**Lone Star College System**

**CESD Meeting Minutes**

October 7, 2008

**PRESENT:** Nadine Jenkins, Bill Coppola, Rebecca Riley, Judy Murray, Ed Albracht, Bennie Lambert, Cher Brock, John Fishero, Earl Campa, Deana Sheppard, Linda Luehrs-Wolfe, Larry Rideaux, Jean Grove, William Durham, Lawrence Brandyburg, Julie Leidig, Jade Borne, Elizabeth Chapman

**ABSENT:** Katherine Miller,Diana Pino, Glen Wood, Siobhan Fleming, Linda Head

**1. Call Center during the December Mini-Mester** (Larry Rideaux and Linda Luehrs-Wolfe) – CESD reviewed the proposal of creating a centralized call center for the 2008 December Mini-Mester. During the 2006 December mini, a centralized call center was created at LSC-MC, but issues developed over the commute to the MC campus, as well as funding for the extra staff. The Student Services committee will consider this proposal at their next scheduled meeting.

**2. AtD Report** (Larry Rideaux) – The September 30th AtD core team meeting focused on P-16 initiatives, and was a joint collaboration with the superintendents and associate superintendents from Humble and Klein ISDs. The AtD committee is considering Monday, November 10, 2008 for a meeting with our eleven district ISDs as well as the AtD LSCS members for the purpose of developing a strategic plan to identify best practices, support services, and other areas the ISDs and LSCS can work together for AtD. On December 3, 2008, Wayne Giles, our AtD Coach, and Renee Garcia, our AtD Data Facilitator, will meet at LSC-M and LSC-CF to review college AtD initiatives. The Steering Committee and Task Force Chair meeting is still scheduled for Tuesday, October 28, 2008.

**3. College Readiness** (Linda Luehrs-Wolfe) – On Monday, October 20, 2008 the THECB and EPIC is hosting a College Readiness taskforce at LSC-Tomball. This will be an all day meeting with the local ISDs as well as our executive staff, deans, vice-presidents and faculty invited to attend.

**4. Adobe Presenter** (Jean Grove and William Durham) – The HR department is set to announce our ability to handle 25 different virtual classrooms/meetings with up to 100 participants in each.

**5. Refund of 50%** (Larry Rideaux) – The LSCS board approved granting any student who elected to withdraw between 9/22/08 and 10/3/08 an option of an immediate 25% refund or a total 50% credit toward the cost of the spring 2009 semester. Due to the timing of the decision and communication, 25% is immediately given to the students who dropped during this time, and a 25% credit will be assigned to their account for the spring 2009 semester (no cash refund for the Spring award). Larry Rideaux will determine if a system wide report can be generated which will list the students who dropped, how many hours they dropped, what (if any) credit the student has received, and the amount (if any) the student should receive in credit for the spring semester.

**6. VP Council** (Julie Leidig) - The VP Council is considering a new System-Wide Honors Program proposal, which would contain a study abroad scholarship as well as a full scholarship for Honors program participants.   If supported this would be piloted by LSC-CF and LSC-M.  High school programs now have a designated person at each college.  Susan Rush has already met with these HS Program College Connection Advisers. Several curriculum teams have proposed additional degree programs with designated majors to be added for transfer credit; VPs agree that these need to have two universities that would agree to accept these programs as transfer in order for LSCS to adopt them.

**7. Student Services Council** (Nadine Jenkins) – No report, next meeting is scheduled for this week.

**8. LSC-Online** (William Durham) – The system DL council meets the second Thursday of each month. Formation of the DL action teams will be the primary topic at this meeting. The DL action teams will focus on professional development, and a technology needs assessment with our instructors as well as some DL certification training. Professional training events at each college need to have specific equipment and software for the training sessions to be held, and this should be determined ahead of time. CESD will send William a professional development contact person at each college. William will distribute the list of the invitees to the DL council to the Vice President of Instruction Council members.

**9. LSC-University Center** (Lawrence Brandyburg) – SHSU is starting to consider offering an undergraduate banking degree at UC. In addition, A&M is evaluating the possibility of offering additional class offerings, for more undergraduates

**10. Deans’ Council** (Elizabeth Chapman) – The last Deans’ Council meeting was held Thursday, September 11, 2008, and was cut short due to Hurricane Ike preparations. The Deans’ Council is focusing on leadership issues for this academic year.

**11. VPAD Council** (John Fishero) – The last VPAD meeting scheduled for Tuesday, September 16, 2008, was cancelled due to Hurricane Ike. The payment plan is still under consideration. The only feedback from the VPAD Council about the 08-09 Official Calendar, was concern about doing a de-reg on the same day we return from the holiday break. The question was raised if the Student Service’s Council is still planning to distribute a postcard to alert students that the payment due date is Monday, January 5, 2009 as well as the student’s ability to pay/register online during the holiday break. Concern was expressed about the technology available during high demand registration times, and if the system has been upgraded to handle the increased demand during registration. Some reports were that it took ten minutes to move from one page to the next during the registration process for the student, and it could take almost 1.5 hours to register one student. Linda Luehrs-Wolfe offered to meet with Shah Ardalan about this concern, and perhaps ask him to attend the next CESD meeting. LSC-TC utilizes School Messenger to contact students through a telephone system, and this can be used to notify students about the payment due date of January 5, 2009.

**12. Sabbatical Process** (Linda Luehrs-Wolfe) – The sabbatical information was recently distributed to the college presidents, and the deadline to receive the proposals is Friday, November 7, 2008, by the college presidents. The proposals signed by the presidents are due by Friday, November 21, 2008 to Linda Luehrs-Wolfe. It was noted that if the proposal request is signed, the person signing the proposal endorses the entire request, including the request for funding, if any. There is an option available to sign the proposal, but state clearly that the college will not provide additional funds. This year seniority will not be the main factor in consideration of granting the sabbatical proposals. Seniority will still be a factor, but not the sole factor, and this information has been clearly stated on the web site. Sabbatical proposals must be complete to be considered, and incomplete proposals will not be considered by the sabbatical committee. Linda Luehrs-Wolfe will contact the sabbatical committee members to schedule a meeting to review the sabbatical proposals and develop recommendations.

**13. HR** (Jean Grove) – The fuel stipends will be on the payroll for this week’s payroll.

Next CESD Meeting: November 4, 2008