

## Student Affairs Council

### Meeting Notes from April 24, 2006

#### ATTENDANCE:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> MARCIA BELL    | <input checked="" type="checkbox"/> KAAREN O'ROURKE |
| <input checked="" type="checkbox"/> MARV CLEMONS   | <input checked="" type="checkbox"/> MARY PARTHEMER  |
| <input checked="" type="checkbox"/> BARB DELANSKY  | <input type="checkbox"/> ANDY PRICE                 |
| <input checked="" type="checkbox"/> DONNA KOECHIG  | <input type="checkbox"/> JEREMY RIEL                |
| <input checked="" type="checkbox"/> SHIRLEY LUKACS | <input checked="" type="checkbox"/> NADINE WILLIAMS |

#### OUTCOMES:

#### DISCUSSION:

##### AGENDA

Guests: Tracy Simms, Kate Barry, Helen Garrett, Kyle Hammon, and Craig Taylor.

1. Approval of Agenda
2. Approval of Minutes
3. Class Schedule Redesign Team Visit

Guests of the Class Schedule Redesign (CSR) Team will present to the council the new class schedule "Aspire" at 2:15p.

Discussion:

- Agenda was approved. Mary requested adding an item to the next meeting's agenda, 5/08/06: CCSSE Presentation (40 minutes).

Discussion:

- 3/13/06 meeting minutes approved.

Discussion:

- The Class Schedule Redesign (CSR) Team presented to the council the new class schedule "Aspire" to be printed and mailed to the community this fall. The new design differs from the known design as follows:
  - Full color magazine style with heavier paper.
  - Fewer pages with engaging appearance.
  - Table of Contents with Steps to Register.
  - Cost-neutral.
  - Incorporates representative images, sponsorships, advertising and announcements.
  - Overview of credit and non-credit offerings with reference to Lane's Web site for more detailed information.

The CSR Team explained that the goal is to create a more visually attractive "must read", informational, user-friendly class schedule/marketing tool.

The response from the council was mostly positive, although, various concerns about the development of "Aspire" were discussed:

- Cost. It was explained that the new design of the class schedule would be cost neutral with the old design.
- Fewer total pages. Concerns were that not all courses offered would be listed. It was explained that all courses offered would be listed, though, non-credit courses would be emphasized.

## Student Affairs Council Meeting Notes Page 2

OUTCOMES:	DISCUSSION:
3. <u>Class Schedule Redesign Team Visit (continued)</u>	<ul style="list-style-type: none"><li>▪ Layout improvements. It was mentioned that students, faculty, and staff have difficulty finding certain credit courses under headings in the current class schedule. The team explained that the format for listing credit courses will not change for fall term. The magazine will strongly refer students to the Lane Web site for complete details on course offerings.</li><li>▪ Student access to the internet. There was concern that some students who are used to the current schedule and are without a computer and internet access would have registration difficulty.</li><li>▪ With recent budget reductions, there are fewer support staff to answer questions about implementation. It was suggested that there be a formal announcement about the change and a contact/reference for questions. Maybe a suggestion box or an online bulletin board for discussion.</li><li>▪ Schedule may no longer be a useful tool for students – more of a marketing/recruitment tool. The team informed the council that research shows that most students register for classes prior to receiving the class schedule in the mail. The focus will be to attract more attention from high school students, parents, counselors, and community. It gives an opportunity for Lane to tell its story. There will be something of interest to share for everyone.</li></ul> <p>The CSR Team recognizes that on-going research, evaluation, surveying, and necessary design improvements are imminent.</p>
4. <u>Follow-up discussion on meeting of April 10, 2006 with Standard 3 guests</u>	<p>Discussion:</p> <ul style="list-style-type: none"><li>• Kaaren e-mailed a list of ideas to Donna Koechig for reporting progress. After brief discussion, it was agreed that another meeting to discuss strategies for progress reporting is necessary.</li></ul>
5. <u>Adjournment</u>	<p>Next Meeting: <b>Monday, May 08, 2006, 1:00p – 2:50p in 5, 206.</b></p>