

Academic Senate

## **Open Meeting**

Monday, October 25, 2004  
3:00-5:00

**Room 1108**

### **Minutes**

#### **Members Present**

**Cathy Anderson**

**Frank Nigro**

Warren Lytle  
Chuck Spotts  
Susan Meacham  
Kevin Fox  
Sue Loring  
Keri Hom  
Vickie Kimbrough  
Toby Bodeen  
Laura Valvatne  
Michael Pitcher  
Gary Lewis  
Terry Turner  
Ramon Tello

## Guests

### Jane Harmon

1. Call to Order: Meeting called to order at 3:05 p.m.
2. Approval of Minutes 10/11/04 (1 Attachment): Warren Lytle moved approval; Toby Bodeen seconded the motion. The motion carried unanimously.
3. Reports
  - a. Frank Nigro will be going to the Senate Plenary Session on Wednesday where he will be representing us as our delegate and giving a presentation. A few weeks ago he forwarded to the entire faculty the resolutions to be voted upon. He will be forwarding the latest resolutions which came out of the mid-October Area A meeting, which he was not able to attend.
4. Discussion/Action Items
  - a. Date for Last Withdraw (No Attachment): *Cathy Anderson and Dave Bush will lead a discussion.*

Cathy explained that we're looking for ways to enable students who don't make it into regular classes or who do poorly early on in the semester to enroll in late-starting classes. They want it so the students have to withdraw from classes they initially enroll in before they enroll in the late-starting classes. They'd like it so that students can start at three different times. There were questions about how students learn about these courses. Gary Lewis noted there's a link to them prominently featured on the school's webpage. Toby Bodeen pointed out it doesn't list the course units; Gary noted he'd have this corrected. Gary said that in coming semesters, info on late-starting classes would be featured up front in the class schedule. Ramon Tello questioned what the chances of success would be for a student who had withdrawn from a course a few weeks earlier when they go into one that has been squeezed down to nine weeks. He also asked that we inquire into the benefits of going to a quarter system later on.
  - b. Outreach/Recruitment Procedure (4 Attachments): *Sue Loring and Keri Hom will lead a discussion.*

Keri explained that the purpose of this outreach/recruitment proposal is to streamline the whole process and make it easier for people to do off-campus recruiting. She walked the Senate through the process that she has drafted. In the

past, when people have tried to do outreach, they've faced all sorts of hurdles, like lack of brochures, lack of equipment to check out, etc. Jane Harmon added that part of the purpose of all this was to add a professional look to our outreach efforts; this has sometimes been lacking in the past. Gary noted that we used to do all of this stuff, but that many years ago we went to a Community Relations office that took the budget away from centers so they couldn't do this easily.

Cathy asked if anyone had any suggestions for how to modify the forms. One suggestion was that it be clarified that this was for recruitment and not for, say, off-campus performances. Gary noted that we also need a campus-wide calendar of events. There was some discussion of who would do this. One suggestion was the campus webmaster (Mike Vanderwerf). Someone else would have to coordinate the events, though. Community Relations? Keri also mentioned that if anyone would like a digital version of this procedure, they can email Sharon Nicholas who will have most current version. To let everyone know about this, Keri and Sue will go to Center meetings. There was a question about the Outreach Checklist Form and how the "replenishment" column would work. Student Development will actually complete this column, so Keri and Sue will modify the form to reflect this.

c. Calendar Proposal (No Attachment): *Sue Loring and Keri Hom will lead a discussion.*

Sue presented a draft of a proposal that resulted from an assignment to invent a calendar that would improve the students' registration experience so that things would flow better for the student. Sue started by explaining how things work now for students. Right now, we tend to start going out in February to the high schools to recruit. We schedule appointments in March and April and register continuing students in May. Then, we wait till the beginning of August to register new students, so there's a big time gap. The high schools have been asking that we do all this earlier.

Then, Sue walked the Senate through the proposed calendar, which aims for a streamlined process. They would do recruitment in October. High school applications would also be accepted in October. For the counselors, October is a very slow month, so it would be a good time for this.

This procedure would create a standardized process by which counselors will do high school recruitment in October of each academic year. In addition, this proposal suggests that the class schedule would be available by the middle of February. Registration would be moved to sooner in the semester. All continuing students would register a few weeks before the new high school students could register. The reason for this move is that currently if continuing students register and then have to change a class, it's difficult for them to drop the class. The proposed calendar would make it much easier for them to drop the class and thus open up a space for someone else. This would make a wait list a necessity. Gary

will work with Technology to get the wait list put back in place on Datatel. The calendar assumes that once continuing student registration starts, it will be ongoing. Also, the calendar assumes that students will be able to register online. This is supposed to happen this summer.

One benefit of this is that it offers a one-stop-shop for students: recruitment, orientation, and registration all at the same time. Toby Bodeen noted that the center division secretaries needed to be consulted about this calendar to see how it might affect their workloads.

5. Other: none.

6. Adjournment: Meeting was adjourned at 4:27 p.m.

7. Next Meeting: 3:00 pm, November 8, 2004 in Room 1108.