



Student Services Council  
Monday, February 28, 2005  
Meeting Notes

**Present:**

Eileen Bergeson, Ernie Cadman, Twylla Corrie, Tiahna Davis, Buzz Gorman, Marisa Greear, George Henderson, Jason Hosenev, Betty Johnson, Dan Johnson, Ilona Kerby, Jennifer Knapp, John Krause, Lynn Lawrence, Nadine Lemmons, Therese Montoya, Marleen Musso, Faye Olason, Barbara Schoeffler, Jenny Smith, Mary Stone, Sandie St. Onge, ASLCC representative, and Mary Harding, Chair

**Not Present:** Roxana Ahmadifard, Diane Armstead, Pat Boerner, Margit Brumbaugh, Carol Carlson, Julie Dasso, Scott Dennis, Terrence Green, Wendy Hall, Kay Koski, Bunpa Lim, Ronda Manick, Wes McGee, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Darcy Smith, and Kathy Wheeler,

**Guests:** Helen Kuebel and Merlene York

➤ **Division Items**

- **Plagiarism/Cheating** – Mary Stone presented information and explained a request that originated in the Instructional Council to make students more aware of the outcome of plagiarism and cheating, and to help strengthen student commitment to not cheat. Mary Harding explained the current process faculty have been asked to follow, which includes placing cheating outcomes in their syllabi and reporting cheaters to the Vice President. She also provided copies of the handouts that she has provided to faculty in training sessions. Mary Stone explained a writing assignment used in HDEV 100 which addresses plagiarism. Lynn Lawrence and Therese Montoya were recruited to meet with Mary Harding to draft recommendations.
- **Nursing Admissions Policy Changes** – Helen Kuebel came to report on recent changes to the nursing admissions process and she provided handouts. Nursing applicants will now be tested for a fee of \$50 to determine if they have the essential academic skills and critical thinking ability necessary for the nursing program. In the past, only pre-requisite completion at a particular GPA was used to determine who was allowed to enroll. Pre-requisite completion points will be added to assessment results to determine admission. For more information, contact Helen Kuebel.
- **Web Design Update** – Mary Harding reported that Title III supported web updates are expected to be instituted towards the end of June. Staff will be contacted regarding layout, structure and the logic/marketing focus for various areas. Staff identified with the honor, privilege and responsibility to maintain and update sites will receive necessary tools and training.
- **Instructor Initiated Withdrawal** – Mary Harding reported that although instructor initiated withdrawal has been looked at and rejected several times in our past history, it is going to happen. Instructional Council has tasked the Student Services Council to draft the language for this procedure, which will be implemented fall quarter. Under this proposed procedure, instructors

may have students withdrawn from their class who do not appear for two of the first five class sessions or the first week for classes that only occur once a week. The obvious purpose is the fill empty seats in classes. A related purpose is to encourage student class attendance. We will need to draft a process that will address student need, financial aid impact, withdrawal and waiting list enrollment procedures and forms. Lynn Lawrence, Therese Montoya, Buzz Gorman and John Krause were recruited to meet with Mary Harding to draft a process.

- **Legislative Budget Priorities** – Mary Harding provided a handout and asked staff to read it and be aware. The Governor’s budget is not expected until the March 20 economic forecast is available to justify budgetary recommendations.

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

- **Academic Standards Committee** – Mary Harding reported that this committee has no current agenda items to be dealt with.
- **Assessment Committee** – Mary Stone reported that Assessment Committee members are going out to the campus to assure that assessment results, which were due a few months ago, are going to be forthcoming.
- **Curriculum Committee** – Therese Montoya reported that EDUC 100 – Leadership and Learning, a three credit course, has been approved.
- **Diversity Committee** – Dan Johnson reported that the prime agenda item this year is to increase diversity in staff hiring. Committee members have been watching and discussing a diversity in hiring video and hope to both discuss and implement strategies before the end of this year.
- **Financial Aid Committee** – Marissa Greear reported that two of four petitions for reinstatement were approved at their meeting last Thursday. The next petition hearing will be held on Thursday, March 31, the week before the start of spring quarter.
- **Instructional Council** – Mary Stone indicated that all items on her list had already been discussed earlier in our meeting.
- **Student Services ad hoc Social Committee** – John Krause reported that March 17 is slated for an Irish Pinching Party. Wear green or be prepared to be pinched. Awards will be given for the best costume, best Irish or green food, and the best tenor(ette). Departments are being asked to provide sufficient food quantity and variety to feed their area.

➤ **Around the Table**

- **Eileen Bergeson** – Multicultural students supported the Literacy event on campus Saturday. Book of the quarter discussion will be held this Thursday. A faculty activity will be held on March 17.
- **Ernie Cadman** – WBLTA has funds available. Funds are currently being given to students who could have had them, but didn’t know they were eligible or thought they were disqualified. More effort is needed in outreach issues and simply getting the word out to students.

- **Twylla Corrie** – The ninth annual Career Fair is scheduled for this Thursday in the Student Center from 9:00 to 3:00. Great workshops, including “I Love My Job” will be presented.
- **Tiahna Davis** –Lingering student letters are going out this week and faculty advisors are receiving list of their affected students.
- **Buzz Gorman** – Buzz thanked those staff members who encouraged financial aid students to withdraw after the cut off date, lessening the payback figure considerably for students and campus.
- **Marisa Greear** – The March 7 Scholarship Showcase at 1:00 in ADC 142 will highlight application packets, locating scholarship, submitting winning applications and other updates since the last scholarship showcase was held.
- **George Henderson** – George is reviewing a computer program which can help students face self identified obstacles.
- **Jason Hosenev** – SSS is recruiting for their fall cohort. Refer first generation college students, low income students and students with disabilities to them for an application. SSS recently submitted their annual evaluation report, which was very encouraging. Bunpa is expected to return to campus next week.
- **Dan Johnson** – The ID card system hours are being cut back to 9:00 a.m. to 3:00 p.m. Special arrangements can be made through Betty for students needing an ID at other times. The ASLCC has had a good quarter. Election packets will soon be available for candidates for the ASLCC spring elections. The Student Center will be taking on some nice upgrades in signage and curtains during spring break. The African History film series is winding down. The next film, “Once Upon a Time When We Were Colored” will be shown on Thursday at 6:00 in the Student Center.
- **Ilona Kerby** – Ilona reported that she has been busy with the additional task of working with ABE and ESL special need students.
- **Jennifer Knapp** – Jennifer reported that the Sophomore Career Fair will be held on campus Wednesday, March 30 during spring break.
- **John Krause** – John will be in Spokane Wednesday through Friday this week at a Tech/Prep conference and will return to write the Tech/Prep grant. The current version of President Bush’s budget cuts both Tech/Prep and Carl Perkins funds. Ann Little has been hired part-time to be a job coach for Work First.
- **Lynn Lawrence** – Priority registration for spring quarter begins next Monday. Marleen Musso is working on the state-wide common course numbering project.

- **Nadine Lemmons** – The learning session facilitated by Rhonda Meyers today will address student centered teaching.
- **Therese Montoya** – Running Start advising is underway. There has been a good response to recent Running Start information sessions. The next round of Running Start testing is slated for next week.
- **Marleen Musso** – Graduation applications for spring quarter completion are coming in and keeping her busy. May 4 is the application deadline. Encourage students to apply well in advance of that date.
- **Faye Olason** – A flyer on session activity will be coming out this week. Notify Nadine Lemmons if you are interested in participating. The CCSEQ is slated for the second week of April. Faculty will be notified prior to the break, so information can be included in their syllabi. A Learning Communities mission statement handout was provided for review and comment. New students will be required to attend this ten hour seminar/twenty hour lecture/homework session if they do not test out. Target groups will be determined by COMPASS test scores. Direct suggestions and questions to Faye or Jason Hosenev.
- **Barbara Schoeffler** – The annual Employer Appreciation Breakfast is scheduled for April 13. Co-Op/ICP supervisor evaluations are due for winter quarter.
- **Jenny Smith** – E-write piloting continues for faculty input and recommendations.
- **ASLCC Rep.** – Shelley Ylen indicated that she would take our earlier topics of plagiarism/cheating and instructor initiated withdrawal to the next ASLCC meeting for discussion and recommendations.
- **Merlene York** – Merlene reported that the deadline to have grant applications to her is April 4. Applications must be signed and in her hand by 5:00 p.m. to be considered. The Red Devil Chili Cook-off is scheduled for July 15. She could use some volunteer help with raffles and other duties that day. The Major Campaign is moving along and is almost ready to go to the public.

**NOTE:**

The next Student Services Council meeting is scheduled for Thursday, March 24, 2005 in the **Heritage Room** of the Administration Building at **9:15 a.m.**, which should allow Sandie enough time to pick up the doughnuts!! ☺