

Winter Meeting Minutes  
Illinois Community College Chief Student Services Officers  
Thursday, March 6 and Friday, March 7, 2008

Present: Dick Vallandingham, Black Hawk College; Belinda Dalton-Russell, Danville Area Community College; Carol Cowles, Elgin Community College; Kathleen Collins, Heartland Community College; Elizabeth Gerber, Highland Community College; John Avendano, Illinois Central College; Andrea Berryman, ICCB; Elaine Johnson, ICCB; Barbara Risse, ICCB; Rita Adams, Illinois Eastern Community College; Robert Marshall, Illinois Valley Community College; John Letts, John Wood Community College; Betsy Oudenhoven, Joliet Junior College; Cathy Robinson, Kankakee Community College; Sedgwick Harris, Kaskaskia College; Larry Apperson, Kishwaukee College; Emily Hartke, Lake Land College; Tina Stovall, Lake Land College; Jon Van Dyke, Lake Land College; Pete Basola, Lewis and Clark Community College; Faye Fullerton, Lincoln Land Community College; Sandra Saldana, Morton College; Joianne Smith, Oakton Community College; Chris Webber, Olney Central College; Linda Hamman Moore, Parkland College; Mary Reaves, Prairie State College; Charley Holstein, Rend Lake College; Lisa Price, Rend Lake College; Amy Diaz, Rock Valley College; Luis Moreno, Sauk Valley Community College; Richard Massie, Shawnee Community College; Songie Milhouse, South Suburban College; Tim Daughtery, Southeastern Illinois College; Deborah Alford, Southwestern Illinois College; Sherry Aaker, Spoon River College

- I. **Call to Order and Introductions** – The meeting was called to order at 10:10 a.m. by Amy Diaz.
- II. **Secretary's Report** – In regards to the minutes from the November 17, 2007 Fall meeting, Luis Moreno from Sauk Valley was in attendance, and his name needs to be added to the minutes. The minutes, with the correction, were approved following a motion from John Letts and seconded by Luis Moreno.
- III. **Treasurer's Report** – Balance of \$4,773.28; approved following a motion by Luis Moreno and seconded by Carol Cowles. A suggestion was made regarding keeping the balance under \$5,000. If we maintain a balance over \$5,000, the organization might gain the attention of the IRS—it's best to keep a lower balance. Amy Diaz mentioned this is not the current case due to the fact that the conference bill needs to be paid. Richard Massie commented that it is good for the group to sponsor ICCCA event programs, etc.

In regards to the Phi Theta Kappa Banquet, a request has been made to ICCSSO to make a donation of \$500.00, this would be a way of keeping the balance down. The ICCSSO has had a standing \$500.00 donation for this event the past three years.

IV. **Task Force and Other Reports**

- a. **ORS/Rehab Issues:** Andi Berryman attended the Disability Advisory Committee on how data is being reported and consistency of reporting. P-20 transition initiatives are mandated by law with a goal of seamless transitions. DORS has cut funding. Student services may be revitalized. There is a larger number of students who are self medicated and coming in as bi-polar, etc. and are not telling counselors. Community colleges don't have the resources to deal with issues, and they rely more on the community. Web technology could help and be an inexpensive way to help students. Jeff will elaborate this afternoon. Amy Diaz will share via the list serve an email from Tom Thompson regarding the Disability Advisory Committee. Our group should consider "lobbying" for the Student Success Grant. We are encouraging students to discuss it at Student Lobby Day. In general, we should revisit task forces to determine what we should have separate or join forces with other groups. Tom Thompson heads the committee and there are eight to 10 members with representation from ICCB, SIU, IBHE and City Colleges. The committee meets three to four times a year.
- b. **IVC/ILCCO:** Tina Stovall reported that much of the focus is on course sharing --students taking courses at other colleges and what it can do for your students or enrollment with on-line courses. Jeff Newell, ILCCO Director can discuss in his session later. Amy Diaz asked if students get in-district tuition or does it vary. Tina noted that each college could charge differently; this should be discussed with Jeff in the afternoon. Elaine Johnson mentioned there is a processing fee, and it is good for your student if a student needs a course you don't offer; Elaine does not believe there is an out-of-district fee.
- c. **IAI and ATT Update:** Barbara Risse reported that things have been quiet. The major panels are cutting down to four core courses, writing course descriptions, which makes objectives evident and will add consistency to reviews, creating student outcomes and what is expected in a course submission (i.e., number

of words in a report/term paper or providing information on laboratory experiences). More clarity is needed in submissions.

All schools have not provided an institutional review process and schools submitting courses will not be sent to panels without this information. In regards to the I Transfer Web review site, courses will not be posted for review until all criteria has been met; one can look at what is under review and the archives. By the end of spring, all core courses should be identified for each panel. Courses already approved will be accepted. The 5<sup>th</sup> year review will start to confirm that the course description and outline are still a fit. CAS provides all the information to every course which is more complete than IAI. IGET System allows students to track their completed Gen. Ed. core and import in the CAS system directly, so a student doesn't have to put in each gen. ed. core course individually.

Barbara Risse discussed the 30-hour rule, students who have completed 30 hours of college-level courses will be able to transfer and will be offered the opportunity to complete either I Transfer GECC or the institutions senior gen. ed. requirement. If there are issues with students transferring to universities, please notify ICCB. She also asked to please share the benefits of IAI successes. The next IAI meeting is April 16<sup>th</sup> at the University of Illinois, Springfield. Rita Adams shared that in the CAS study, there were some problems identified with IAI courses not being approved.

- d. **Financial Aid:** In regards to ICCB funding for IVG, Elaine Johnson reported that the line item in the 08 budget that was supposed to be released, but the governor's office held it saying it was a legislative add on; ICCB is working on trying to get the money. In regards to the new TEACH grant, regulations are still needed and K institutions will have to apply. The starting date is in Fall 08 and it is to promote students to go into teaching. This is a federal grant. Information is available on the NASFA website.
- e. **Leadership and Core Values:** Mary Reaves stated that Oakton Community College will host a meeting March 14, 2008 to determine what direction the group will take in the future.
- f. **Dual Credit:** Pete Basola announced that this is the first time Lewis and Clark has reached 3,000 students. Degree completions are taking place within a two to three year time period.

Discussion was held to save the dates of October 6 and 7, 2008 for a Dual Credit Summit organized by NACEP (National Alliance of Concurrent Enroll Partnerships) at the Crowne Plaza in Springfield. Elaine Johnson noted the goal is to convene best practices.

- g. **Teacher Training/NCLB:** Richard Massie had no report. Barbara Risse commented that AAT has changes in their process; Dr. John Noto is working as a consultant. Some of the changes in the website include the checklist, sample format and sample application. Institutions will be able to plug in their information and then submit, (i.e., 19 degrees in MTH approved; two in science, etc.) The benefits of AAT is when students transfer, they automatically get junior status. The AAT Regional Conference at Kaskaskia College is in March. The central conference in the Fall will probably be in Springfield. The conference was held at Northeastern this past Fall.
- h. **International Students:** Larry Apperson asked those present to forward any questions via the list serve.
- i. **Phi Theta Kappa:** April 14<sup>th</sup> and 15<sup>th</sup> is Student Lobby Day. Information is on the ICCB website. March 17<sup>th</sup> is the cut off for hotels, however there are local hotels in walking distance. There was a suggestion to change the name from Student Lobby Day, so it doesn't raise ethical questions.
- j. **January 2008 Joint CAO/CSSO and President's Council Report – Tina Stovall:** The President's Council meeting included a great deal of discussion regarding budget concerns and tuition increase concerns due to the lack of state funding. The Joint Meeting focused on Transition Issues from K-12 to community college. There was discussion of the legislatively mandated P-20 Council and reorganization of Perkins and Tech Prep. Much of the Joint Meeting focused on a current statewide initiative titled College and Career Readiness that will focus on underprepared students, Elgin Community College was presented as a leading model in this area.

## V. Discussion Items/Presentations

### **Student Development Committee, President's Council – Dr. Elaine Johnson**

- a. Elaine Johnson will assist the CSSO's in reconnecting with the President's Council. John Wosniak is the Student Development Committee Chair of the President's Council and is from Harold Washington College. A conference call will occur soon to discuss the key issues for agenda items for the President's Council which meets monthly at 9:00 a.m. ICCSSO is suppose to have a seat at the table at each President's Council meeting. At the March meeting in Oak Brook, there will be a focus on transitions from high school to college presented by Suze Morrison, from the Illinois State Board of Education. The presentation includes the Gate's Foundation and the Governor's office working on high school standards. A report will give recommendations in a few months. There will be work on better data tracking and sharing between the State Board and higher education. A decision will also be made if Illinois will be an ACHIEVE State (American Diploma Project). Illinois standards make us ineligible currently. Gates data will help with data needed to raise the standards.
- b. **IAI and ATT Update** - covered in previous session.
- c. **ICCB Updates: Dr. Elaine Johnson, Andi Berryman**

The P-20 Council, under the Governors direction will meet with other states already involved in P-20. This is suppose to go in to law by July 1<sup>st</sup>. The JAC (Joint Education Council) has been abolished. The master plan for higher education is moving forward and steering committee members are being appointed by the Governor's office. These members are from faculty, business, industry, colleges, etc.

Judy Erwin is spending a lot of time on the FY2009 budget, which is a five-tier that defines what will be done within certain increases; there will be a need to justify what is in the budget and how it will be used. Presidents want full funding for credit hour grants and equalization. Women Employed are advocating the Student Success Grant. Representative Miller is working on the Student Success Grant and the Illinois Scholars Program.

College and Career Readiness (SB 858) is co-sponsored by House Rep. Miller and Senator Maloney which seeks to decrease remediation from high school to college. In looking at ACT scores of Juniors, this was analyzed and look at what it means to community colleges "14" courses. The analysis is back but the results have yet to be determined. This would tell a student where one would fall in terms of coursework based on ACT performance. Starting this summer, sites will have created intervention teams that design intervention strategies. The last goal is course alignment—what does it mean to be college ready at the district level. ICCB would like to become an ACHIEVE state. (Not-for-profit American Diploma Project)

All schools participated in placement survey, there should not be much difference from college to college, but the colleges will find out once the analysis is complete. The question was raised if there will be a movement toward standardized cut-off scores. College and Career Readiness schools include Moraine Valley Community College, Shawnee Community College/John A. Logan College, South Suburban College, and Southwestern Illinois College.

Title I (Perkins) and Title II (Tech Prep) funds are to be kept separate. ICCB will administer and the consortiums will be redesigned, indicators redefined, measure partnership activity and programs of study partnerships will remain set aside funding.

On April 2 and 3, 2008 in Bloomington, there will be a Homeland Security Summit. A capital bill draft of \$25 million for campus safety grant will be out for comments soon (training etc.) There will be a survey out soon for the costs of campus safety expenditures.

End of morning session

The meeting resumed at 1:34 p.m.

- d. **Best Practices in Online Student Services – Jeff Newell, ICCB**  
IVC has an online catalog of all distance courses in Illinois and connects a person to two-year and four-year public and private colleges and universities. IVC tutor ended this year. ILCCO, which started in 2000, is a

consortium model where courses can be shared. Currently 12-15 schools share courses with 450 students a year. ICE (Internet Course Exchange) 29 of the 48 colleges participate in this. The guidelines for Creating Student Services Online is at [www.WCET.info/services/StudentServices/beyond/guidelines/index.asp](http://www.WCET.info/services/StudentServices/beyond/guidelines/index.asp). Many schools are looking at Google to offer email since our services don't have the capacity to give large size mail boxes. Online Student Services will be a topic at the National Academic Advising Conference in Chicago in October.

e. **Best Practices in Awarding Academic Competitiveness Grant – John Letts**

John Letts described how John Wood Community College is awarding ACG grants. Discussion followed.

f. **Student Code of Conduct and Judicial Affairs – Carol Cowles**

Carol Cowles describes her Student Code of Conduct process which is an AJSA approved process. Discussion followed.

Thursday session ended.

**Friday, March 7, 2008 – Call to Order:** The meeting was called to order at 8:50 a.m.

**VI. Old Business**

None.

**VII. New Business**

**Agenda items to bring to this group:**

a. **Collaboration Opportunities with President's Council.**

John Avendano made a motion to confirm the ICCCSSO President as the representative or designee at the Student Development Commission and Presidents' Council. Motion approved following second by Faye Fullerton. There was also discussion regarding ICCCSSO covering costs for hotel and mileage, etc.

b. **NIU tragedy; Emergency Notification Systems**

Idea: Emergency Notification – state funds with non-competitive setup; prevention and recovery have costs need to be considered. John Avendano suggested there be an ICCCSSO representative at the Legislative Committee (Dual Credit, Funding for emergency notification system)

c. **Recent Listserv summaries** –

Members were asked to submit summaries of Listserv inquiries to Richard Massie for website.

d. **Summer 2008 Meeting** – Wed., June 18<sup>th</sup> (beginning at 2:00 p.m. with group dinner at resort) and Thursday., June 19<sup>th</sup> (end at 12:00 noon) at Eagle Creek Resort in Findlay, IL

**Summer Mtg. topics:**

- Supportive Services for returning veterans
- Emergency Prevention/Response
  - Developing and Responding to Employees
  - How do you deal with an internal crisis
- SB2288- mentioned by Women Employed
- Sessions for New CSSO's
  - Out of state
  - New transitions
  - How to work with Presidents/Boards
  - Good organizations and conferences
- ICCCA – break out conference for new chief student services officers
- List Serve summaries and ICCCSSO web site – Richard Massie will post
- Agreement by consensus on two locations and times: 1<sup>st</sup> Thursday and Friday in March and have the DoubleTree be the Standard location.

Meeting adjourned at 11:34 a.m.

Respectfully submitted by Songie Milhouse, Secretary/Treasurer