



Student Services Council  
Thursday, October 25, 2005  
Meeting Notes

**Present:**

Eileen Bergeson, Pat Boerner, Ernie Cadman, Kathy Carty, Twylla Corrie, Tiahna Davis, Buzz Gorman, Marisa Greear, Wendy Hall, George Henderson, Joe Hobson, Betty Johnson, Dan Johnson, Lynn Lawrence, Therese Montoya, Marleen Musso, Faye Olason, Karla Rivers, Barbara Schoeffler, Darcy Smith, Jenny Smith, Sandie St. Onge, Shelly Ylen, ASLCC representative, and Mary Harding, Chair

**Not Present:** Roxana Ahmadifard, Diane Armstead, Margit Brumbaugh, Carol Carlson, Scott Dennis, Terrence Green, Jason Hosenev, Jennifer Knapp, Kay Koski, John Krause, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Sallie Parson, Jim Roffler, Kirc Roland, Betty Sjoblom, Bill Stahley, Mary Stone, and Kathy Wheeler

- **Monitoring Review Teams** - Mary Harding provided a handout of the Monitoring Review team members and she explained that the responsibility of these members was to review the monitoring reports and then to help present them at the Board of Trustees meeting. This year, the teams will also review and suggest revisions to Key Performance Indicators. It is a very interesting process. Wendy added that this is a one year function and most years the teams meet only once.
- **Accreditation** – Mary Harding provided two accreditation handouts regarding Accreditation Standard 3, which deals with Students. One handout was the Standard 3 portion of our current five-year accreditation report and the second handout was a copy of the actual accreditation standard. Please read through and be familiar with both. Mary explained that we will be having our five-year review on November 8 and 9. Two accreditation visitors will be housed in the IOB Conference Room. Several meetings have already been scheduled with these accreditation members. They will specifically review our Student Academic Grievance process. Wendy is pulling together supporting documents for their visit. If you received an e-mail to provide documentation to Wendy, please follow through ASAP.
- **Instructor Initiated Withdrawal** – Lynn Lawrence provided a handout explaining Instructor Initiated Withdrawal which was approved by the Instructional Council at their September 15, 2005 meeting and will become effective winter 2006. If you have any questions, ask Lynn Lawrence. Basically, if a student does not attend class or make contact with their instructor at least once during the first five academic days of a quarter, the instructor may initiate their withdrawal by contacting Lynn. A grade of “V”, instructor initiated withdrawal, will be posted. This information will be in the schedule and fliers will be available in the Admissions/Registration Office.
- **Hurricane Katrina Waiver** – Lynn Lawrence provided information on this waiver, which was approved by the Board of Trustees at their October 19, 2005 meeting. Students with appropriate documentation will be allowed to enroll effective winter 2006 and only pay building fees, which are approximately \$74

for a full-time student. This waiver will be in effect for one year. Direct your questions and relocated students to Lynn.

➤ **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>

- **Academic Standards Committee** – Mary Harding reported that this committee met this month and approved a minor editing update to the Student Academic Grievance procedure. They are scheduled to meet again winter quarter. Probationary faculty members are welcomed to attend these quarterly meetings.
- **Assessment Committee** - Wendy Hall reported that an Institutional Review Board has been formed for internal and external survey approval. Contact Wendy if you have questions. Wendy also reported on the Capstone Committee's current proposal which would add a 2 credit second-quarter research and writing seminar to the current 5 credit course which would include an annotated bibliography. She asked for input prior to their 3:30 meeting today. The Gen Ed committee is looking for recommendations on course outcomes requirements. They are discussing whether outcome requirements should be imbedded in classes or if there should be specific class/degree requirements.
- **Curriculum Committee** – Therese Montoya reported that a new certificate of proficiency has been approved effective winter quarter in Retail Management. This is in direct response to community business requests. Program planners are being prepared and will be available on-line and in the informational kiosks near to the Entry Center. Another new program being developed is the Applied Science degree in Audio Production. Fall 2006 is the anticipated start date for this program which will include integrated math and music classes. Focus group meetings have shown that local high school students are very interested in this new program.
- **Diversity Committee** – Ernie Cadman reported that this group just met yesterday and they have developed several sub-groups to deal with the many goals established this year. Goals include developing a new faculty orientation plan inclusive of the college diversity mission, developing hiring practices and recruiting strategies that will bring more underrepresented faculty and staff to LCC, offering HUMN 110 quarterly on different cultures, partnering with the community to coordinate Hispanic Education fairs, and increased campus participation/support of diversity events and forums.
- **Financial Aid Committee** – Marisa Greear reported that this committee has not met.
- **Instructional Council** – There was no one present from this council to provide a report.
- **Student Services ad hoc Social Committee** – Karla Rivers reported that the fall potluck social will have an apple and pumpkin theme. There will be an award for the best decorated apple or pumpkin. Staff should provide sufficient food for their department members at the pot-luck event which will be held from 11:30 to 1:00 on November 15 in the Student Center Conference rooms.

➤ **Around the Table**

- **Eileen Bergeson** – Year three for Title III is just around the corner. Come by and visit their area, check out their project board, and find out if your area may become eligible for a smart board or other technology.
- **Pat Boerner** – The \$30,000 Jack Kent Cooke scholarship for exceptional students has a February 1, 2006, application deadline.
- **Ernie Cadman** – There have been some problems coordinating eight instructors' mid-quarter grades for HDEV 085 students. An amazing 150+ participants/donors have already signed up for the AAUW Scholarship Dinner on Thursday. This is a tremendous first-year effort to raise scholarship funds for LCC students at only \$40 a plate!
- **Kathy Carty** – Kathy reported that she is digesting Financial Aid information and has already been able to assist two students looking for help in financing their education.
- **Twylla Corrie** – Twylla is finding her special services duties fun and interesting. She is currently gearing up for the 10<sup>th</sup> annual Career and Employment Fair, which will be held March 9<sup>th</sup>. Twylla has \$500 available to help women returning to our campus who are unable to pay for their placement assessment testing.
- **Marisa Greear** – There are two new computers located in the ADC lobby for students to use for electronic FAFSA applications. When document imaging is finally underway, students will be able to submit their financial aid documentation very quickly and the Financial Aid Office will have paperless student document files!
- **Wendy Hall** – Wendy is busy pulling together documentation for our Accreditation visit. Don't delay; get your requested documents to her ASAP!
- **Mary Harding** – Thanks to everyone who helped to make the Salmon Bake such a success! It was a great event. Congratulations to the Recruiting Group who helped to present the High School Outreach information at the October 19 Board of Trustees meeting. This quarter we have a record 36% of our local high school graduates enrolled at LCC. Schedule revisions are being considered by Mary and Laurel Williamson. Please feel free to give your input. The class free hour and longer class times are great, but it seems that there could be even better usage of classroom spaces that would support instructional methods and student learning.
- **George Henderson** – If you come into contact with students who are “losing their way”, steer them towards the Career Center or Computer Lab 2 to access the career program provided through Title III funds.
- **Joe Hobson** – Joe has been busy with Recruiting Group activities and Worker Retraining visits.
- **Betty Johnson** – Dan and the ASLCC students will be busy the next two weeks with conferences.

- **Lynn Lawrence** – Midquarter grades were due on Monday and letters will be mailed to students this Thursday.
- **Therese Montoya** – Several of the Advising and Testing staff are currently involved in a WSU van trip and advisor training at Pullman.
- **Marleen Musso** – Today is the graduation application deadline for fall quarter. Marleen is still waiting on applications from several nursing program students.
- **Faye Olason** – Faye requested input on the location and scheduling of Smartboards in classrooms.
- **Barbara Schoeffler** – Job orders are still coming in for our Hire Connections system. Be sure to have students check the “how to apply” instructions, as they vary by employer. Students needing assistance may speak to any Career & Employment staff member.
- **Darcy Smith** – Tonight is Parents’ Night from 6:00 to 7:00 in the Student Center. Group recruiting activities have been fun.
- **Sandie St. Onge** – Plans are underway for an off-campus holiday party this year. So far there has been an overwhelmingly positive response. Ticket sales will be underway in mid-November for the \$20 per person dinner/buffet. The event is planned for Friday, December 9, so mark your calendars now! More information will be coming out soon.
- **Shelly Ylen, ASLCC Rep.** – ASLCC officers and Dan Johnson will be leaving for the leadership conference in San Diego tomorrow, followed by a conference in Portland the following week. There will be a Harvest Party this Friday for kids, food donations will go to the Home and Family Life program. Student Council will be doing a survey regarding test proctoring hours in the near future. The Health Awareness Week activities last week were fun and informative.

The next Student Services Council meeting is scheduled for Thursday, November 17 at 9:00 in the Student Center Conference Room “A”. This is a week earlier than normal, to accommodate our Thanksgiving Day holiday closure.