**Lone star college system**

CESD Meeting minutes

November 4, 2008

**PRESENT:** Nadine Jenkins, Judy Murray, Katherine Miller, Ed Albrecht, Cher Brock, John Fishero, Earl Campa, Deana Sheppard, Linda Luehrs-Wolfe, Larry Rideaux, Siobhan Fleming, Linda Head, Lawrence Brandyburg, Julie Leidig, Jade Borne, Gary Clark for Elizabeth Chapman

**ABSENT:** Bill Coppola, Rebecca Riley, Bennie Lambert, Diana Pino, Jean Grove, Glen Wood, William Durham

**GUESTS:** Megan Costanza, Susanne Thaler, Shah Ardalan, Kim Baker, Jen Murillo

**1. De-reg Calendar** (Linda Luehrs-Wolfe) – Diane Novak asked CESD to consider changing the first de-reg from Friday night to Saturday afternoon after the business office closes, to facilitate scheduling employees . CESD determined the de-reg process cannot be run remotely any longer with the new processes involved. CESD approved changing the first de-reg to occur on Saturday afternoons effective Summer 2009. The de-reg calendar will be adjusted to reflect this decision. This will not change the de-reg cycle for SP09.

**2. Spring 2009 De-reg date of Jan. 5, 2009** (Larry Rideaux) – Larry proposed changing the de-reg date from 1-5-08 to 1-8-08. The later date would provide students, staff, and faculty more time to register and pay for the courses. CESD decided to keep the 1-5-09 de-reg date, but wants to promote the idea and importance of students paying for their courses prior to or during the holidays. Ed Albrecht will send all CESD members a link to an inexpensive service available for communicating important subjects to our students.

**3. VP of Instruction** (Julie Leidig) –The VP Council decided to include counselors on the core curriculum committee. The VP Council is also looking into equalizing CLEP procedures at all the colleges. William Durham presented an update on the LSCS Online department, which included the identification of the first six courses to be redesigned. A system-wide honors proposal was made, but the VP Council requested it be scaled back and returned to the sponsors for revision. The VP Council is also working on faculty productivity measures and the identification of exactly what the standards should be when determining faculty productivity.

**4. Student Services Council** (Nadine Jenkins) – The SSC currently is in the process of planning on a meeting with Donetta Goodall. A key point at the SSC meeting scheduled for November 20, 2008, will be the identification of the top five or ten strategic initiatives the SSC will focus on during the 2008-2009 academic year. The SSC has implemented the Adviser II position, versus the old Student Specialist IV position. Susan Rush is organizing a system-wide training program for the Adviser II position. The SSC is also looking at the implementation of high school advisers, who will assist local high school students enter college for the first time. The high school advisers will be hired by the Central Services office, and can be scheduled for a final interview with the college personnel. The budget for the high school advisers may be supported by the system office, and is currently in discussion with HR, but needs to be reviewed at the next VP Council meeting.

**5. Preparation for the spring 2009 Registration** (Kim Baker and Shah Ardalan) – Kim Baker provided a summary of the factors which impacted our fall 2008 registration. The different factors have been addressed, including a re-write of the student online application, circumventing the Colleague application, which has been very effective to date. We have developed a backup process, circumventing the Colleague architecture, in the event the system degrades again. We have installed an upgrade to My Records, called the Garbage Collection, which cleans up all the incomplete records in the database that previously remained and slowed the sytem, and provides trouble shooting processes unavailable in prior releases. In October Datatel fixed a major bug in our manual upgrade system, which was corrupting the security records, and would cause whatever it was accessing to crater. We plan to test a heavy load on the system on November 18, 2008, from 12:30 pm to 1:30 pm in R18test. Marian Burkhart will be the contact person between OTS and the SSC with the results. Shah Ardalan recommended closing Colleague down for a week every year for Colleague server/hardware maintenance, which would not include the phones or email, just Colleague. VPADs, SSC, and the Academic Calendar Committee will consider this idea. The board agenda for Thursday, November 6, 2008, includes a proposal to contract with a company to begin investigating a new ERP for the system, which may include keeping Colleague, or to begin negotiations with another ERP company. Marian Burkhart and Kim Baker will be in charge of this process, which should take about three months.

**6. Estrada to Red Dot Migration** (Jen Murillo) – Jen presented a very informative PowerPoint about the LSCS “Web Launch 2009.” November 10, 2008 will begin the ad campaign for the site re-design, with a “go live” for the new site scheduled for February 19, 2009. We plan to move our intranet site to the SharePoint server during the summer of 2009. The entire presentation and additional information about the web launch is available at: intranet.lonestar.edu/web

**7. LSC-UC Report** (Lawrence Brandyburg) – Sam Houston State University will offer a banking program next year, at LSC-UC. Texas A&M will initiate a graduate-level certificate in non profit management in September 2009. Lawrence reviewed the scholarships offered at LSC-UC, which provided approximately $ 20,000 in scholarships to our students.

**8. Deans’ Council** – Gary Clark for Elizabeth Chapman – The deans are investigating and exploring possible new roles for the deans to assume, and have developed a list identifying six key items for possible redesign in their job descriptions.

**9. VPAD Council** (John Fishero) – A hold is being placed on a student’s account if the student still owes a balance on their payment plan. This hold will be utilized instead of dropping the students like the system used to do for unpaid balances. The VPAD Council requested that there needs to be communication about this new process to staff who register students as well as advisers, so the hold will not be over-written.

**10. CE Council** (Linda Head) – Rand Key is communicating with the presidents about not filling CE positions because all positions are being reviewed. There is a review of the system-wide CE organization, including the number of positions, and what services are missing that might be offered at the System Office. For instance, there is no SO support for the CE schedule other than Pat McDougall, whose primary role is facilitating the CE inventory. In response to a question by John Fisher, it was announced that the funds for the Corporate College have not been transferred but will be sometime this month in collaboration with the VPADs. The System Office is also working on approval for the funds for New workforce programs and the monies will be transferred to the colleges as soon as approval from EC is received. **11. Corporate College** (Susanne Thaler) – Our Corporate College has been officially launched and has moved to the LSC-Greenspoint Center location. The Corporate College implementation managers will remain at the individual colleges.

**12. Institutional Effectiveness Update** (Siobhan Fleming) - tabled

**13. LSC-Online Update** (William Durham) – tabled

Next CESD Meeting: Tuesday, December 2, 2008