

Summer Meeting Minutes
Illinois Community College Chief Student Services Officers
June 23 and 24, 2010
Oak Brook, IL

Present: Andi Berryman, ICCB; Sarah Bond, Southeastern Illinois College; Carol Cowles, Elgin Community College; Amy Diaz, Rock Valley Community College; Elizabeth Gerber, Highland Community College; Felicia Ganther, College of Lake County; Linda Hamman Moore, Parkland College; Karen Hlavin, College of Lake County; Melinda James, Waubensee Community College; Luis Moreno, Sauk Valley Community College; Betsy Oudenhoven, Joliet Junior College; Juletta Patrick, McHenry County Community College; Rick Pearce, Illinois Valley Community College; Lisa Price, Rend Lake College; Cathy Robinson, Kankakee Community College; Joianne Smith, Oakton Community College; Tina Stovall, Lake Land College; Jennifer Timmons, ICCB; Dick Vallandingham, Blackhawk College

I. Call to Order and Introductions: The meeting was called to order by Dr. Carol Cowles, President.

II. Presentation: Dr. Julie Schaid, associate dean of college readiness and school partnerships at Elgin Community College

Dr. Schaid shared information about Elgin's Alliance for College Readiness. The Alliance seeks to increase academic success of students before they start college by improving college readiness and reducing the number of district students who need remediation - no matter where they go to college. The four focus areas include: curriculum and assessments (includes instructional alignment), professional development, college going knowledge and culture, and use of data. Advisory council consists of ECC administrators, central office staff from each of the district high schools, and committee representatives. Math, reading and writing teams were initially created and later the Alliance added a STEM team, as well as a student services and parent communication committee. Alliance meetings are held three times a year with committee and advisory council meetings taking place monthly. It took the teams a couple of years to define terms, understand acronyms and culture of each other's systems. Examples of work being done between high schools and colleges include: a math team survey of elementary school teachers, which led to professional development design; English teachers created power point with data and information to share with each of the English departments in the district.

Examples or programs and projects developed include:

- The Alliance created a summer bridge program that enrolled students who just narrowly missed the cut scores for college-level placement on the ACT or COMPASS. Curriculum for the bridge program was designed by high school and college faculty. The Bridge had a maximum class size of 15 and a \$75 fee for the three-week class. Seventy-percent of the students re-tested at the college level; 82% succeeded in the subsequent college level course. This year the Bridge students will continue as a learning community.
- PLAN – (Plan, learn and navigate) Schools were asked to identify 10 students who, with a little bit of help, could be college level students. Hold annual event for students and parents. Alternative school is also included.
- ECC holds two senior days to promote placement testing and registration. Prior to the Senior Day, ECC offered three-hour free math refresher workshops for seniors.
- The Alliance focuses on providing data about college-readiness for math. Alliance members studied the transcripts of 663 developmental math students. Of these students, 53.8% either didn't take math their senior year or failed the math course. Next they reviewed 345 college ready transcripts. Of the college-ready students, 71% took math their senior year and 82% of those were above the algebra II instruction. The Alliance then disaggregated the data by high school.

ICCCSSO members asked questions and shared best practices including a discussion of the pros and cons related to early COMPASS testing.

Presentation: Douglas Dobbins, program director for high school connections at Rock Valley College

Running Start is a full immersion, degree completion program; students are on the RVC campus full-time during the junior and senior year. Running Start students do not pay tuition, fees or transportation. Those costs are covered by Belvidere High School. Implementation of Running Start took 17 months. Initially Belvidere proposed paying RVC 90% of Belvidere's state apportionment per Running Start student. Moving forward, RVC is proposing new districts pay \$5500 per student for a full-time basis with students allowed to take up to 18 credit hours. They are allowed to take credits summer between the first and second year and the cost is covered in the \$5,500. Students are taking 36 to 40 credit hours in the first year of the program. Paperwork (including a FERPA waiver) and information session process starts at the beginning of sophomore year based on student GPA at end of freshman year. Running Start staff track attendance and grades. A few students were asked to return to high school if grades or attendance are not at a high performance. They can return to high school by the mid-term but will

lose a semester if they drop or return to high school after that point. RS students have orientation in June and a First Year Experience class in June/July. As a result of community fundraising, books are paid for students with free and reduced lunch. If eligible for free and reduced lunch, BHS also offers a packed lunch. RS students can be involved in any campus organization or club except athletics. The RS cohort is together in the FYE class in the summer but otherwise integrated into courses at no more than 25% of any class. Other challenges included requirements to take attendance, scheduling at 25% of the class, and writing classes have proven to be a challenge (these students had not had a lot of writing up to this point). Rock Valley is tentatively adding three new districts in fall 2011: Byron, Harlem and Winnebago. The models used for these schools vary slightly from the initial RS. School districts are also paying for “helicopter” staff members who are shepherding students through the program. One surprising impact was that the next tier of students at Belvidere excelled to fill the gap left by the students who went RS. Doug is developing a “how to” guide for implementing a Running Start program. Running

III. Task Force Reports

Campus Safety – Ideas for research topics include our ability to handle off-campus misconduct under the student code of conduct, violence prevention plan implementation, BIT team updates, restorative justice, crime prevention, education and prevention of sexual assault, badges or identification on campus, policy for involuntary medical withdraw. Discussion followed about involuntary medical withdraw and the suggestion was made that BIT policies may be used. Sample policies should be submitted to the task force. Additional discussion included off-campus conduct or arrests and our ability to enforce code of conduct. It was suggested that the program Sex Signals provided a good student experience.

Dual credit – U of I is planning to put together a team to examine the issue of accepting dual credit. If you are interested in serving on that group, contact Rick Pearce. The dual credit quality act was supposed to be implemented by January. Carol Cowles called for additional members for the dual credit committee.

Financial Aid/Student Costs – Carol Cowles called for additional members for the committee. There was a 22% increase in MAP eligible students, but 40,000 were denied after suspending awards. Pell projections through 2020 were available for interested members. Questions were raised about how processes are being modified for year-round Pell. Kaskaskia has automated a number of processes to attempt to work smarter. Blackhawk has also automated and reviewed the requirements, reduced or removed some requirements and developed a communication plan. Liz Gerber will forward the survey of financial aid priority dates conducted by HCC’s Financial Aid office to the listserv.

IAI/ Transfer – Carol Cowles called for volunteers for this committee. The president’s curriculum committee went to the IBHE president’s committee and threatened a bill to legislatively force universities to accept IAI. Three university presidents were assigned to a committee and NIU had a meeting with some community college staff to explore issues. The issue of not accepting Ds was presented, which NIU claimed was caused by a database problem. NIU also offered to allow community college faculty and administration in their professional development activities. The membership agreed to send the CAOs a request for an update and deadline date.

International Students – International students are being denied access or asked for more evidence when using language as a reason for. Discussion included: mental health issues related to students who are studying abroad; proficiency tests other than TOEFEL; the expense and appropriateness of International student services; and the possibility of colleges cooperating on study abroad programs. Question posed about how other campuses were dealing with the requirement that a staff must be assigned to each location to assist International students. Carol Cowles offered to share information about an International security source.

Leadership – Amy Diaz routed several copies of the manual and encouraged members to write updates or notes in the manuals. APCA and Naspa produced a core set of competency areas for student affairs. The group discussed surveying members for opportunities in professional development related to the core competencies or to develop professional development opportunities for mid-level staff in student services. ICCSSO is also responsible for a break-out session at the ICCCA meeting. Suggestions for ICCCA break-outs included campus safety and conflict resolution.

Legislative – The committee mentioned the green jobs bills and how that might impact jobs for our students. Also explored was the issue of undocumented students and our campus procedures and policies that may act as barriers to enrollment for undocumented students. Issue of duplicate records was shared along with the suggestion was made to add mother’s maiden name to the account as an identifier. Elgin and Waubensee have guides for undocumented students. Other idea proposed that the ISBE number could be the unique identifier used instead of the social security number.

P – 20 – Lisa Price shared information about the O’Leary Institute.

Veterans Support – Veterans support budget allocations report will be due September 1. It will follow similar reporting format as underrepresented groups. The veteran’s coordinators will get the report request. Veteran’s coordinator listserv has been created. Projection from ICCB is that they will be short by about \$100,000 this year in veteran’s funding.

IV. Other Topics

- a. Members discussed whether or not campuses were working to recognize a 30 hour general education certificate. State of Virginia is now doing this and completions have increased as a result. The certificate would allow community colleges to count students who transferred before completing an associate’s degree. ICCB has been discussing options for reverse transfer as a mechanism for completing degrees at community colleges. Florida and Texas do this currently. NIU offered to track students who transferred to NIU and when they had the credits to complete a degree they would encourage them to reverse transfer. Discussed dual admission agreements with NIU that some feeder community colleges have developed.

- b. Lake Land, Kaskaskia, Rend Lake, Highland, and Illinois Valley are all doing a form of book rental program. The legislature has done several studies of book rental programs. eFollett is considering book rental also and will be implementing on the Triton campus.

IV. ICCB Updates from Jennifer Timmons and Andi Berryman

- a. Forty-six students attended the student leadership conference the first week in June. ICCB is seeking an ICCB student representative. ICCB will be re-sending the application. Six students were interested but all won the student trustee elections on their campuses.
- b. Veteran's work study positions up to 40 hours can be paid for by the VA. Jennifer and Andi have sample job descriptions and can provide assistance.
- c. ICCB is drafting an application for the campus security grant. Once finalized, it will be sent to the listserv.
- d. Highway construction careers program grants are available through IDOT at ICCB. IDOT's goal is to train minorities and women for positions in construction. Jennifer will send additional information to the listserv.
- e. Shifting Gears grant is ending April 2011. The grant has primarily helped initiate bridge programs, and several regional meetings were held. A manual was also published. A survey will come out through adult education.
- f. Developmental education advisory committee will meet again in September. Math group is working with IL math cc assn. developmental standards and will send to ICCB board.
- g. Kick-off held in June for the Complete College America program. More information and benchmarks will be coming out in the future.
- h. In the Race to the Top application there is a \$3.5million request, which could increase the number of college and career readiness sites by 13. There will be \$20 million for STEM learning programs in the grant request as well.
- i. GECC and major panels held meetings in March and April. Discussed the five-year review process and the automated system will be more manageable. Major panels asked to review common core courses ICCB and IBHE will be reviewing panel members and updating due to retirements and cycling in new members.
- j. Career and Technical Education directory question were posted to listserv. The directory was initiated 13 years ago. Suggestion that advisory committees for career and technical education programs might be the best practice and yield similar results.
- k. P-20 council has had several committees. O'Leary Institute will be held later this summer.
- l. Longitudinal Data System – ISBE received a grant for this project. There was also a national award received for the work on the system so far.
- m. Teacher certification changes include: 5 time limit to take the certification test; higher scores required for passing the exam; and standardization of teacher education courses. A task force being established to review the AAT and the IAI panel is being reconstituted.
- n. Community colleges will begin getting monthly vouchers. Previously paid on a quarterly basis.
- o. Discussed that ICCB is ending the five year recognition visit cycle. ICCB will review the process.
- p. ICCB conducts visits on behalf of the Office of Civil Rights. Student services will be handling those on an annual basis. Focus is on Perkins and pointing out potential issues.
- q. As part of the Lumina grant, ISAC is developing a short term loan program to help students who owe a small amount of money and cannot return to school because of it. If successfully complete, up to \$500 of a \$1,000 loan would not have to be paid back.
- r. ICCB legal counsel recommends that a phone call to another institution to notify of a definite threat by a student who was removed and is now enrolled elsewhere. Discussion about knowledge of students with behavioral issues and due process as well as "prior knowledge" use of memorandums of understanding or agreements that document expectations and student signature that the meeting has occurred. The right to feel safe includes meeting with faculty to make sure they understand what is happening, reassure them and develop plan of action. Registered sex offenders meet with VP learning and student development at IVCC. Register with public safety is a requirement. Suggestion was made that engaging legal counsel as a presenter would be helpful.
- s. Lincoln's Challenge funding was cut last year but remains in the budget. About 35 scholarships for the fall semester are available and it was suggested that colleges submit billings quickly.
- t. PTK will be April 13 and Student Advocacy Day will be April 14.
- u. IL higher Education center dealing with alcohol, drug and violence prevention will hold a Springfield conference in March. Andi has a one-page fact sheet. The organization provides assistance for preparing biennial review. Due December 30 of this year.
- v. Reverse Transfer students may face barriers such as residency requirements or policies that state after two or more years students are required to use a new catalog on some campuses. Additional barriers may be transcript fees and schools may need to identify a trigger for identifying students who have reverse transfer potential. City Colleges of Chicago are waiving a graduate fee and developing an agreement with UIC. Elgin shared that their auto completers are often motivated to continue. RVC conducts automatic completion for certificates but requires degree completion to apply for graduation.

V. Secretary/Treasurer Report

- a. **Approval of Minutes** – Cathy Robinson made a recommendation to approve the minutes; Joianne Smith seconded the motion.
- b. **Treasurer's report** – Rick Pearce made a motion to approve the treasurer's report; seconded by Sedgwick Harris. The report was approved by roll call.

VI. Election of Officers

Betsy Odenhoven was nominated by Amy Diaz as president-elect; the nomination was seconded by Melinda James. Betsy was elected by the members as president-elect. Luis Moreno was installed as the new president of ICCSSO for 2010.

VII. New Business Items

- a. The group discussed the possibility of forming an athletics sub-committee; a recommendation was made and approved by consensus to form a committee on athletics that could be aware of changing rules. Sedgwick Harris agreed to be the committee chair. Melinda James, Felicia Ganther, Sarah Bond, Cathy Robinson, and Luis Moreno volunteered for the committee. Carol Cowles shared Elgin's best practice of implementing NJCAA training, and Carol agreed to put the training outline on the listserv.
- b. A retention and student success committee was also formed. Members felt that a committee would be helpful for ICCB to vet ideas as they move ahead with Complete College America and other programs. Suggestions were made regarding merging with P-20. Additional discussion included using the lens of student success and retention as a part of every committee's work. An ad hoc committee was tasked with looking for best practices in student success and retention. It was clarified that the P-20 council would be the correct committee for consultation on career and college readiness. Ad Hoc committee chair is Felicia Ganther with members including Joianne Smith, Liz Gerber, Lisa Price, Dick Vallandingham, Luis Moreno, Juletta and Cynthia
- c. Luis suggested that we routinely share best practices at our ICCSSO meetings.
- d. Carol Cowles made a motion to move forward with sending a letter to the presidents' council and Melinda James seconded. The group reviewed and agreed to develop a letter that would be delivered to the presidents' council by Luis Moreno via Tim Daugherty who sits on the curriculum committee. Request was also made to copy the letter to several members of the curriculum committee at ICCB. The letter will include:
"In light of the request by the Community College Presidents' Council to the Presidents of Illinois Public Universities to address the issue of IAI Major Advisory Committee recommendations and their acceptance for equivalency and credit in the major upon transfer, the Chief Academic Officer and Chief Student Services Officer groups would request the Community College Presidents' Council Curriculum Committee provide an update regarding the Illinois Public Universities timeline for acceptance of the major recommendations to be guaranteed."

IX. Wrap-Up

- a. Luis asked for suggestions for suggestions regarding a speaker on the topic of legal issues in higher education for the March meeting in Bloomington.
- b. Suggestion was made to focus on the competency areas as another topic on the winter meeting. Requested that the competency document be sent to the listserv. The leadership committee will also ask for voting or feedback regarding top focus areas.
- c. The group discussed the gap in development opportunities for student development professionals. Recommendation was made that there needed to be more opportunity for mid-level two-year student development staff. The subject was referred to the leadership development committee to discuss a drive-in conference. Also discussed professional standards and the use of CAS standards in development of staff development. The National Council on Student Development is a possible resource.
- d. An idea was also shared about doing a site visit to share best practices. The conclusion of the discussion was to hold the summer meeting at Rend Lake College. Liz Gerber agreed to email the listserv and share the decision about the summer meeting.

VIII. Adjournment

- a. Joianne Smith moved and Felicia Ganther seconded the motion to adjourn the meeting.