**Council for Education and Student Development**

Minutes

March 4, 2008

**PRESENT:** Terry Sawma, Nadine Jenkins, Katherine Miller, Bennie Lambert, Cher Brock, Johanna Boley, Earl Campa, Linda Luehrs-Wolfe, Martha Oburn, Bonnie Longnion, Jean Grove, Glen Wood, Debra Britton, Julie Leidig, Jade Borne, Gary Clark

**ABSENT:** Judy Murray, Susanne Thaler, Larry Rideaux, Bill Coppola, Ed Albracht, Steve Lestarjette, Penny Westerfeld

**GUESTS:** Shah Ardalan, Rand Key

1. **Shah Ardalan, Chief Information Officer** – The R18 upgrade was delayed until June 23, 2008. We sent a request for “power users” to test the new system, and the response has not been very good. A second request will be sent to the VPs at each college this week. The”power users” will certify the R18 software prior to it going live on Monday, 6-24-08. R17 system will go down on June 19 and will come back in three stages by June 24, 2008.
   1. Datatel Reporting – R18 provides more secure reporting than R17. Shah has extended the R18 training period. Colleges who do not have a Datatel developer should send report requests to the system help desk. A major focus of the reorganization plan is to improve reporting for end users.
   2. Network Functionality – A major portion of our reorganization plan deals with improving network functionality. By the end of the summer, we will have a network that is solid and fully operational
   3. Security – We will have a comprehensive security evaluation to insure protection of confidential information. An audit of the IT shop has been started, and after that is complete we will roll it out to the entire system.
   4. CE Courses – IT is in the process of making sure the CE courses are being charged correctly, and this will be in place for the Fall 2008 semester.
   5. Blackboard – Since 2-1-08, Blackboard has not been down, but there have been a few reports of slow performance. IT needs to know the specifics about the network being “slow,” not just generalizations. IT will support all technology issues, including the current TouchNet issues.
   6. SAS – IT is evaluating if this is what the Lone Star College System really needs.
   7. Blackberry Service – IT is evaluating the possibility of turning the Blackberry Service into Smart Phones. But the Smart Phones are for a very limited number of people only. The Smart Phone system should be in place by December 2008. The term smart phone is not directly related to a specific manufacturer.  All it really means is a cell phone with additional capabilities like calendar, email, web, etc.  Our plan is to reprogram the current Blackberry devices to work with our current email system without the need for a Blackberry server and additional licensing.  We will send out additional information so your local IT can handle this.  They will need your phone for less than an hour.
   8. Size of email accounts – A very few people will be allowed a larger email account based on job function. However, users should be trained to set up to save their email accounts to automatically save incoming messages to their notebooks or desktop computers. There are ways to manage your work email accounts by setting up rules, especially for incoming phone messages, that will save space in your email account.
2. **Rand Key, Executive Vice Chancellor** -
   1. Associate Vice Chancellor of Work Force – We have received over 70 applications for this position. This Monday and Tuesday the search committee will interview four candidates. Randy Key will interview the final two candidates for the position, and we should have somebody on board by June 1, 2008.
   2. Vice Chancellor of Student Success – This search is coordinated by Helen Clougherty, and hopefully we will have somebody in place by June 1, 2008. The number one priority for Helen currently is the bond election in May.
   3. LSC-Kingwood – Consultants will meet with the President’s search committee to develop a timeline for the search. April 30 the consultants will recommend finalists. Candidates will be on campus during the first week in May for open forums. Hopefully by the first week in June we will have a new president for LSC-K..
   4. Workforce – Each college has a different way of handling the workforce area. We need to develop a common method of handling requests for quotes from outside companies. We are planning on conducting a SWOT on workforce issues in mid March 2008.
   5. Dick Gregory – LSC Police commissioner is meeting with Rand Key this afternoon about some action steps to make our colleges more secure. As an example, our college police do not carry radios that allow them to communicate with officers at other LSC campuses. A quick fix would be to provide the college police with the model and quality radio that allows them to communicate across the system, not just on their individual campuses, in the event of an emergency.
3. **Six Drop Rule** **(Nadine Jenkins)** – CESD reviewed the new Schedule Change Form. CESD approved the following suggestions to improve the new form: 1) On the new form, reason # 47, “Complete Withdrawal,” does not provide enough information for the Achieving the Dream committee to determine exactly why the student is withdrawing. It was suggested that this reason, “Complete Withdrawal” be removed entirely from the reason column, and placed in a separate section for Administrative use only, indicating the student is withdrawing from everything. 2) CESD would like to separate the reason columns into items the student could identify and a separate column that staff could select. CESD suggested to move “Excessive Absences” and “ Non-Payment” to the right column. 3) Another item should be added, for an “Other” reason with the addition of a blank line. 4) The “Mini-Mester” option should be added in the date column. Nadine will email the revised form to CESD for approval. The training for everyone in Student Services may be provided by a “Webinar” type presentation (Illuminate) and then the training is archivable.
4. **IRB (Bonnie Longnion)** – The IRB will consist of a two tier system, each college will have five member committee, with an additional system-wide committee. A tremendous amount of staff support will be needed for this committee. We will need a web site developed identifying what an IRB is, and when things need to go to the IRB. We have found the National Cancer Institute has a legitimate site for training IRB personnel. There will be a big push this spring to get the IRB up and running. If we receive Federal funds, we must maintain an IRB.
5. **Accountability System** (Martha Oburn) – The VP of Instruction are aware of this document from the THECB. The THECB does not do licensure reports any longer. We need to develop a system to obtain licensure information at each college. Please make sure that Martha Oburn receives copies of what is entered by each college on the site. Data should include the most recent graduates, from the last spring semester, and be defined on each report.
6. **Student Services Recommendations** (Nadine Jenkins) – CESD approved the recommendation from the Student Services Council (SSC) concerning the following registration times. Linda will check to see if EC approval is needed. Nadine will contact CESD about exactly when this will become effective.
   1. Registration Times for all college campuses – SSC recommended maintaining standard times for all college campuses for registration, which would be as follows:
      1. Regular registration times for all campuses:
         1. Monday -Thursday = 8 am – 7 pm
         2. Friday = 9 am – 3 pm
         3. Saturday = 9 am – 1 pm

2. Peak registration (2 weeks prior to first day of class):

1. Monday -Thursday = 8 am – 7 pm

2. Friday = 8:30 am – 4:30 pm

3. Saturday = 9 am – 2 pm

* 1. CESD agreed with the recommendation from the SSC that all registration dates should be the same for all venues – telephone, online, and in person. The start of on-site registration will be moved to the same date as online and telephone registration was scheduled.

1. **The University Center (Debra Britton)** – TUC will have its Ten Year Anniversary Celebration on Thursday, April 17, 2008 from 3:30 – 4:00 pm, and everyone is invited. Debra distributed an informational flyer about the celebration.
2. **Vice Presidents of Instruction (Linda Luehrs-Wolfe)** – The VP Council is currently working on faculty workloads, stipends, MOAs, etc.
3. **AtD Task Force Decisions** **(Jade Borne)** - The recommendations from the AtD task forces need to be communicated to CESD, the VP Council, and the Student Services Council prior to being submitted to EC for approval. The AtD task forces are charged with creating recommendations, only, not the approval of these recommendations.

Next CESD Meeting: April 1, 2008 at the LSCS Office