

Student Affairs Leadership Team Meeting
March 19, 2024
2:00 p.m.
LTC Conference Room

Participating: Matt Fowler, Amber Malone, Libby McVicker, Cassandra Goldman, and Chad Groves (Teams)

Not Participating: Wain Davis and Katie Hinderliter

New Student Orientation

Chad reported that the orientation committee is aligning their decisions with the four pillars established to guide the orientation's objectives. Various ideas are currently under discussion regarding the day's activities, such as incorporating inflatables and live bands, although their inclusion is dependent upon budget. Cassandra proposed the integration of committee initiatives with mental health and student services. Furthermore, the committee must define the desired student outcomes and establish methods for their assessment. Dr. Fowler emphasized the importance of dedicating time to identify student outcomes and measurement strategies, with the aim of building upon them in subsequent years. Cassandra plans to follow-up with Brandon Weger on the results from the survey to identify the things every college graduate should know, value, and be able to do upon graduation.

Student Success Initiatives

The TutorMe platform was down this week. A quote to renew the platform for 300 hours was requested, with IECC utilizing approximately 240 hours over the past year. The original agreement entered with TutorMe has not yet been located; however, the invoice from last year amounted to approximately \$12,000. Cassandra noted we're waiting on details before committing to renew. Mental health funds may be utilized for this expenditure.

Learning Commons

The newly implemented position titles of Learning Commons Specialist are being utilized, and a position announcement for a part-time Library Assistant for each campus will be posted for advertisement.

SAMHSA Grant

The Campus Suicide Prevention Grant Program through the Substance Abuse and Mental Health Services Administration (SAMHSA) was discussed. The application deadline for this grant is May 1; however, all applicants must register before applying, and the registration process can take up to six weeks' time. Cassandra suggested shifting focus towards utilizing the remaining Mental Health appropriations by the end of August. It is worth getting registered through SAMHSA to enable us to pursue grant opportunities in the future.

Mental Health Early Action on Campus

There is a decent size appropriation remaining that must be spent by the end of August. Holly O'Brien has reached out to the orientation committee regarding t-shirts on each campus to promote the affiliated partner services, such as TimelyCare and TutorMe. Additionally, Holly has invited the affiliated partners to attend orientation and set up booths to provide students with

information. There is opportunity to use some of the appropriation funds to help with orientation activities as well as a finals week activity sponsored by Active Minds. Also exploring specific campus needs, such as charging stations, which are currently lacking at WVC and LTC. Looking at utilizing these funds to renew TimelyCare and TutorMe services for our students. Holly will work on a holistic plan for the use of the appropriation.

Student Code of Conduct

Cassandra has received general feedback on the draft version of the Student Code of Conduct and will make changes based on feedback. She plans to send it out to the same groups for one final review before presenting to the SEPC for consideration in April.

Student Advisory Board

Cassandra received minor comments based on the initial draft of bylaws for the IECC Student Advisory Board (ISAB). She has spoken with the Student Senate advisors at WVC and OCC to outline the purpose of ISAB and obtain comments and suggestions as she works on the handbook. In the proposed handbook, any new student organization would go through the ISAB and not each respective campus student senate. One suggestion was that new clubs commit to having a representative attend student senate meetings to report on club activities, enhancing communication.

A question relating to qualifications for membership included the completion of 15 credit hours at IECC, which would include dual credit. Additionally, the full-time student definition will be changing from a minimum of 12 credit hours due to financial aid requirements. The idea of allowing freshmen to apply for membership was also discussed, potentially providing a fresh perspective and serving as a recruitment tool. Furthermore, considering two references for an applicant as opposed to letters of recommendation was addressed. Cassandra plans to incorporate changes and send an updated draft to Amber for review before sending to SEPC for the April meeting.

Student Mental Health Needs 500.12

In accordance with Policy 500.12, IECC shall designate an expert panel to convene annually and ensure policies, procedures, and trainings are sufficiently addressed. Holly has a list of people to recommend for that panel. There were no objections with the annual meeting time being designated during the October workshop. Cassandra plans to invite Brandon Weger to participate to assist with data.

The expert panel membership shall include:

- Mental Health Specialist
- Dean of Students
- Learning Commons representative (Chad Groves)
- Program Director of Grants and Compliance
- at least one faculty member (Nixie Hnetkovsky and Phil Thorsen suggested)

College & Career Center Specialists Alignment

Dr. Fowler emphasized the objective of aligning a College & Career Center Specialist with each guided pathway, integrating these positions into retention and persistence efforts. In addition, transitioning the Retention Coordinator position into the College & Career Center Specialist job

description. Dr. Fowler included in the budget to have the other pathways covered going into FY25.

Student Records & Guided Pathways

Amber posted two draft documents to the Teams folder, including an IECC Curriculum Go-Live outline and Meta-Majors Project timeline, which timeline is on track and not currently pressed for time.

Activity Fee Allocations

At the April Board meeting, activity fee allocations will be presented for approval. Activity fee allocations consist of \$2 of paid tuition that goes into an activity fee. Dr. Fowler has asked that this be a discussion item at the April SEPC meeting. He also requested input from the group to provide thoughts on what it is student activity fees ought to go for and aiming for solid justification for the request. It was noted the potential need to increase the graduation fee in the future and whether this should be funded through the activity fee. Additionally, considering the level of funding available to student groups. It was agreed that parking maintenance should not be included in the list of allocations.

Spring 2024 Tour Schedule

There will not be a meeting held in April.

Academic Probation

Dr. Fowler emphasized the importance of our group discussing the definition of academic probation and its ramifications. Establishing a clear understanding of academic probation and its consequences will serve as a valuable tool for students in need of course correction. It is crucial to outline the path for students on academic probation and ensure that it is robust and supportive.

Dress Code

The Board is set to review the Personal and Workspace Appearance Policy 400.31, with a proposed effective date of August 1, 2024. The procedure which accompanies the policy affects how it is the employees you supervise may dress, including students. Employees should dress in an appropriate manner for their role and work-related activities.

Meeting ended 4:00 p.m.