In attendance: Nadine Jenkins, Susan Rush, Glen Wood, Severo Balason, Jason Kot, Rebecca Riley, Karen Miner, Sandi Patton, Ed Albracht, Bennie Lambert, Thad Anglin, Debra Britton, Larry Rideaux, Diana Pino

Six-drop rule:
The six-drop rule will be implemented Summer I 2009. It was approved by the Council of Education and Student Development (CESD) committee and the Executive Council (EC). Training is needed on what to do and how to use the form. The form is two-parts and colleges will be able to obtain printed forms beginning Friday, May 15, 2009. There are a few more codes to be added to colleague, instructions will be e-mailed, and posters printed for student services areas. The drops will show on student transcript only and other schools will be able to see them. Drops will not show on student profiles. If the student should be dropped for transportation issues then an administrative change can be done to not affect the student, but the form cannot be changed.

Middle 2 College (M2C):
Program will focus on male students. This addresses the P-16 and AtD initiatives beginning with 7th graders thru high school and higher education. There will be workshops, meetings with the students that meet the requirements and commit to the program, academic study skills, and practice with college entrance exams. Full scholarships won’t be needed until 2013 so we are on the look-out for grants to be able to fund these if the students’ complete the program and decide they want to attend LSCS. Documents were passed to the council with detail information.

Summits:
The Black Male and Hispanic Male summits were a success. A suggestion was made to turn it over to the colleges to continue to offer the summit with their respective feeder schools. The information obtained from the summits will be passed on to the individual colleges to follow up with students’. A decision was not made regarding the monies to fund and if the summits will be held at colleges.

BECOME magazine:
This magazine is targeted at young African American young men. The first issue has been printed and will be distributed to colleges and the surrounding communities. The magazine focuses on the young men that are current LSCS students and stories. A magazine targeting Hispanic males will also be produced and distributed.

College Connections:
In August 2008, the High School programs proposal was approved for implementation. The Fall 2008 semester was spend planning for implementation for the Spring 2009 semester. The following was accomplished.
• One primary contact was identified from each campus to be the lead coordinator for the college connections program. The development of a college connections committee was developed.
• 16 part-time college connections advisors were hired. Advisor training was conducted in December, 2008.
• We have conducted monthly advisor training sessions for more in-depth training on the following topics: tech prep, disability services, financial aid, tracking and general process and procedures.
• A tracking database was created and all advisors are tracking every contact they have with students’, staff, and administrators.
• Most advisors began seeing students during the first week in February 2009. Data was provided to the student services council for review of the progress. A summary data sheet was passed to the committee.
• The question was asked if the advisors will be able to go full-time. The system office will work with the colleges.
• Work will be done with IT to get on the server and process all the information so far gathered into Sinclair.

Code of Conduct:
Feedback was asked regarding the content of the code of conduct. HR, legal, and faculty senate president’s had the opportunity to provide feedback and have approved the document. A suggestion was made to conduct one hour trainings on this document. Incorporate into the orientation for new faculty. The document is aligned with the Board Policy, the Texas Penal Code, and the Texas Education Code. A suggestion was made to make Plagiarism its own slot due to faculty not being able to find it in the Board Policy. There is a meeting next week that Nadine Jenkins will go through and work on a brochure and the document. Please send any additional comments to Nadine Jenkins. The brochure will have links on where to find additional information. This document should serve as a reference with links to the detail on the board policy, the Tx Penal Code, and Tx Education Code.

Advising: Susan has completed updating the website for advising. The enrollment guide will be completed in two weeks in sharepoint under advising resources.

AtD recommendations:
• The discussion continues regarding staff ability to override during student registration.
• There was a director’s meeting including student activities and student services regarding mandatory student orientation. There are many questions being asked and there is a registration orientation proposal that states this will be beneficial to students’. A copy of this will be sent to the VP’s at each college.
• ASSET testing will be used until October 31, 2009, you cannot use it on November 1st. Accuplacer will replace ASSET and there is also a paper test for accuplacer. If there is a gray area after a student takes the test and doesn’t score or scores close to the cut score faculty will be allowed to make that call if the student moves on or not. Veterans need be placed based on their score.
Financial Aid TV
- Offers answer to basic financial aid questions through use of youtube type videos
- Base package offer between 60-70 videos
- Add on modules add up to additional 70 videos
  - Modules contain Spanish version
  - Financial/credit literacy
  - Veteran benefits information
  - In depth loan information
  - Counseling modules available
  - Custom videos can be made for example SAP policy or a welcome video
  - Can customize with institutions web page header
- Recommendation is to purchase value comprehensive package $17,000, use custom videos to better explain complex policies and processes (SAP and refunds on financial aid), and promote the use of financial aid TV through different sources like the online application, email communication, financial aid home page, institution home page, flyers posted around campus.

Dual Credit/Exceptional Admission Course Approval Form
This form needs approval from SSC. The following approvals were made:
- This form will also be used for home school. The parent also serves as the principal, teacher, and counselor. Home school is auditable.
- The following statement was approved to be added to the form, “I understand my student may be exposed to adult material in the classroom and open laboratories, including libraries, learning centers, and computer labs.”
- The following statement was approved to be added to the form, “I understand that students who receive a D or F in a dual credit course are not permitted to continue in the dual credit program.” This can be appealed to the VP of the specific college or any person walking on the campus.
- Under the “Test” box remove ASSET.

Student Services Council retreat:
The council will meet during a retreat to talk and work on the strategic plans that were initially compiled during the first retreat. The mercer on Aldine Westfield was a suggestion for a June 16th retreat.

UPDATES on projects

Counselors:
Lisa Davis will do a presentation on suspension/probation and there will also be a link to this so all may view it.

Advisors:
IT is working on Sinclair so that any of our sister colleges may be able to see a full profile on any student.
The advising conference is scheduled for October 23, 2009. There will be an award implemented and a committee will have a vote. More details will be revealed as we get closer to the date.

Career Services:
There are talks to combine the Advisors II and career services. More details will become available as they are worked out.

Student Activities:
There are talks of the intercollegiate fee. There were many questions regarding the benefits and where the money is going. Managers want to see a report of the details. Larry Rideaux will talk to Cindy Gilliam regarding this topic.

Admissions/Registration Committee:
Dr. Goodall wants to know how transfer students register for mini and summer sessions. How do you define a transfer and how to serve them efficiently? The assigned group to this task will come up with a definition and a consistent process.
There are talks to establish a system-wide call center, improve the online application and have OTS act on recommendations.

Disability Services:
Interviews for captionist and interpreters are under way. Finalists will be sent to Larry Rideaux mid-June for interviews. During their next council meeting will talk about updating their web page. Sandi Patton is working with Glen Wood on imaging to scan documentation and shred documentation. The Horizon conference is scheduled for next week May 28th & 29th.

Announcements:
6/3-6/10 webinar 12-1:30pm on Assessing Student Services and will be followed by discussion.