



Student Services Council
Tuesday, April 27, 2004
Meeting Notes

Present:

Barbara Adams, Eileen Bergeson, Pat Boerner, Ernie Cadman, Carol Carlson, Julie Dasso, Buzz Gorman, Wendy Hall, Mary Harding, Jason Hosenev, Betty Johnson, Dan Johnson, Ruth Juntunen, John Krause, Lynn Lawrence, Bunpa Lim, Carol McNair, Alex Montoya, Sallie Parson, Karla Rivers, Sandie St. Onge, Barbara Schoeffler, Betty Sjoblom, Darcy Smith, Mary Stone, and Marty Wenger

Not Present: Diane Armstead, Margit Brumbaugh, Twylla Corrie, Scott Dennis, Sherri Fittro, George Henderson, Marjorie Kundiger, Ronda Manick, Wes McGee, Therese Montoya, Marleen Musso, Faye Olason, Jim Roffler, Kirc Roland, Jenny Smith, Jennifer West, Erin Wilson and ASLCC Representative

➤ **Division Items**

- **Tuition & Fee Waivers** – Mary Harding explained waiver by waiver the changes and expected impact of the 2004-05 Tuition and Fee Waivers approved by the Board of Trustees on April 21, 2004 that will become effective fall quarter 2004. LCC found it necessary to decrease several waivers as mandated by the State, as well as several optionally offered waivers to balance the effect of state budget cuts.
- **Policy Changes** – Mary also provided information on the policies/procedures that were approved by Leadership Team on April 26, 2004.
 - **Last Day to Withdraw** – The last instructional day of the eighth week of the quarter is now the last day students may officially withdraw from their classes. Short-term class withdraw dates will be determined by the Registration Office.
 - **Grade Forgiveness** – This new procedure will become effective immediately. Students who have been absent for five years or more and have completed 24 credits with a cumulative grade point average of 2.5 or higher since returning will be eligible to have entire quarter(s) of grades changed to “X” (expunged) on their transcript, only once. Individual classes may not be selected from a given quarter of classes. The Registration Office will develop the procedure for implementing this policy. Students may continue to petition the Academic Standards Committee for other time periods, extenuating circumstances and single grade removals.
 - **Student Academic Grievance Policy Revision** – The Academic Standards Committee requested two updates to this previously approved policy. The first allows all ASC members the right to vote on initial student grievance petitions during the hearing phase. The second covers how a grade is assigned if the committee finds in favor of the student’s grievance.
- **Annual Priorities** – Mary provided the most recent version of the 2004-2005 Annual Priorities as approved by the Leadership Team on April 26, 2006. Although the Board of Trustees must still approve and adopt these, we do not anticipate any further changes. Please assure that your individual and departmental goals are arguably aligned with these goals.

- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
 - **Academic Standards Committee** – Mary Harding
The next meeting scheduled for Thursday, May 20 at 3:30 p.m. in ADC 141.
 - **Assessment Committee** - Lynn Lawrence
The next meeting is scheduled for Thursday, April 28 and the definition of Gen Ed assessment is the main agenda item.
 - **Curriculum Committee** – No report
 - **Diversity Committee** – Dan Johnson
Diversity Committee members have been asked to participate on all of the upcoming hiring committees. Several assignments have already been made. As our affirmative action representative, Mary Harding will also be reviewing qualified applicant forms to help identify applicants with diversity backgrounds and experiences.
 - **Financial Aid Committee** – Alex Montoya
Next week scholarship reviews will begin and selections will take place in two weeks. “Take Aim” scholarships have been awarded to two two-year college students for \$500 each and to three four-year college students for \$2000 each. The Financial Aid committee is very busy.
 - **Instructional Council** – Mary Stone
Check on-line council minutes for complete information on course and program changes. Student awards are scheduled for June 8. The Spring Reception will be May 28. The Bill Vest lecture is scheduled for May 13. Our RN on-line program has been approved.
 - **Student Services ad hoc Social Committee** –Patrick Boerner
A spring quarter ice cream social is planned for Friday, May 14. Spring birthdays will be celebrated at that time. Departments are welcomed to bring brownies, toppings and bananas. A summer quarter event is being planned. Birthday cards will now be circulated through department representatives to eliminate delayed and lost cards.
- **Around the Table**
 - **Barbara Adams** – A t-shirt has been provided as incentive for running start students to complete an on-line survey. Registration of running start students will be held May 3 – 14 and acceptance letters are going out.
 - **Eileen Bergeson** – Title III activities are moving forward. The learning community is being identified to start next fall. Several mathematics faculty will be attending a conference in Berkley to learn about math based development education/activities. Faye Olason has been sharing her co-teach grant funded equipment and books with the Title III program. On-line management program presentations on WebCT and Blackboard are scheduled and teleconferences are continuing. Contact Erin Wilson for the schedules. Scott Dennis is busy developing training courses for faculty.

- **Pat Boerner** – Van trips in May include TESC on the 12th and WSUV on the 25th. SSS staff will be attending a conference in Spokane in mid-May.
- **Ernie Cadman** – You may now send students to ADC 105A in the Career & Employment Services area to receive WorkFirst information and assistance. Title III advising assistance is being arranged and Ernie is advising the first group of learning community students.
- **Carol Carlson** – Spring sports are underway. The dinner honoring our men's' state champion basketball team was well attended.
- **Wendy Hall** – Get your surveys in. 400 students have responded to the Student Service spring survey so far.
- **Mary Harding** – The web consultant met with invited staff to gather information on our web redesign project. Focus groups provided further information. Our web will be organized by how students see it. Although we have a very nice site, the architecture will be much better.
- **Betty Johnson** – ASLCC has recommended that the S & A fees be increased to the maximum of \$6.95. Cinco de Mayo will be celebrated on May 5 with free taco soup and mock margaritas. ASLCC elections for 2004-05 officers will be held May 11 – 12. Cap and gown orders for commencement are being taken through May 3, which is two days prior to the graduation application cutoff date. Delays in mailing the graduation information letter have impacted cap and gown orders. Only 50 students have come in to date.
- **Dan Johnson** – Intercultural week is May 24 – 28 and will include international club food. The campus BBQ will be free to students and cost one dollar for staff and faculty.
- **Ruth Juntunen** – Please have your letters of recognition to Ruth by this Friday for your choice of Employee of the Year. Ruth was the 2002 EOY and is filling in for last year's EOY Lenora LeBlanc, who is now retired. Speaking of retiring, Ruth has announced her retirement effective September 8, 2004.
- **John Krause** – Stephanie Spack, a career development facilitator, will be speaking on "Helping Skills Development in Work Places" on Friday. A series of five workshops on employment outcomes, resume writing and interview techniques is planned for the 4th and 8th week of the quarter.
- **Lynn Lawrence** – Next Tuesday, May 5, is the laSt date to apply for spring graduation. The summer schedule is out and summer registration begins May 10.
- **Bunpa Lim** – This Thursday multicultural students will be taking a field trip to the Chinese Gardens in Portland.
- **Barbara Schoeffler** – Walt Disney World will be on campus June 10 to interview for internships. To maintain student status, the interns will be enrolled in MS 299. Barbara was recently voted VP for Cooperative Education with the NCEEA (Northwest Career Educators and Employers Association): which consists of colleges, universities, and employers from Alaska, Canada,

Washington, Oregon, Idaho, Montana, and Utah.

- **Darcy Smith** – Darcy helped to organize 16 web redesign focus groups.
- **Mary Stone** – Tina Grieve designed all the nice College Degree highlight boards that you have seen on campus. Today the Fire Science Program will be presenting information at 11:00.
- **Sandie St. Onge** – Work on remodeling our wing of ADC is coming along nicely. The final draft of the updated Academic Standards Committee's Operational Guidelines will hopefully be ready for their May 20th meeting, including the *grade forgiveness policy* and the *change to the last day to withdraw* request that were just approved by the Leadership Team. We are waiting for legal input on the *Student Academic Grievance Policy revision*. Additionally, the *Lingering Student legislation Senate Bill 5135* may require further updates to the Guidelines as well as updates to academic probation, suspension, and reinstatement procedures. A young man from China who hopes to begin classes at LCC fall 2004 has been in contact with Sandie for the past two weeks. She will be attending an international admissions and counselor conference at Seattle Central Community College on May 7 with Eileen Bergeson. Consider attending the International Festival on campus Saturday, May 29. Sandie will be performing again this year as a student of the *Pua o Na Lani Hula Halau*. If you have never taken the opportunity to attend this festival, please come check it out on Saturday morning. There are several international and ethnic vendors, interesting food is available, and there is plenty of great entertainment all morning long. This is a wonderful family event and a nice way to kick off your long weekend.

The next Student Services Council meeting is scheduled for Tuesday, May 25, 2004 at 9:00 a.m. in STC "A".