

Student Affairs Council

Meeting Notes from May 11, 2009

ATTENDANCE:

- | | |
|---|--|
| <input type="checkbox"/> KATE BARRY | <input checked="" type="checkbox"/> BERT LOGAN |
| <input checked="" type="checkbox"/> MARV CLEMONS | <input checked="" type="checkbox"/> CAROL MCKIEL |
| <input checked="" type="checkbox"/> BARB DELANSKY | <input checked="" type="checkbox"/> MARY PARTHEMER |
| <input checked="" type="checkbox"/> SHARON FOSTER | <input type="checkbox"/> FIORA STARCHILD-WOLF |
| <input type="checkbox"/> MEGHAN KRUEGER | <input type="checkbox"/> TRILLIUM STARCHILD |

OUTCOMES:	DISCUSSION:
<p>AGENDA</p> <ol style="list-style-type: none"> 1. <u>Approval of Agenda</u> 2. <u>Approval of Minutes</u> 3. <u>Policy Barriers – Guest Helen Garrett</u> 	<p>Agenda approved. Item added: Joint meeting with Learning Council May 22, 2009.</p> <p>Discussion:</p> <p>Minutes from April 13, 2009 approved.</p> <p>Discussion:</p> <p>What do we want to accomplish in this meeting?</p> <ul style="list-style-type: none"> • Discuss Title III and how we can work together to better support students • Look at policies(both Learning and Student Affairs Council) • Explain what Student Council has been working on • Address issues that support and don't support student success <ol style="list-style-type: none"> a. How does the Learning Council want to be involved in what the future holds b. Problems with Administrative Withdrawals (especially Tues.& Thurs. classes) c. What does Learning Council see as barriers d. Thirty minute overview of policies and portal e. Tentative agenda for future meetings f. What are the barriers from all over our institution <p>Discussion:</p> <ul style="list-style-type: none"> • Changes at management levels – has had affect on servicing students • Tie teaching to real life situation • Helen Garrett passed out a worksheet that showed % of advanced registered students that are dropped from classes because bills were not paid in time • Advanced registration for fall is May 19th • Students are directed to see someone in counseling/advising to plan their schedule for the year. <p>Students sign their planner and the billing process is explained to them.</p>

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OUTCOMES:	DISCUSSION:
3. <u>Policy Barriers – Guest Helen Garrett (continued)</u>	<ul style="list-style-type: none">• Two accept reminders are sent out to students in Express-Lane. Enrollment Services distributes an e-mail to students the day of purge. Example: May 28, 2009 the bookstore and other entities on campus book their final charges by 5:00 pm. Students are told to check their on-line billing statement by 6:00 pm, pay any outstanding balances or their next term classes they have registered for will be dropped. Carol questioned why students are not given a 2 week pay period like any cycle payment. Helen will look into this.• If students pay their bill on May 28th and then a charge comes in the day after, they will not get dropped from their next term classes but a hold (AR) will be placed on their account which will block them from any activity until the bill is paid. The bill must be paid before the new term begins.• Enrollment Services communicates with the Bookstore, Health Clinic, Public Safety and Library to see which students have outstanding charges.• Billing statement are no longer mailed they are e-mailed• Drop threshold fluctuates - Helen was not comfortable in giving that figure out – maybe \$10.00• If an institutional error is made and enrollment services is aware of it, they will give the student extra time to pay• Financial Literacy - a preconference letter is sent out to students that explain this• Each Division must educate faculty to inform their students about drop dates and billing cycles• The Higher One Website has a tutorial - Financial Aid 101 (very informative) - laneccdebitcard.com• There will be some sort of internal e-mail system through the portal but it will not be managed with in the college• A two-part orientation will be available to all students, portal pushing out information, on-line test where they read information about the college and divisions, take an on-line test and answer questions. They won't be able to move on until all questions are answered correctly. After completion of the test a tutorial is available about divisions and where to go get help and information.
4. <u>Next Meeting</u>	Discussion: <ul style="list-style-type: none">• Agenda for June 8, 2009<ul style="list-style-type: none">○ Look at policies, what should be addressed in the fall
5. <u>Adjourned</u>	Meeting adjourned at 3:00 p.m.