**Council for Student Affairs**

**Meeting Minutes**

**February 21-22, 2013**

Steering Committee – Feb. 20, 2013

LeRoy Darby, Chair Elect

We will receive a budget update at our next meeting.

Announced that Sharon Jefferson has resigned from her leadership position in CSA. Mr. Darby, as Chair Elect, will assume the responsibilities as Chair to complete Sharon Jefferson’s term. Lourdes agreed to complete LeRoy’s term as Treasurer.

Reviewed agenda for Thursday and Friday.

**CIA/CSA Joint Meeting, Thursday Morning**

Welcome

Mr. LeRoy Darby, Associate Provost, East Florida State College

Chair, Council of Student Affairs

Dr. Ken Ross, VP of Academic and Student Affairs, Polk State College

Chair, Council of Instructional Affairs

Participant Introductions

Opening Remarks

Dr. Anne Cooper, Senior Vice President of Academic and Student Affairs, St. Petersburg College

**Update from the Division of Florida Colleges, February 2013**

Julie Alexander, Vice Chancellor of Academic and Student Affairs, Division of Florida Colleges.

Reviewed personnel changes in the Chancellor’s Office

**General Education**

* Reviewed Education Core Course options developed by the faculty in the Florida College System and SUS systems.
* Feedback on the faculty committee recommendations was received in
January 2013
* Feedback has been compiled and shared with the Steering Committee
* Concerns – History is included in core as a Social Science course (Social Sciences and Humanities debate). Economics is not included in the new core.

**$10,000 Baccalaureate Degree**

* 23 baccalaureate degree offering colleges said yes to the Governor’s challenge
* The Criteria
	+ Innovative and high quality
	+ No more than 15 credit hours of accelerated/transfer/experiential credit.
	+ High demand/high wage/high needs area
	+ Exclude financial aid from the calculation
	+ Potential legislation – Ongoing conversations with Governor’s Office and legislative staff on logistics of implementation.
	+ Tuition waiver proposal under consideration

**30-hour Advising**

* Does the 30 semester hours include developmental education? NO
* Can the advising occur electronically? YES
* Can the student be directed to the AA transfer evaluation? YES
* Can the college use the electronic system for advising students? YES
* Does the requirement extend to nonpublic or out-of-state institutions? NO
* What happens if a student doesn’t have a plan? Advise, Assist, Assign. Okay to assign them to a general liberal arts AA advising track.

**30-Hour Reporting Requirements**

* Colleges will report institution and program of interest to DOE
* 2 new data elements are under development
* Reporting requirement has been introduced to MISATFOR
* Report the semester following the accumulation of 30 college credit hours
* Considering rolling implementation – 2013-2014 for colleges who are ready. 2014-2015 remaining colleges.
* Discussion about program versus program area
* Why report? 2+2 guarantee, statewide and institution planning, compliance, research
* Good for our institutions to be proactive in identifying capacity for our system. We can inform students about capacity issues or build more capacity in high demand areas.

**State Board of Education Rules, March Agenda**

* College preparatory testing, placement, and instruction
* Residency for tuition purposes
* Employment contracts for fulltime faculty
* Sponsorship of athletic activities

**2013 Legislative Issues (March 5 - May 3)**

* General Education
* Developmental Education
* Governor’s budget
* Distance Learning
* Dual Enrollment
* General education
* Residency
* Teacher Preparation and Accountability
* See proposed legislation from the House.

**Updates**

* PERT – 1.2 million administrations
	+ Faculty survey from vendor being sent by Julie
	+ Performance report being prepared by McCann
	+ Standard setting for final scores ( McCann and Chancellor’s staff)
* Draft limited access program definitions – moving from AA to SUS limited access programs
* Nonpublic statewide articulation agreements
	+ ICUF Manual
* Continuing Contract

**Residency – Brief overview of current issues and implications**

Dr. Joyce Romano, Valencia College, VP for Student Affairs

**Developmental Education**

**Announcements**

Tim Beard, VP for Student Affairs, Pasco Hernando

National Council on Student Development's 2013 Conference

October 20-22, 2013, Tampa, Florida

Research Study (doctoral dissertation), Senior Student Affairs Administrators

Lunch Break

**CSA Meeting – Thursday Afternoon**

**A Proactive Tool to Measure and Track Potentially Aggressive Behavior**

John Byrnes, CEO, Center for Aggression Management

Critical Aggression Prevention System (CAPS) vs. reactive approaches

Interdisciplinary approaches

Identify emerging aggression – process and tools

Trained first observers – objective terminology describing observed behaviors

Software platform

The “thousand yard” stare. De-personalized.

Nuts and Bolts

Convicted sexual offenders – pre-enrollment interventions

Are schools using third-party software for disability services (none reported using)

How do institutions track academic dishonesty (repeat offenders)

Dual enrollment for Florida Virtual School

**Review of HB7135 – 30-hour advising rule. Implementation challenges**

Dr. Joyce Romano, Valencia College

Alice Arson, IR, Valencia

How do you help students get on track and stay on track?

This has been the basis of our core work for decades

Reporting aspect is new for the state

Suggestion to look at intention of this legislation and how it fits with completion agenda

Not clear on level of specificity required for federal CIP codes

6-digit required for SEVIS and USDOE and Title IV

See completion by design handout on structured pathways

Compliance vs. student advising and completion goals

Role of SUS system in receiving these new students from our institutions

Residency – interest by lobbyist o this issue this year

Florida high school graduation within 4-5 years – best chance of approval

Industry Certifications – reporting requirements

CSA Meeting, Friday Morning

Business Meeting – Call to Order

Introduction of CSA Steering Committee

Review of Minutes

Treasurer’s Report – Will be posted to website

Marcia Roman, Funding Formula Subcommittee – questionnaire to follow with a meeting in June

State Reports – Dr. Dan Rodkin

* Announcement - Student Development Commission Annual Conference
* NASPA Florida – Scheduled for March 16-20 in Orlando

Florida Virtual Campus

* Discussion on lack of student affairs representation with Florida Virtual Campus.
* There was a recommendation to have a student affairs representative from each region appointed to Florida Distance Learning/Florida Virtual Campus.
* Approach Council of Presidents for approval
* Florida Distance Learning
* Motion passed

Future Meeting Dates

There are many other conferences and events scheduled for the month of October

Nuts and Bolts

Do institutions track the percentage of students accessing their institutional email accounts?

-Financial Aid emails are more frequently read

-General emails are not read by a high percentage of students

-Combination of institutional email and personal email accounts

-Blackboard Connect – texting students to their cell phone (automatically opt in)

$60,000/year – text messages, robo-calls

Pros and cons of using emergency notification system for general communications (financial aid or loan information)

Microsoft product to forward institutional emails to other devices

Homeless waivers – how do you document?

* Must be registered with an agency in the area
* One institution has decided: If you are in a shelter for a year or more you are no longer eligible for homeless voucher

Credit earned out of state short-term courses (75% enrolled are athletes)

Gordon Rule classes, required English and Math classes and other general education courses

Distance learning, Athletes, academic integrity

Western Oklahoma getting rid of their program (7,500 students were enrolled nationally)

Some institutions are limiting students to one short two-week class

HCC has developed and is offering several of these two-week courses

Customer Relationship Management System/Enrollment Management Systems

* Are schools considering particular vendors?
* Similar to enrollment management systems

Students denied admission to limited access programs

* Encourage completing an AA
* Valencia defaults them automatically to AA unless they are admitted to LAP. Make sure students are making the choice and document the choice.
* Financial Aid implications
* Bachelor’s degree graduates returning for Nursing prerequisites – only eligible for loans
* Once a student has an AA they are not eligible.
* A student is an applicant, not currently admitted, you can’t fund them as being in the program. Federal guidelines are clear. Have to have a degree-seeking program to award aid.
* AA track if they do not have an AA or bachelor’s degree

Threat Assessment software and teams

Job Placement and Internship programs

* Santa Fe and Polk State are developing career services for students

Student IDs

* Required to have an ID?
* Required to display to use services
* Loitering by non-students
* Trespass non-students that appear to be causing problems

Financial Aid

* Instructors not reporting last date of attendance
* Up until withdrawal date faculty can withdraw the student

Third Party Software for Institutional Effectiveness Assessment

* A few using Qualtrics for survey research
* Survey Monkey for student feedback
* Two schools use Weave
* SACS implications – Continuous quality improvement and use of results

Late Registration

About 50% of the institutions do not allow registration after the first day of classes

Return to Title IV Funds calculation and drop/withdrawal date and mandatory attendance policies

* Implications of institution’s attendance policy
* Quite a few students do incremental disbursements based on enrollment per session

Completion initiatives and date collection practices