

Student Affairs Council

Meeting Notes from May 14, 2007

ATTENDANCE:

- | | |
|--|---|
| <input checked="" type="checkbox"/> MARCIA BELL | <input type="checkbox"/> JOSEPH "HAPPI" MATTHEWS |
| <input checked="" type="checkbox"/> MARV CLEMONS | <input checked="" type="checkbox"/> ALISCIA NILES |
| <input type="checkbox"/> DAN DAWSON | <input checked="" type="checkbox"/> KAAREN O'ROURKE |
| <input type="checkbox"/> BARB DELANSKY | <input checked="" type="checkbox"/> MARY PARTHEMER |
| <input type="checkbox"/> DONNA KOECHIG | <input checked="" type="checkbox"/> NADINE WILLIAMS |

OUTCOMES:

DISCUSSION:

AGENDA

Guests:

1. Approval of Agenda

2. Approval of Minutes

3. Student Services:
Manager Reports

Kate Barry, Women's Program; Helen Garrett, Enrollment Services; Bert Logan, Student Financial Services; Shelley Dutton, Bookstore

Discussion:

- Agenda approved.

Discussion:

- Minutes approved.

Discussion:

- Kate Barry: Kate shared accomplishments in the Women's Program. She explained how the "program map" successfully helps students by showing what classes they should take and their succession. The Women's Center offers a two hour pre- and post- test several times a term to assess an individual's progress. An added component to Women in Transitions, Math 20, along with Math 10 is offered up to two times a year. In the second term, students enroll in Writing 121 with emphasis in developing career goals. Students can enroll in a fourth credit discussion group with focus on the development of a five-year plan with long-term goals. Barriers include: 1) Budget necessary to maintain quality services and class offerings for students, faculty, and staff. 2) Access to institutional data. In order to track student progress/transitions, information must be collected from Institutional Research and Planning (IRAP) staff which is time consuming compared to having the ability to run a report oneself. The Student Affairs (SA) Council can assist by reminding the administration and Board of Education (BOE) of the importance of the program and its need for adequate funding.
- Helen Garrett: Helen shared that Enrollment Services' (ES) improvements are evident. Recent improvements to the Web site like rewording content more directed to the external audience, aligning headers on Web pages with the headers printed in the Aspire schedule, and moving the campus operator to ES has proven that fewer students require ES advisor assistance with information, admissions, and registration. Due to online enrollment and registration, the college has come a long way from long lines of confused and frustrated students waiting hours to be admitted and

OUTCOMES:	DISCUSSION:
<p>3. <u>Student Services: Manager Reports (continued)</u></p>	<p>enrolled to now nearly no lines and less waiting. An online application process has been developed as a tool for the Nursing and Dental program students that list requirements freeing ES advisors. E-mail is up 4% with College Now coordinators and high school instructors who now have access to ExpressLane and can now help look up information, enter grades, and teach students how to apply and register themselves. Online billing has saved the college \$16,000 a year for credit students and \$34,000 for non-credit students in postage alone. An online application/needs tracking process for international students to enroll is being developed. Using a portal program as a way to help students learn Lane’s systems and processes is being investigated. One of the benefits of this portal program for students is an early warning system that tracks a student’s academic progress and if their grades fall and financial aid eligibility, if applicable, becomes in jeopardy, the student would be informed in advance and could take steps to avoid ineligibility and/or academic probation. Barriers include: 1) Funding for portal program of \$150,000 plus additional funding for training and maintenance. 2) Funding to improve atmosphere in the lobby with better lighting, plants, etc. 3) Maintaining an adequate number of staff for expected quality service. The SA Council can assist by reminding the administration and BOE of the importance of adequate funding for student services and complying with the SA Council plan.</p> <p><u>Bert Logan:</u> Bert shared that Lane’s Student Financial Services (SFS) department has accomplished the absorption of and more cost efficient means for administering Federal Work Study funds, delivering federal assistance on time with fewer personnel resources...“No one is doing a better job delivering financial aid in Oregon”, and using maximum system automation capability. Bert explained that SFS is reliant on ES capabilities and resources to assist students which alleviate staff in the department to maintain timely distribution of aid and numerous grants. Barriers: 1) Budget. 2) Adequate staffing. The SA Council can help support the electronic delivery of services to students and remind the administration and BOE of the importance of adequate funding.</p> <ul style="list-style-type: none"> • <u>Shelley:</u> Shelley distributed a handout sharing the Bookstore’s top three annual accomplishments and initiatives. (See Bookstore Review) In brief, she shared accomplishments: 1) Book scholarships. 2) Participation in college events. 3) Winter holiday raffle. Initiatives: 1) Improve credit card authorization time. 2) Implemented a new system for the cashier and bagger teams. 3) Implemented an online textbook list. Barriers: A barrier for the Bookstore is the accessibility for all students. The elevator brings students to a narrow foyer leading to the Bookstore entrance, which can be difficult for all to navigate through and particularly students with disabilities. The SA Council can encourage the support of Student Service College Enterprises such as the Bookstore and Food Services. They provide quality products and services. They employ students, providing work experience and dollars...
<p>4. <u>Adjournment</u></p>	<p>Meeting adjourned at 3:00 p.m. Next meeting, 6/11/07 in Bldg. 3, Rm. 107</p>