**Lone Star College System**

CESD Meeting Minutes

September 2, 2008

**PRESENT:** Nadine Jenkins, Bill Coppola, Rebecca Riley, Katherine Miller, Ed Albrecht, Cindy Casparis for Judy Murray, Cher Brock, John Fishero, Deana Sheppard, Linda Luehrs-Wolfe, Larry Rideaux, Jean Grove, Glen Wood, Siobhan Fleming, Linda Head, William Durham, Lawrence Brandyburg, Julie Leidig, Jade Borne, Elizabeth Chapman, Donetta Goodall

**ABSENT:** Bennie Lambert, Earl Campa, Diana Pino

**GUEST:** Kim Anderson

1. The first CESD meeting of the 08-09 academic year commenced with the introduction of Dr. Donetta Goodall, Vice Chancellor of Academic Affairs and Student Success, to CESD. Welcome to the LSCS system! Also introduced were new CESD members: Rebecca Riley, John Fishero, Deana Sheppard, Siobhan Fleming, William Durham, Lawrence Brandyburg, and Elizabeth Chapman.

**2. Achieving the Dream** (Larry Rideaux) – The graphic of the new Decision Making Model for the Achieving the Dream (AtD) committees was presented. This model was created after one year of intensive work with the AtD task forces. The next item on the AtD agenda is to create an inventory of student success initiatives currently underway at LSCS colleges. The Early Alert system was expanded to include all MATH 0308 courses and we are working to inform students of the supplemental instruction (SI) available to assist students in need of additional instruction or support. AtD has decided that SI will be one of our initiatives that will help students move through the system. The Black Male Summit is scheduled for 11-15-08, and a follow-up summit will target Hispanic males. The Degrees of Reading Power pilot has identified 3-5 courses, (and has made the decision that there is no correlation between the outcome of the test and the successful completion of the course.)

**3. Communication/SharePoint** (Kim Anderson) – Kim demonstrated the AtD web site, how to get to the home page, and how to get to the home site from the main web page. ([www.atd.lonestar.edu](http://www.atd.lonestar.edu)) Kim also covered the SharePoint AtD site, which will be used as a repository site for all AtD documents.

**4. Transfer of Credit** (Larry Rideaux) – The Deans’ Council and the VP Council approved using both criteria listed in the catalog for determining the transfer of credit: “Equivalent college course credits earned at other regionally accredited institutions may apply to degrees awarded by LSCS if at least a grade of “D” was earned.” (pg 41) “The cumulative GPA of the transfer courses applied to the degree or certificate must be at least a 2.0.” (pg 71) CESD approved keeping both statements in the catalog, but would like to clarify the statement from page 41, by specifying the cumulative GPA has to be 2.0 in courses applied to the degree.

**5. Research on Texas Summer Programs** (Larry Rideaux) – The THECB is interested in working with Cy-Fair and North Harris about their Summer Bridge Programs. The THECB would like to study these programs as well as the outcomes from the summer programs, especially the intensive summer bridge programs. LSCS is interested in improving the number of students enrolled in the summer bridge programs

**6. LSCS Official Calendar 2008 - 2009** (Linda Luehrs-Wolfe) – CESD approved the 08-09 Official Calendar, in the current draft, and will forward the calendar to EC for consideration and approval. With the local ISDs ending their school year in June after our first summer session begins, CESD discussed the possible addition of a late/second start summer session which would enable local ISD students to enroll in a LSCS summer course. Elizabeth Chapman will take the late/second start summer session item to the next Deans’ Council meeting for discussion. If you see the need for any changes to the Official Calendar, please contact Linda Luehrs-Wolfe prior to Friday, September 5, 2008.

**7. Non-Traditional Transcripts** (Glen Wood) – The college admission offices are forwarding the non-traditional transcript evaluation requests to SIS system office for evaluation. None of the schools use the common course numbering system and some utilize quarter hour systems. The THECB has determined that all Texas colleges and universities need to evaluate these transcripts to determine exactly what can be transferred. The new ruling is located under the Chapter 7 rules on the THECB web site. SIS is requesting catalogs from these institutions to enable correct transcript evaluations and curriculum and instruction will seek faculty feedback through the curriculum teams. SIS plans to develop a matrix for our advisers to use to determine exactly what will transfer from which schools. LSCS does not place transfer credit on LSCS official transcripts.

**8. VP of Instruction** (Cher Brock) – The VP Council continued review and discussion of curriculum and AtD issues over the summer. Julie Leidig will chair the VP of Instruction Council in the 2008-2009 year and will provide the CESD updates each month.

**9. Student Services Council** (Nadine Jenkins) – The SSC did not meet during the month of August due to increased registration activities. Cindy Gilliam agreed that students will not be dropped for missing the third payment of their payment plan, but will have a hold placed on their record until the last payment is made. Nadine is chairing a Code of Conduct project developed from MC’s existing code. This will be a matrix designed to assist students, faculty, and employees identify exactly what is in the current code. Diana Pino is charged with developing a suggestion for the reorganization of student services, which will need to be approved by EC. This plan will be presented at the next CESD meeting, after it has been reviewed by Jean Grove and Donetta Goodall.

**10. Office of Research and Institutional Effectiveness** (Siobhan Fleming) – Our office is currently incorporating the support of AtD into the department. ORIE is also endeavoring to create a new level of access to data and a secure web site consisting of simple pull down menus. We have designated analysts to handle certain areas: DL is Jennifer Lee, AtD is Matthew Clayton, Student Success and Workforce is Kent McShan. ORIE will also be incorporating R25 data as well as developing the online course evaluations. In addition, ORIE is also re-evaluating all of the daily reports that are produced and distributed.

**11. Constitutional Day Activities** (Linda Luehrs-Wolfe) – Constitution Day Activities should be planned for September 17 of each year, as mandated by the legislature. Please send Linda a copy of the plans your college has to commemorate Constitution Day this year.

**12. LSC Online** (William Durham) – LSC Online has been conducting forums on campus with faculty and advisers about how to better serve our online students. LSC Online has also been working with the AtD team on improving student success with online courses. LSC Online has also been working on the EDUC 1300 course development to achieve a fully hybrid and online course. The online team has also been working on producing a one hour online course for faculty to become fully certified to teach EDUC 1300 online. As a side note, William also stated that the decision to allow an instructor to teach more than 50% of their load through online courses must be discussed and approved with the college’s VP of Instruction and the appropriate dean of the college. EC has not approved any changes in this policy.

**13. University Center** (Lawrence Brandyburg) - The University Center’s Faculty Celebration was held this year from Monday through Thursday during opening week, and was enjoyed by all our faculty and staff.

**14. Deans’ Council** (Elizabeth Chapman) – The Deans’ Council held their annual retreat at CF this year, and it was quite a success.

**15. VPAD** (John Fishero) – Attention must be directed in training LSCS registration personnel to not over-ride the holds placed on student records for non-payment. (The hold is placed on pre-requisites, transcript requests, grade requests, as well as registration.) If a student has pre-registered for the next semester, the system will add the total due from the missed final payment to the next semester’s current billing. The student will be dropped during de-registration if the amount is not paid in full. John will request clarification on this from the technology team.

**16. Workforce Council/CE Council/Corporate College** (Linda Head) – The Corporate College started Monday, September 1, 2008 and will be located at the Greenspoint Center beginning Thursday, September 18, 2008.The CE Council’s largest current project is the Spring 2009 Combined CE Schedule/Catalog. This combined CE Schedule consists of many details to ensure a quality finished product for our CE students and will contain over 2,000 courses. The Small Business Development Center is working closely with the CE council, and the first major joint project scheduled will be an entrepreneurial venture scheduled for October 5, 2008. The Workforce Council will meet on September 25, 2008, and are looking at the structure of the council, membership, goals, and defining the mission of the Workforce Council.

Next CESD Meeting: Tuesday, October 7, 2008