

## **Student Development Committee**

Minutes Submitted by Stephen Arthur

November 12<sup>th</sup>, 2009

Cascade Campus, Student Center room #204

2:30pm – 4:30pm

**Attendance:** Stephen Arthur, Cami Bishop, Kathleen Bradach, Nicole Buckner, Doreen Hanna, Heather Lang, Hal Lee, Kristin Martin, Sharon Morgan, April Nording, Tsionah Novick, Wendy Palmer, Magdalena Tolva

### **1.0 Approval of Agenda and Meeting Minutes**

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The agenda for November 12<sup>th</sup> meeting was reviewed by the committee and approved.

The minutes for the meeting on Thursday, October 8<sup>th</sup>, 2009 were reviewed by the committee and approved.

### **2.0 Updates and Announcements**

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**2.1 Educational Advisory Council (EAC) Update – Kathleen Bradach** – The Honors Degree program will be piloted during Spring Term 2010.

There is a committee working with Portland State University to research the possibility of having an Applied Baccalaureate degree program at Portland Community College (PCC).

A new Certificate option for Geographic Information Surveying was approved by the EAC.

There was a discussion of the current grievance policy and the changes proposed by Amy Potter, these changes were discussed in the SDC meeting on October 8<sup>th</sup>, 2009. Some EAC members supported the idea of having a neutral third party present, and described current informal systems at the Rock Creek and Cascade campuses outside of the formal grievance policy. Other members of the EAC felt that the current grievance policy works well and already offers students the option of having a third party present. The current system is also clearly described in the Student's Rights and Responsibilities Handbook.

More details about the EAC meeting are available in their meeting minutes, which are posted online.

**2.2 Bursar Update – Doreen** – The office did not have any new business to report to the committee.

**2.3 District Student Council (DSC) Update – Cami** – The DSC is composed of three student leaders from each of the four PCC campuses, and is representative of the PCC district. Due to student enrollment at PCC being greater than previous projected, there is a possible \$500,000 surplus from Student Activity Fees. The DSC is preparing a supplemental budget proposal for the PCC Board of Directors, in order to spend some of the projected surplus in the current biennium. Currently, there are five proposed uses for the money, with any remaining money being split between the campuses according Full Time Equivalency (FTE). The DSC is currently collecting input from students about the proposals, and will make a final decision on December 4<sup>th</sup>.

**2.4 International Education Week – Magdalena** – International Education week is next week (November 16<sup>th</sup> through the 20<sup>th</sup>). There will be presentations, lectures and events on all four campuses; the schedule is posted online in an effort to reduce paper use. There will also be an International Celebration Dinner on Thursday, November 19<sup>th</sup> at the Rock Creek Convention Center. There will be food, raffles, musical performances and a fashion show.

### **3.0 Exploring Goals for SDC**

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**Textbooks** – Two years ago a taskforce was created to address issues concerning textbooks. The taskforce created ten recommendations and presented them to the EAC. *What has happened after the recommendations were presented? What are current issues regarding textbook prices, options and availability?*

The Library at Cascade submitted a proposal to the DSC asking to purchase a copy of every textbook used on campus and have them available on reserve at the library, but the proposal did not pass through.

*What about using older editions of textbooks?* One difficulty with trying to use older editions is availability. Newer editions are readily available, but generally there is not a large back stock of older editions. We could talk to Laurie Bales about the availability of older editions and if the PCC Bookstore could stock them.

Another difficulty with using older edition textbooks is that there are more and more electronic elements that come with textbooks. For example, some textbooks come with login codes for online study guides and practice tests.

Some publishers are thinking about having online textbooks, which are roughly half of the cost of printed editions. Online editions might also make it easier to select the specific chapters used in a course, and exclude chapters that are not used. This might lower costs even more. Instructors currently do this with printed course packets, so perhaps there is a way to offer it online at less cost. *What do students think about this?*

One key issue about online textbooks that has not been resolved is accessibility for students with disabilities. There are also issues involved with securing the copyright when making an audio edition of a textbook for students with visual impairments.

**Committee Decision** – Hal, Kristen and Sharon have volunteered to review the recommendations from the previous taskforce, look for current issues textbooks and report back to the SDC.

**Men’s Resource Center** – Diane Mulligan, Dean of Students at Sylvania researched the challenges facing male students in higher education and the effectiveness of Men’s Resource Centers in addressing those challenges. After presenting her results, she organized a series of focus groups for male students at the Sylvania campus to see what challenges they are facing. One of the common themes was a desire for student programming that was specifically for male students.

*Does the committee want to follow up on this research by looking into challenges facing our male students at all campuses?*

**Committee Action** – Stephen Arthur will follow up with Diane Mulligan to discuss the results of the focus groups, and any recommended future steps.

**Distance Learning Taskforce** – The distance learning taskforce is clarifying their mission and academic focus. *Are there any issues involving distance learning that should be addressed by this committee?* Carey Larson has developed an online student resource center, maybe we could invite

Carey to do a presentation for the SDC to see how the online resource center works and the student needs it is designed to address.

*What about a “hybrid” course, where part of the instruction is done in the classroom and the rest is done online?* These are currently offered in a variety of formats. For example, some courses require students to take tests online, but have classroom instruction, and vice-versa. One issue with the hybrid courses is that they are not clearly identified in the catalog as hybrids. So it is possible for a distance learning student to register for a course that appears to be online, but tests are only held on campus. Carey might be able to address this issue, and if there are currently any proposed solutions.

**Committee Action** – Invite Carey Larson to a future meeting to learn about the online student resource center and if there are any issues involving distance learning that are not currently being addressed.

**Veterans’ Services** – Veronica Garcia has been working with an outside agency on a program review for our Veterans’ Services at PCC. She is presenting the results to administrators on December 11<sup>th</sup>. The presentation will include information about the number of students at PCC who are Veterans, the services PCC provides to those students and student programs designed for Veterans.

**Committee Action** – Heather Lang will attend the presentation on December 11<sup>th</sup> and will report back to the SDC.

**Student Transitions** – *How do we identify job skill development opportunities in the college that would be useful for students who are entering school after being laid off?* One issue is that students who are returning to school after being laid off are not getting access to the job market while in school. This means they are not continuing to develop professional skills that are useful in the workplace. Internships are an example of students accessing the job market while in school, but those opportunities are limited. *Is there a program that helps students highlight the skills they develop while in school, and are also useful in the workforce?* Some potential skills that could be highlighted are typing, scheduling and time management.

**Committee Action** – Kathleen will contact George Knox and ask him about his thoughts on this issue and if he is aware of any programs that help students showcase job skill development while in college. We can also ask if he would be interested in being part of a committee to address this issue.

**Space Limitations** – Due to increased enrollment, scheduling rooms is becoming more difficult, especially during peak hours of 10am – 3pm. Other fixed resources, such as parking and computers in open computer labs, are also problematic during peak hours. One possible solution is to spread out the catalog of courses to have more classes offered before or after peak hours. This will hopefully lower the demand on fixed resources during that time. However, a key concern is that the peak hours are busy because that is the time students find it most convenient to come to campus and changing class hours might not have an impact on that trend. More online courses, or hybrid online-campus courses, might be another way to increase access to fixed resources on campus.

**Committee Action** – No specific committee action was designated.

**Social Networking Sites (ie Facebook)** – Magdalena and Erin began researching this topic after the SDC meeting on October 8<sup>th</sup>. The discussion of their finds has been moved to the December 10<sup>th</sup> meeting. It might be beneficial to contact Russell Banks in marketing to talk about how the college is currently using social media as a recruitment and retention tool for the college. It would also be beneficial if all committee members talked to their professional associations or colleagues at other

colleges and universities, to see if they have information about policies governing social networking sites, and if so, what topics are covered under the policy. This topic seems ripe, and would be a good goal for the committee to pursue this year.

**Committee Action** – Invite Russell Banks to the December 10<sup>th</sup> meeting to discuss how the college is currently using social networking sites, if there are any current PCC policies regarding their use and if he is aware of any policies at other colleges governing social networking sites.

#### **4.0 Discussion Items**

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**4.1 Late Fees and Mid-Term Enrollment** – Cami will contact Dee Wilson and Veronica Garcia to work on this further.

**4.2 Drop Dates on Mid-Term Enrollments** – Cami will contact Dee Wilson and Veronica Garcia to work on this further.

**4.3 Environmental Impact Statements for College Contracts** – Cami will contact Mark Fennel to discuss purchasing contracts and how this might be included.

**Meeting Adjourned**