



Regular Meeting Minutes - Draft February 20, 2020

Members Present

Elizabeth Switaj
Jennifer Seru

Va Savu
Cheryl Vila

Pam Kaious
Oyinade Ogunmokun
Rigieta Lord

Jomi Capelle

Sali Andrike

The meeting was called to order @ 11:18 AM

Agenda Items

1. Review of Previous Minutes
 - a. [November 21, 2019](#) (missing attendance)
 - b. January 16, 2020
 - c. February 6, 2020
1. Reports from Subcommittees
 - a. Admissions Board: no report
 - b. Calendar and Catalog
 - c. Placement: no report
2. [Summer conditional admissions procedure](#)
3. Accreditation: II.C.4: The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.
4. EMW Monitoring:

EMW GOAL 1: INCREASED RETENTION RATES OF NEW, FULL-TIME STUDENTS

Increase retention (fall to fall) rate from the current 52% (FA 2015 cohort) of new-entering full-time students to 60%, 63%, 68%, and 73% respectively over the next four years, 2019-2023.

Outcome 1.1: Increase retention rates of full-time students annually.

51310544. Previous years' assessments

70675112. [Monthly calendar of work](#)

Minutes

1. **REVIEW OF PREVIOUS MINUTES**
 - a. November 21, 2019 – Approved
 - b. January 16, 2020 – Approved



- c. February 6, 2020 – Tabled for next meeting
2. **REPORTS FROM SUBCOMMITTEES**
 - a. Admissions Board -
 - b. Calendar and Catalog – have not met, but have plans to meet. Chair requested to have timelines for the Catalog and the Calendar, and discussed in the next meeting
 - c. Placement- tabled for next meeting
3. [Summer conditional admissions procedure](#) – Approved
Jomi and Va met and made some additions for the conditional admission as projected. 1st week of instructions, still accept missing documents. Students can attend classes while still getting in missing documents, no fees to be charged. By the end of first day of 2nd week, they will be de-registered, and encouraged to enroll in Fall
4. **ACCREDITATION**

Accreditation: II.C.4: The institution provides counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function. Counseling and advising programs orient students to ensure they understand the requirements related to their programs of study and receive timely, useful, and accurate information about relevant academic requirements, including graduation and transfer policies.

How effective are we in terms of advising, how in a standard. What are the signs of effectiveness in this standard, quality of information?

Are all departments fully involved? For example, a Student did Psychology last semester and failed, did not pass, still registered for 5 courses and then 6 courses this semester. LA Chair found out that she does not have an Advisor. Some students may be leaving their requirements too late

System needs to stop students from doing courses that they are not supposed to be enrolled in. Advising session at in-service and symposium – to be a regularly scheduled part for Faculty Symposium and Advising.

Emphasize more and bring the Advising coordinator in the department meetings. Chairs to discuss this at their meetings

Faculty– can be a part of the Advising component, how to reach out to students, s share best practices, reaching out to our students who are not coming to the Faculty offices.

Other related Advisory policies to be part of the Advising and integrated into Orientation soon. Faculty to have some guide questions, from the counselors. For example have particular stages when advising students.



CMI101 are being covered in here, but it is done only once, these need to be emphasized over and over again and advising should be personal. Faculty across departments should be aware and know how to advise students, eg. Dev Ed Faculty should know how to advise students.

All Faculty should be able to offer a Career pathway on a basic level. Go to people in their majors so they can properly advise students.

Program web changes – can get these from there. If our information is correct.

Student services – to be also aware of this and support on training to be given to them on how to do advising

Organize regular training on basics of advising and have other interested personal to attend

5. EMW MONITORING:

EMW – enrolment in SIS is incorrect, all kinds of issues coming up in terms of students who have officially enrolled

Discuss further in the next meeting

6. PREVIOUS YEARS' ASSESSMENTS - has been in our agenda for a while. We have previous results that has some gaps as some years are missing.

7. [Monthly calendar of work](#)

Outcome 1.1 moved to March

Feb – review of Summer conditional admissions procedures. If there are multiple sections, then we can look into combining

March – review financial aid policies and procedures – hopefully

Any other plans to be reviewed before the end of July???? Placement policies – to decide when it will be looked, as a date

Undeclared Major – March

Challenges and issues to be discussed in our 1st March meeting

Meeting adjourned @ 12.00 PM

Rigieta Lord, Recording Sec.

Scribe

EMC

Reviewed & Approved by

Date approved