

Student Development Committee

Meeting Minutes submitted by: Stephen Arthur

Sylvania Campus, Spruce Room

Thursday, October 8th, 2009

2:00pm – 4:00pm

Attendance: Stephen Arthur, Laurie Bales, Cami Bishop, Kathleen Bradach, Nicole Buckner, Laurie Chadwick, Doreen Hanna, Hal Lee, April Nording, Erin Petrequin, Bonnie Skolfield, Magdalena Tolva

1.0 Approval of Minutes and Agenda, Committee Workshop and Committee Goals

Minutes: The minutes from the June 4th meeting were reviewed by the committee and approved.

Agenda: The agenda for the October 8th meeting was reviewed by the committee and approved

Committee Workshop: The committee was asked to brainstorm about what worked well in last year's committee and what changes might make the committee more effective this year.

Things that are going well

- ✓ Monthly meeting schedule, rotation of locations
- ✓ Meeting attendance has been good
- ✓ Committee focus to complete tasks
- ✓ Committee composition – good representation from various college departments
- ✓ Updates are useful for knowing what is happening in different areas of the college
- ✓ Student representation on the committee
- ✓ Minutes are detailed

Things that can be improved upon

- Clarify how committee can select topics / receive assignments from the Educational Advisory Council (E.A.C.)
- Clarify between issues we are learning about (ex Men's Center Research) and which issues we are expected to make recommendations on (ex A-SAP)
- Being able to multi-task without doing too much at once (ie covering more than one topic at a time)
- Create "Key Stone" questions to keep the committee focused on a topic and create more consistency between discussions and recommendations (ex: How would a decision affect students, staff and college offices?)
- Embrace projects that have a realistic timely outcome (no more than 1 year to complete)
- Improve communication outward to the institution about the topics the committee discusses
- Clearer directions and recommendations from the E.A.C.
- Receive committee meeting minutes sooner

Committee Goals

- 1). The E.A.C. webpage will have our agendas, abridged minutes and other documents online. Some of the other documents will include the Men's Center research from Dean of Students Diane Mulligan, the SDC report on Academic, Standards of Academic Progress (A-SAP) and

the presentation on Open Source software by Andrea Salyer. The purpose of this goal is to make it easier for new committee members to catch up on what the committee has discussed in the past and to keep EAC leaders up to date about what the committee is doing.

- 2). Initial agenda sent out two weeks before meeting to gather feedback and discussion topics, and then a final agenda, along with minutes from the previous meeting, sent out via email and posted on webpage one week before next meeting.
- 3). Review goals for the year and break into “interest areas” where smaller teams can investigate topics that the committee can discuss further.

2.0 Updates

2.1 EAC Update – Kathleen – The EAC reviewed its mission statement and discussed concerns about the cost of tuition by working with technology and working with diversity awareness programming. There was also discussion about working with universities to offer baccalaureate degrees through the community college.

Moving to a semester system was also discussed. The Oregon University System (OUS) has been discussing moving to semesters, so it is important the community colleges consider the change as well because it can impact the transferability of courses from community colleges to universities.

Having registration available for the whole year was another topic discussed. The goal for whole year registration is that students can map out their entire academic year in the Fall, which will help them plan better and complete their degrees sooner.

The Oregon tax measures were another discussion topic. If the tax measures are repealed, then a large number of community colleges will have funding troubles. PCC should be alright, because our size and enrollment, but smaller colleges could have difficulty.

The Honors program will officially begin in the Fall term of 2010, but there will be a pilot program in the spring. The Honors Program Committee will also continue to meet in order to refine the program as it is implemented.

The new changes to the grading policy, which are effective in the Winter term of 2010, were also discussed. Specifically, how do we make students and staff aware of the changes so that everyone is aware of new options and responsibilities? This is especially important for students receiving financial aid, because there are new deadlines for changing grading options that could affect their status with financial aid.

PCC accreditation will now be a continuous process that takes place over 7 years and will be based on 4-6 themes that will be established by January 2010.

2.2 Deans Update – Cami – The A-SAP from the practitioner taskforce met during the summer, and is hoping to complete its recommendations in the Fall term 2009. The recommendations will be given to the SDC for review and then presented to the EAC if necessary.

2.3 Bursar Update – Doreen – The Bursar’s office has created a handout that shows the different areas of responsibility in the Bursar’s office. There have been some questions about the late fee associated with late payment for a course. Currently, payment for courses is due in full by the end of the 2nd week of the term. Otherwise there is a 10% penalty, up to a \$75 maximum, applied to the account. If the student enrolls during late registration, then the payment for the course is due in full by

the end of the week (unless the student receives financial aid) and if not paid then a late fee is added to the account. Late fees were usually waived once, on the first occurrence, but not anymore because the policy online. The length of the course can also affect the time span before fees are applied. There is a schedule that explains the timeline for each class duration option. It was sent out in the Spring to help students registering for summer courses.

Dee Wilson will come to the November meeting to look into this issue to make sure it is clear to students, with a focus on students enrolled in summer term.

Committee Questions for next time

- Does the sheet explain drop dates for summer courses have information about late fees and how when they are applied?
- How does this policy apply to courses that do not start on the first day of the term?

2.4 Bookstore Update – Laurie B. – The bookstore has been busy because of the increased enrollment, and trying to fill orders for newly added courses. Web orders for books are up across the board and seem to be an established trend, even for students who live near campus, so the bookstore is always trying to improve this service.

The Bookstore is one of twenty colleges nationwide to be invited to participate in an online student survey to gauge student perceptions about college textbooks. The survey will also collect information about student trends, habits, etc... in order to provide better products and better services that meet our students' needs. The survey takes 8 – 10 minutes, and there is a two week opening from October 9th until October 23rd where they can take the survey online. In order to attract students to take the survey, there will be a \$100 winner per college and \$1,000 winner nationwide selected from survey participants. Our goal is have as many students as possible take the survey, so we have 2500 fliers that we are distributing in the bookstore and at student events, as well as posting a link to the survey under “announcements” on MyPCC.

The Bookstore is also trying to get the word out about a new tax credit that includes textbooks as an eligible credit. The bookstore is using fliers and the website to advertise the program, and is looking for other ways as well. While we cannot guarantee that every book will qualify for the tax credit, we are making sure students are aware of the program and keeping their receipts. To help with this, the Bookstore is giving students envelopes, for their receipts, at the cash register when they pay.

2.5 Library Update – Erin – The Library does not have an update at this time.

2.6 District Student Council (DSC) Update – Bonnie – The district student council met before the beginning of the term and talked with Marissa Johnson about how to raise awareness about the new tobacco policy at PCC. The Associate Students of Portland Community College (ASPCC) has agreed to distribute materials and hang fliers to raise awareness among campus communities.

This is the first year for The Green Initiative Fund (TGIF), which is a program the DSC created last year aimed at increasing sustainability efforts on all campuses and centers. The fund is generated by an increase to the Student Activity Fee (SAF) that was approved by the PCC Cabinet last year. The total for the year is estimated to be around \$75,000 and will go to projects proposed by students, faculty and staff from all PCC campuses and centers. The Proposals are due in December, and the projects must be completed by June.

2.7 Tobacco Free Initiative Update – Stephen – The Sylvania Tobacco cessation committee met in October to discuss the promotion and enforcement of PCC's new tobacco-free policy. So far this year,

the Sylvania campus has received a number of complaints from homeowners surrounding the campus as students are leaving campus property and smoking on sidewalks and green areas that border private residences. One issue is that PCC employees are limited in what we can say about where people can go to smoke, because if point to a specific place that is off of campus we might be seen as endorsing students to trespass to smoke. Another issue is safety for students who travel to the wooded areas surrounding campus to smoke. Students have expressed concern about being there alone at night and about illegal activities happening in the woods, namely people smoking marijuana.

The Tobacco Policy committee is designing new signage that is aimed at empathetically appealing to smokers, such as “My children play here, please do not smoke next to my yard.” The Tobacco Policy committee is also looking into other forms of signage that might be effective, and are contacting Oregon Health Sciences University (OHSU), which is also a tobacco free campus, about their strategies.

3.0 Discussion Items

3.1 **New Meeting times** – It was proposed that the SDC change its meeting time to later in the day, that way it could accommodate the schedules of more committee members. The committee decided that future meetings would start at 2:30pm instead of 2:00pm.

3.2 **Late Fees for Mid-Term Enrollments** – Postponed until November 12th meeting.

3.3 **Drop Dates for Mid-Term Enrollments** – Postponed until November 12th meeting.

3.4 **Grievance Policy** – Amy Potter, from the Head Start Initiative at PCC, sent an email to Cami Bishop that discussed a potential issue with PCC’s current grievance policy and how it applies to students in the English for Speakers of Other Languages (ESOL) students. The question Amy asks is if the grievance policy is appropriate for all cultural contexts. This is because, in some cultures, it is very inappropriate to question someone with authority, in this case an instructor. This means that students who have difficulties with an instructor, grading for example, might feel uncomfortable approaching the instructor to discuss the matter, especially if they are asked to write a formal complaint and had to meet with the instructor and the Department Chair.

Is there a way to change the grievance policy to create a step between talking with an instructor, and having a meeting with the instructor and the Department Chair? Having another step could be beneficial because it can change the tone of the conversation from accusatory to supportive.

This also happens unofficially now through the advising departments, where advisors go with students to meet with instructors. ASPCC representatives have also served this role in the past.

On page 12 of PCC’s Student’s Rights and Responsibilities Handbook (SRRH), it reads that students have the right to have a third party present when meeting with an instructor. Do students know about this? Is the handbook readily accessible to students? It is listed online, but are students really accessing it? Is the policy written in different languages? That might make it more accessible for ESOL students.

It is listed on the formal complaint form, which the student receives after they talk to the instructor and fail to reach a resolution. However, if the student is unwilling to meet with the instructor, then they will not find this form.

A key difference between Amy Potter’s proposal and the current grievance policy is that the student would not be present at the meeting. The proposal suggests that a third party would meet with

the instructor and discuss collaborative solutions outside of the process for disciplinary actions towards the students or instructor. However, disciplinary actions would, through the standing grievance policy would always be an option, if a resolution was not reached.

It appears that this issue might impact specific subject areas more than others, ESOL for example, so maybe a pilot project in these departments might serve as a model for something larger later.

3.5 Environmental Impact Statement for PCC contracts – Currently, PCC purchasing and contracts do not require any information about a product’s or company’s environmental impact. During the beverage pouring contract proceedings, it was proposed that this information be included. Maybe this committee could look into how to include this information in purchasing decisions.

3.6 Facebook Policies for PCC Workplace – Recently, there have been issues with conversations and posts that have occurred between student employees on facebook. Is there a college policy about the use of social networking sites? If so, what does it say? If not, should there be one, and what should it regulate with regards to privacy, freedom of speech and harassment? What if the postings are from individuals not affiliated with the college, but are aimed at college students or employees, such as cyber-bullying? It is suggested that individuals keep personal and professional pages separate, but how can we communicate this information to PCC staff and students? Erin volunteered to research PCC’s current policies that might apply to this issue.

4.0 Goals and Assignments for this Year

4.1 The discussion about Goals and assignments for the 2009 – 2010 academic year has been postponed until the November 12th meeting.

Meeting Adjourned