



Student Services Council
Friday, January 28, 2005
Meeting Notes

Present:

Roxana Ahmadifard, Eileen Bergeson, Pat Boerner, Ernie Cadman, Twylla Corrie, Tiahna Davis, Buzz Gorman, Marisa Greear, Terrence Green, Wendy Hall, George Henderson, Jason Hosenev, Betty Johnson, Ilona Kerby, John Krause, Lynn Lawrence, Bunpa Lim, Ronda Manick, Therese Montoya, Faye Olason, Sallie Parson, Karla Rivers, Barbara Schoeffler, Darcy Smith, Jenny Smith, Mary Stone, Sandie St. Onge, Kathy Wheeler and Mary Harding, Chair

Not Present: Diane Armstead, Margit Brumbaugh, Carol Carlson, Julie Dasso, Scott Dennis, Dan Johnson, Jennifer Knapp, Kay Koski, Nadine Lemmons, Wes McGee, Marleen Musso, Jim Roffler, Kirc Roland, Betty Sjoblom, and ASLCC representative

➤ **Division Items**

- Placement Test/Math – Mary Harding provided information on mandatory placement, which our institution adopted last related to improving math progression. She explained how the cut scores were determined and the resulting pathways followed by students. Mary also indicated that cut scores would be reevaluated in May after a full year of data has been compiled and studied for student completion and success rates. If you see any glitches in the current system, please forward your comments to Mary or Therese Montoya.
- Document Imaging – Mary explained that one of the projects of Title III, to implement document imaging on campus, is closer to fruition. We will soon have a contract with Hershey Systems and scanners will be set up in Financial Aid, Registration and the Testing & Advising/Vice President's areas of Student Services. This electronic document storage/filing/retrieval & sharing system will come on board the same time as rehosting. It will save valuable time by eliminating the need to file hard copies of many documents and will make document retrieval easier. It will include built in security measures and templates that will recognize various indicators to provide similar format to various documents, such as transcripts from different institutions.
- Instructor Initiated Withdrawal – Mary reported that a proposal has been made by members of the Instructional Council to look into the possibility of instituting instructor initiated withdrawal at LCC. At this time, several Student Services staff members are conferring with their various councils to see how other schools stand on this subject. So far, there doesn't seem to be any consensus on use or possible adverse implications. Academic Standards Committee has investigated and voted down instructor initiated withdrawal several times in the past.

- Project with Kelso High School – Therese Montoya reported on the recent request from Kelso High School to provide placement and assessment during their WASL and ITBS testing activity to determine readiness for college level coursework. It is our intention to also provide workshops for their students on career selection, scholarship and financial aid applications.
 - Transitional Mathematics Project Grant – Mary reported that she just completed a \$15,000 grant application that could help fund the Kelso High School Project through 1) classroom-based assessment & instruction, 2) communication/dissemination and 3) placement/course articulation. The outcome of this project could well influence mathematics enrollment throughout high school.
 - Chamber of Commerce – John Krause reported as a member of the Chamber of Commerce Education Committee on two awards to be presented at a luncheon on May 6. Nominations are due by April 15. *Crystal Apple Award* – will recognize outstanding leaders in education, who may be support staff, administrators or faculty. *Workforce Education Award* – will recognize innovative collaboration with business, government and education and is directed towards employers and organizations.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
- Academic Standards Committee – Mary Harding reported that the ASC is scheduled to meet on February 16 to discuss plagiarism, course syllabi, faculty reporting and student responsibility issues.
 - Assessment Committee - Wendy Hall provided a handout of the Assessment Committee mission statement and by-laws for review and approval. She described the biennial reporting cycle and how committee members are contacting campus members to remind them of deadlines and to assist them with their reporting requirements. It was moved, seconded and approved to accept the mission statement and by-laws. Wendy also described a software package she hopes to purchase which will allow a great deal of flexibility in on-line surveys.
 - Curriculum Committee – Therese Montoya discussed INDV 105 – Content Reading & Learning Styles, which will link to other courses as a supplemental course and HDEV 075 – Journeys, which is similar to previous women in transition courses. A course for men in transition is in the planning stages.
 - Diversity Committee – Sandie St. Onge reported that diversity in hiring is the prime goal of the Diversity Committee this year. Committee members will be viewing a video on diversity hiring practices and application principles on February 9. Their regular meetings are the third Wednesday of each month at 3:00.
 - Financial Aid Committee – Marissa Greear reported that 13 of 15 students were reinstated for financial aid during their two meetings in January. The committee will be meeting again in February.
 - Instructional Council – Mary Stone reported on several items. The Longview School District is proposing a contract with LCC to use space in the DTV building for their auto program. Castle

Rock is going to have college in the high school with advanced math and science classes. Common course numbering is getting closer in our state community colleges for 50-60 common courses. Questions have been raised as to whether our Capstone courses are still meeting their original intent, as they have moved from writing to a group project. E-write, a COMPASS writing component, is being piloted for placement in reading, writing and composition. Exit essays in language and literature may soon become a requirement. The next Bill Vest Memorial Lecture series is scheduled for February 10. FBLA students will be on campus February 11.

- Student Services ad hoc Social Committee –John Krause reported that we can expect to be seeing green on Thursday, March 17. A potluck is being planned, including guest leprechauns! Rather than assigning salads, desserts, hot dishes, etc. departments are being asked to bring a variety of food sufficient to feed their staff. Green or Irish food items are requested. Watch for further information.

➤ **Around the Table**

- **Roxana Ahmadifard** – The Institute application deadline is February 15. Running start is off to a good start. Information meetings will be provided to interested students and their parents on February 2, 9, and 15. February 15 is also the date for the next scholarship clinic, which will assist students with filling out their applications and making personal statements.
- **Eileen Bergeson** - Angel is being considered a success. 17 faculty members are currently conducting classes with Angel and 56 have become acquainted with its capabilities. Scott Dennis is very busy the first two weeks of each quarter with Angel coordination issues. Brenda Farland recently took Dreamweaver training to help with our new website construction.
- **Pat Boerner** – There will be a van trip to The Evergreen State College in Olympia on Saturday, January 29.
- **Twylla Corrie** – The next Job Fair is scheduled for March 3 in our Student Center.
- **Tiahna Davis** – Scholarship information and applications are now available on the web.
- **Buzz Gorman** – Watch your work study hours closely. Supplemental funds are not forthcoming and we may see some cutbacks to the original projections. Financial aid applications are being processed much faster now on-line. Scholarship applications will be given priority if turned in by April 15, but new scholarships continue to be added so check the website weekly. Remind students who have received financial aid that the IRS considers any money received above and beyond educational expenses to be income. If you know a student on financial aid who intends to withdraw, have them go to the financial aid office first. The repayment date for winter quarter is February 22.
- **Marisa Greear** – Marisa is navigating her first cycle of scholarships. There will be a workshop for SSS students soon on how to navigate the FAFSA form.

- **Terrence Green** - Trae is home and doing well. Although a little sleep deprived, Terrence is also doing well. The Transfer Awareness Week events received good participation.
- **Wendy Hall** – Gen Ed definitions are being discussed with faculty.
- **Mary Harding** – Rehosting will not be happening May 12 as originally planned. Three other colleges will pilot the project and we can expect to come on board between July and September. The changeover will happen overnight and we should all use the test database when it becomes available. Our screens will be very similar to the current screens, but the logon process will be different. The financial aid and degree audit systems will be new, different, and much faster.
- **George Henderson** – Thanks for helping students under duress.
- **Jason Hoseney** – The SSS “early warning system” has been resurrected to provide early feedback and intervention for enhanced student success.
- **Betty Johnson** – Upcoming events include Carl Mack at noon on February 15 and the Steelhead Classic February 4-5. The earthquake/tsunami film was amazing and the fundraiser was well attended. Other events planned this week include a showing of “Friday Night Lights” and a winter wonderland for 5-7 year olds.
- **Ilona Kerby** – This has been a busy month and Ilona has done a quick study on serving students with disabilities in Carol’s absence. New voice recognition equipment for visually impaired students who can’t type is being ordered.
- **John Krause** - Rainier and Clatskanie want to join our Tech Prep Consortium. Clatsop Community College in Astoria is supporting this request, as we are closer to their service area.
- **Lynn Lawrence** – Waitlisting has worked great winter quarter and may be provided through the third day of spring quarter. A survey will be coming out soon to gather student and faculty input. Karla has been busy attending train-the-trainer sessions in preparation for rehosting. Marleen has been working with the new degree audit system that will also come with rehosting. Attending the board meeting in January was very interesting experience and Lynn recommends that everyone make the effort to attend a Board meeting.
- **Bunpa Lim** – Multicultural Club students will be promoting a literacy event February 27. They are also sponsoring the Carl Mack presentation and will once again be selling flowers for their Valentine fund raiser.
- **Therese Montoya** - While Wes is out, Julie Dasso and Therese have been covering GED testing. Retention calling is going fine. Margit will be out for the next three weeks, so she can work 8:00 to 3:00 when Running Start advising for spring quarter begins. You may reach Margit by e-mail.

- **Faye Olason** – Title III is very busy. Check out the I-stream article highlights, professional development/brown bag availability, new smartboards in VOC 112 and MAIN 233, enhanced voice system in MAIN 233, and the Learning Community pilot. The pre-college plan for INDV 105/MATH 092 (Discover U) will be shared in March. A speaker is scheduled for March 17 on the subject of the merging importance of technology in learning.
- **Sallie Parson** - Thirty SSS students will be attending the next Pepper Theatre production on February 12.
- **Barbara Schoeffler** – Barbara is missing Marjorie and thanks registration and financial aid staff for helping her understand how ICP students have been processed in the past. Barbara has been reviewing database management software demonstrations to help with the eventual decision on which package to purchase.
- **Jenny Smith** – Jenny has been extra busy now that she is coordinating community education and senior study. Steelscape recently pilot tested E-write.
- **Mary Stone** – The January showcase highlighted our Human Development Program and it was well attended. February 16 there will be a Medical Technician Program presentation that would be especially interesting for Chemistry or Biology students transferring to UW. There will be a scholarship showcase on February 2. A new leadership course (EDUC 100) is being put together that will become a part of the honors program being started next fall.
- **Sandie St. Onge** - Our next Student Services Council meeting is scheduled for FRIDAY, February 18 (rather than Thursday, February 24) to accommodate some calendar conflicts. Headstart scheduled the Student Center for that day, so DTV 203 was scheduled, but it will not accommodate all of us. Sandie will look into other options.

Our next Student Services Council meeting is scheduled for FRIDAY, February 18 (rather than Thursday, February 24) to accommodate some calendar conflicts. The meeting location will be announced.