
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| <p>3. <u>Standard 3 (continued)</u></p> <ul style="list-style-type: none">- Review of the Student Affairs plano Suggestions on evaluation and reporting process- Alignment with Standard 3 requirements | <ul style="list-style-type: none">o To get information out to students, a plan is under way to set up a PowerPoint slide show presentation in the lobby to announce various college and student events, career fairs, and quick answers to enrollment FAQs.o High school students under 18 years of age no longer need a release form from their high schools to register at Lane.o ES is working with Information Technology (IT) to set up and database student e-mail addresses for a better communication and personalized service.• Bert explained Student Financial Service’s (SFS) goal.<ul style="list-style-type: none">o To implement the Portal unit of Banner for students to have access and personalized online support 24/7.• Barb shared that Student Life and Leadership Development’s (SLLD) initiative is reorganization of the Multicultural Center and development of learning communities.<ul style="list-style-type: none">o Combine the instructional and co-curricular Student Activities functions of the college community for the purpose of maximizing the learning experience.o SLLD and its related programs are one of the primary means for students to identify “home bases” in which to feel comfortable, seek help, develop leadership skills and initiate programming to meet their needs.o Recommend a reduction in international student tuition. Spouses of international students may enroll in one or two classes at Lane resulting in increased FTE.• Kate Barry mentioned the confusion with the Women’s Program unit planning initiatives and attached budgetary components. Going beyond the initiatives for budgeting staff positions, Kate explained the various functions and program offerings.<ul style="list-style-type: none">o Career and life planning supplemental instruction.o Perkins funds for financial planning, transportation, child care, and emergencies.o ACCESS program for non-traditional careers for women.o One day conferences and workshops for women.o Networking groups.o Meet needs of Transition to Success program.• Brian Kelly spoke about the Conference and Culinary Services department.<ul style="list-style-type: none">o Focus on professional environment.o Higher standards (e.g. increase minimum Math requirement)o Recruitment (e.g. strengthen high school partnerships, offer continuing education and summer academy courses).o Now offering introductory courses in Spanish, plan to expand offerings.• Dan Timberlake referenced the seven areas of responsibility in the Counseling department.<ul style="list-style-type: none">o Taylor success plans.o Resources for special situations.o Early success plan – group models. |

| OUTCOMES: | DISCUSSION: |
|---|--|
| <p>3. <u>Standard 3 (continued)</u></p> <ul style="list-style-type: none">- Review of the Student Affairs plano Suggestions on evaluation and reporting process- Alignment with Standard 3 requirements | <ul style="list-style-type: none">o Testing – study to evaluate accuracy of placing students.o Web-based check-in system for students.o JobX – supplement income.o Maintain subscriptions, workforce trends, career library, and orientations.o Career and personal counseling.o Student services assistant program – students helping students. This program allows staff more time with students.o Early Orientation and Registration (EOAR) – new student orientation.o Individualized success class. Placement test in high schools.• Shelley Dutton routinely assesses the service, facilities, supplies, and accommodations of the Bookstore using the Banner student survey function aforementioned.<ul style="list-style-type: none">o Remodeling facilities.o To better serve students and staff.o Provide educational resources to students and staff.o Recruitment – provides 2,500 folders to fall EOAR orientations with information about book buy backs and guidelines <p><u>Recommendations mentioned for reporting to the council:</u></p> <ol style="list-style-type: none">1. Written annual reports2. Implementer's evaluation of goals annually at retreats |