

Student Development Committee
April 8, 2010
Sylvania Campus, CC Building Pine Room
2:30pm-4:00pm
Meeting minutes submitted by Soufiane El Moussi and Cami Bishop

Attendance: Laurie Bales, Cami Bishop, Kathleen Bradach, Nicole Buckner, May Donahue, Soufiane El Moussi, Ewald Estanis, Doreen Hanna, Eric Jernigan, Carey Larson, Hal Lee, Sharon Morgan, Erin Petrequin, Bonnie Skolfield

Guests: Deb Crawford, Auxiliary Services; Eric Jernigan, TSS-Infosec; Lida Rafia, Arts and Professions Division, Cascade

1.0 Approval of Agenda, Minutes and Introductions

1.1 Minutes:

No minutes to be approved. We will approve two sets at the May meeting.

2.0 Updates

2.1 Educational Advisory Council—Kathleen Bradach

Kathleen reported on the March EAC meeting:

- April 28th is the next EAC meeting. New members will be approved and the chair for 2010-2011 will be elected.
- Degrees and Certificates Committee approved a new degree from Gerontology Department and Architectural Department: Designing for Aging in Place. This program will teach students how to design homes to accommodate people as they age.
- Semester Conversion: PCC and PSU are researching the cost of implementation.
- Distance Learning Task Force: consists of five research work groups. The timeline is not set; the group is still in discussion to perfect distance learning for everyone
- Academic Standards and Practices: discussing issues about changing the incomplete grade when the teacher at PCC is no longer available. If instructor is no longer at PCC, the Dean of the Division can make the grade change.
- New Cultural Literacy in AAOT: use the same list as last year, but for 2011-2012, all classes will have to be reviewed every 3 years, even if they are already on the list.
- All Gen Ed courses will be reviewed by the curriculum committee
- Small portable ashtrays are being disseminated at Sylvania today. Clark College has ashtrays on campus even though they are a nonsmoking campus, and PCC might be considering them. The littering caused from the smokers on the outskirts of the PCC campus is an issue. Students could use the pocket ashtrays to not litter our forest and limit the risks of forest fires.

Bursar- Doreen Hanna—Announced that HB 2011 was approved. It states that we must waive tuition for adults 65 years or older for LDC and CTE courses; 62 years or older for non-credit courses.

The SDC had many questions about the proposed convenience fee. Cami handed out the proposal presented at the last meeting and the answers to questions that were raised at the meeting.

Bonnie: The reason to add the fee is to reduce the usage of credit cards. However, students use their credit cards because they don't receive their financial aid before the payment due date at the end of week 2. At week 2 they don't have enough money to write a check. Will the financial aid disbursement be moved up to help solve that problem?

A discussion of financial issues ensued:

- If students apply late (July), it will take even longer to get disbursement. The general response to financial aid applications is usually between 3 to 4 months. Meanwhile, students are pushed to use their credit card.
- Some students complain about not having enough information about financial aid, whether it was because there is too much written information or because when they sign the contract for financial aid, they just skim through it and sign, then wait for their disbursement check. On the other side, some were complaining that information changes all the time and financial aid has a hard time continually updating all the changes.
- It costs the college over \$500,000 to process the credit card charges. The college could save this money and use those savings elsewhere, but has not identified where just yet. The 2.65% fee for the use of a credit card will not be a profit; it would just cover the cost that is charged to the college by the credit card companies.
- Ewald: ASPCC SE: students do not know about this fee, and we don't know what to tell them. Where will the money go?
- Carey: What are other financial options to meet the tuition deadlines? Do students know about the 50/50 option?
- Nicole: Aren't we working with e-commerce? And in the Visa contract, do they charge a convenience fee even if it is not an ATM withdrawal?
- Sharon: Why are we charging people for using the card?
- Cami: Nearly 70% of the students use a credit or debit card to make payments for tuition. Visa will still be accepted without a convenience fee in the bookstore and cafeteria. Electronic direct pays from the banks will still be accepted. The average that schools charge is 2.75% and OSU has a \$35 flat fee.
- Bonnie: Students will have to go get another credit card to pay for the tuition. They may not have good credit, so may not qualify for another. Another card encourages more debt and has another annual fee. Also, if they close that card, the credit score goes down.
- Lida: PSU has its own debit card and there is no fee. You are charged if you go to your own bank to get cash.

2.2 Library- Erin Petroquin

Newberg Center will be open soon and the library is going to work on how they can get books to the center.

Inter Library Loan Program: Iliad software is going to be purchased. It expands our access to books around the world. Iliad will be tested this summer and ready to go in Fall.

2.3 Bookstore- Laurie Bales

Textbook disclosure update

- No new information about the textbook disclosure.
- Higher Ed Opportunity Act says that the total cost of attending school will be made transparent for students, so that they know how much it would cost them to take the class, including books and fees. This allows for students to make informed decisions before registering, depending on the cost of books per instructor. At the bookstore, even though we ask for the prices, new books are chosen, new courses added, and instructors change the book. Those changes make it hard to be an ideal system.

- Changes required by the Act will hopefully be implemented by June 2010 for the Fall term.
- When you want to register for courses, there will be a link to the bookstore so students can find the cost of the book and whether or not it is mandatory. However, information might change between the time you register and when you go to buy the book because publishers can change prices. The faculty are key in providing correct and timely information to the bookstore.
- Options for books at the bookstore are used, new, digital and customized.
- Grad Fair: May 5th. There will be a shuttle for Graduation. Phi Theta Kappa and ASPCC are helping with the grad fairs.

2.5 Textbook Discussion Group Update- Hal Lee

With limited time left in the meeting, Hall requested putting this item on the agenda as a discussion item for the May meeting. A brief synopsis was given to update the committee:

- The textbook discussion group started by reviewing recommendations from the EAC taskforce on how best to cut textbook costs for students.
- It will help when gets their orders in on time and standardizing textbooks will allow more used books to be recirculated.
- The committee will meet again to see if there anything new we can add. Leasing of textbooks? E-books?
- Laurie: Bookstore does have e-books available for certain textbooks. Through the Higher Education Opportunity Act of 2008, there will be more transparency. Instructors will have to know the price of the books when they order now.
- Hal asked about how the previous EAC taskforce recommendations were being used.
- Cami: The EAC leaders were asked that question. The group thought it would be a good idea to continually present the recommendations to the SAC chairs in their planning meetings so they could be discussed again at the SAC meetings. Kendra Cawley will be asked to do this.
- Laurie: The Act is oriented towards the publishing company. Faculty can ask how long before the publishers anticipate a newer version.
- Carey: Does the part time instructor have a voice on which book to choose or do they have to use what the full time faculty choose?
- Hal: they don't often participate in the SAC meetings so don't have much of a say; the SAC and faculty there will determine the textbooks.
- The question was raised about chegg.com: Is it possible to return the book before the due date in case the instructor changed the textbook? Kristin will explore this with Tsionah and have an answer at the next meeting.

2.5 Facebook Update- Carey Larson

What kind of information do we want to communicate through social networking? Other schools are using it more for social networking than recommendations. We want to give students recommendations but not preach to them. We created a list of questions about privacy and harassment for students to take in consideration (attached to an e-mail to the committee and will be posted on the SDC web page).

Eric came up with a list of guidelines. It does not cover any specific site, but has general information. You never know whom you are really dealing with; it has to do about trust and whom to trust. Also very common--people do not realize the level of privacy they are giving up by registering.

Marketing has put together a guideline for staff about Facebook usage: tone and what not to say (list forwarded by Carey).

2.6 District Student Council

Cami reported that the DSC discussed the convenience fee and voiced many concerns. DSC made a recommendation to keep the current selection process for student leaders (v. elections). One of the committees wants to look for ways to make the campus more welcoming to veterans, but there are currently protests to the military recruiters when they are on campus.

3.0 Discussion Items

3.1 ACUI Roundtable Discussion, “Veterans Returning to Our Campuses: Are We Prepared?”- Kristen Martin

- MiSU (Missouri): brought a brochure and a representative talking about their Veterans Office.
- A lot of colleges don't have a Veteran's Office.
- It is predicted that there will be over 300,000 veterans returning to college in the next two years.
- Used the MiSU brochure to inspire for one for PCC.
- RC opened a Veteran's space, without staff yet, and are considering maybe an ASPCC 20 hour position.
- How do you educate your faculty about Veterans? The conference was a good exchange of ideas. Trying to establish a counselor for the Vets (paperwork and copies). The state of Oregon, and the governor has made a special program to send the VA to give out information.
- We received some good feedback from students to provide more information. We were the only school to have student feedback.
- Kathleen: we have a donor willing to give money to the Veteran's office for a small program (\$1,000-\$5000 range). We need an idea to get the funding.
- Cami noted that Peace Club and Military recruiters tabled the same day in the CC lower mall. One vet filed a complaint stating that the images of the Peace Club were inaccurate and hurtful; and Vets were left with bad feelings about serving their country. The Peace Club's purpose was to let the people interested know that there are other solutions then military to pay for college. Still, the message left a very unwelcoming atmosphere for the vets.

3.3 Results from SENSE- Laura Massey

Laura handed out a packet and made a Powerpoint Presentation. These will be posted on the EAC webpage under SDC reports.

- PCC was 1 of 15 which administered the survey
- Results are now in the very basic stage, and the data is complicated by the sheer numbers of responses when broken into different demographics. The survey has 123 questions with 5 possible answers, so sorting by different ethnicities, part time v. full time, by campus, etc. requires a lot time to produce results.
- This survey addresses concerns new students have about their first 3 weeks at the college

Survey of Entering Student Engagement Presentation:

- Included only credit courses that new students might enroll in and was not administered to the lower level of reading and ESOL. It was not designed for the distance learning program.
- 1383 credit students participated (54% new and 46% returning students)
- Higher percentage of full-time students responded because they are more often at school than part time students are.

- Results were compared with other large colleges. PCC has 25% of the FTE in the state, so Laura compared results to large community colleges as well as to the total group participating.
- Found that a strong connection with a staff member often determines whether a student feels like dropping out or not. PCC received lower score results compared with the most of the other community colleges.
- High expectations and aspirations: most students come thinking they will be successful but when you ask them how many classes they skipped, missed homework, answers were not consistent with requirements for success in college.
- Clear academic Plan: PCC scored higher than most large CCs in helping students creating a pathway to graduating
- On track to college readiness: less than large CCs & national average
- Engaged Learning: PCC is higher than large CCs and national average during Fall 09
- Academic and social support: instructors tell students about academic support on the syllabus but they don't tell students about student services
- Other information is taken in consideration but many student services are not written in benchmark
- Online Orientation: new v. returning students, 61% new participated in orientation v. 41% of returning students
- Advising related questions--times available for students: better than the national average
- What are these results going to be used for? It will be helpful when writing grants to have information about our student needs and information will be shared with staff dealing with entering students to improve our contacts.
- Distance Learning also has a survey once a year and they did not mention anything about the library in the survey

4.0 Other

4.1 Action Item- Bylaws Change

The SDC approved changing the word "Bylaws" to "Practices" and adding Southeast Center as another campus that could appoint a Dean of Students or designee to the SDC.

5.0 Adjournment—The meeting was adjourned at 4:35 p.m.

The next meeting will be at Southeast Center in Tabor Hall 125 on May 13 at 2:30