

Portland Community College
Student Development Committee (S.D.C.)
Sub-Committee of the Educational Advisory Council (E.A.C.)
Meeting Minutes for May 13th, 2010
2:30pm – 4:30pm
Southeast Center, Tabor Hall room 125
Meeting minutes submitted by Stephen Arthur

Attendance: Stephen Arthur, Cami Bishop, Lacey Buchanan, Laurie Chadwick, Deb Crawford, May Donohue, Heather Lang, Hal Lee, Kristen Martin, Sharon Morgan, April Nording, Nicole Seery, Bonnie Skolfield

1.0 Meeting Minutes and Agenda

Minutes from April 8th, 2010: The minutes from the April 8th meeting were sent to the committee via email, reviewed and were approved.

Agenda: The agenda for the May 12th meeting was reviewed by the committee and approved.

2.0 Updates and Announcements

2.1 E.A.C. Update – Cami – Porter Raper was elected chair of the E.A.C. for next year. Cami Bishop and Kathleen Bradach will continue as co-chairs for the S.D.C. for the Fall term of 2010, but are looking for new co-chairs. If anyone is interested, or would like to nominate someone, please contact Cami or Kathleen. Applicants from campuses other than Sylvania and who are not administrators are strongly encouraged to apply. The duties of the position will be split between the co-chairs and new job descriptions will be created by the E.A.C. Each co-chair position has a commitment of about 10 hours per month.

The EAC Distance Learning Taskforce has five active areas that it is still working on and will complete recommendations to the EAC by Fall term 2010.

The Honors 101 program has been approved at a State level. A pilot Honors Program will begin in the Fall term of 2010 and will offer five courses. These courses will be in multiple disciplines and offered at the Sylvania, Cascade and Rock Creek campuses. Currently, the Honors Program Taskforce is working on requirements for a capstone course for the program.

The E.A.C. is revising the Academic Handbook, there are more details on the E.A.C. website.

2.2 Deans Update – Heather – The Rock Creek Campus has experienced a 50% increase in enrollment. As a result, there is discussion of increasing the base budget of the campus, which is determined by enrollment, to hire new full-time faculty and student services staff positions. This will help move the full-time to part-time faculty ratio in a favorable direction.

2.3 Bursar Update – Cami – The convenience fee for tuition payments made by credit card has been put on hold for now. The College is researching the implementation of the fee. The convenience has also been discussed in the District Student Council (D.S.C.) and researched by student leaders.

2.4 Library Update – The library had not updates at this time.

2.5 Bookstore Update – Deb – Faculty book orders are due next Thursday (May 19th) and we are working with the Deans of Instruction to get the word out to faculty. The Higher Education Opportunity Act (HEOA) takes place on July 1st, 2010 and it will require that the Course Registration Numbers (CRN) be accompanied by the required textbooks. Portland State University's Bookstore already has their CRN and textbook information online.

Auxiliary Services is creating a checklist for how to save students money on textbooks. It should be finished next week and distributed via email to Subject Area Committee (SAC) chairs and possibly on the MyPCC faculty tab.

2.6 District Student Council (DSC) Update – Bonnie – The DSC is collecting information about all of the projects for this year and is working on recommendations for next year's group.

The DSC is hosting an end of the year Masquerade Ball at the Melody Ballroom on Friday, May 14th. It is open to students, staff, faculty and the general public, with all of the proceeds from the event will go towards scholarships through the PCC Foundation. The DSC also decided to offer a reduced admission for people who bring two cans of food for the Rock Creek Canteen.

The DSC discussed the cap and gown requirement for graduation, and the possibility of it excluding students who cannot afford to purchase a cap and gown. The Associated Students of Portland Community College (ASPCC) Cascade and ASPCC Rock Creek currently have cap and gown rental programs. ASPCC Southeast is holding an essay contest with caps and gowns going to the winners. ASPCC Sylvania is looking into creating a cap and gown rental program or an "adopt a student" program where staff or faculty can purchase a gown for a student with the understanding that it will be reused by future students. ASPCC Sylvania is also bringing a cap and gown collection box to graduation for students to donate their caps and gowns after they graduated.

The DSC is hosting a kickball tournament on May 21st as a fundraiser for the ASPCC scholarship fund through the PCC Foundation.

3.0 Discussion Items

3.1 Textbook Update on Return Policy for Chegg – Kristen – Chegg.com does allow returns of textbooks within 30days of re and will pay for the return shipping.

3.2 Textbook Taskforce Update – Hal – In the Fall term of 2009, the SDC created a Textbook Taskforce to review the 2 sets of recommendations created by the EAC 3 or 4 years ago and see what changes have been implemented and create new suggestions. The review of the EAC recommendations is complete. The SDC Textbook Taskforce has created some new recommendations, some of which appear to dovetail with the HEOA quite nicely.

The SDC Textbook Taskforce recommends that the EAC keep encouraging SACs to adopt the previously recommended changes to try and keep the cost of textbooks as low as possible and to provide students with information about textbook costs as soon as possible. This goes along with the requirements of the HEOA to post textbook information along with the CRNs for courses prior to the beginning of the term.

The SDC Textbook Taskforce also endorses the EAC recommendation to have a reserve copy of every textbook used on campus available in the campus library. The Cascade Library will be piloting a reserve program in the 2010 – 2011 academic year using funds awarded by the DSC through the Green Initiative Fund and Cascade President Algie Gatewood. If the program goes well, then it might spread to other campuses as well. SACs are encouraged to provide the necessary information and forms for instructors to submit to the library so the library can begin

to build the reserve catalog. However, part-time adjunct professors do not usually attend SAC meetings, so a key question is how to distribute information about placing textbooks on reserve to those instructors.

Another recommendation from the SDC Textbook Taskforce is to clarify the rules regarding instructors selling complimentary copies of textbooks they receive from publishers. This currently falls in a gray-area of whether or not instructors selling complimentary textbooks are personally benefiting from their position and violating public employee conduct. It is the taskforce's recommendation that SACs encourage their instructors to donate any non-instructor copies of the textbook to the library to help create textbook reserves. It is important to note that this is a request and not a recommendation for an official policy change.

The SDC Textbook Taskforce recommends that instructors be encouraged to use older editions when possible. This will be made easier due to the HEOA, which requires publishers to release the date when a textbook will be revised in the future (ex 1year, 2years, etc...) and for new editions to list the changes made from previous editions (ex grammatical errors, new chapters, new equations, etc...). This information will help instructors decide if changing to a new edition is necessary. The ASPCC Sylvania Student Senate worked with a Physics instructor last year and purchased copies of an older edition Physics textbook that the instructor loaned out to students beginning in Fall term. Hopefully this project is successful and can serve as a model for other courses.

There are some areas that the SDC Textbook Taskforce is uncertain about, and would appreciate additional input from appropriate parties. First, should be the SDC Textbook Taskforce's position on actively educating faculty about alternatives to the bookstore (ex chegg.com, Powel's Books, etc...)? If instructors are encouraged to include alternative sources for textbooks in their syllabus then will the bookstore be left with a large surplus of the textbook? Or will the bookstore order less, assuming that students will use other resources, and then there is a shortage of available textbooks?

The complete list of recommendations from the SDC Textbook Taskforce will be available by the next SDC meeting for review, and will be posted on the SDC website upon approval by the SDC.

3.3 Standards of Academic Progress (A-SAP) Practitioners Taskforce Update –

Heather – In May, 2009 the Deans Group created a Practitioners Taskforce to review and provide input about suggested changes to the A-SAP process, recommended by the SDC, and to decide if the changes should be brought to the EAC. The Practitioners Taskforce will meet tomorrow to finalize recommendations, create a formal report and submit the report to the SDC for feedback. Once the recommendations are finalized, there will be training sessions across the district for counselors and advisors.

The Practitioners Taskforce reviewed the recommendations with the following goals in mind.

- Creating a more meaningful academic intervention process
- Improving the efficiency and effectiveness of the A-SAP process for students and staff
- Clarification of timelines and consequences and student responsibilities
- Automating the process as much as possible to reduce workload for Administrative Assistants
- Create as much uniformity as possible for the A-SAP process across the district
- Address the similarities and differences between A-SAP and the Satisfactory Academic Progress system used by Financial Aid (F-SAP).
- How to clearly communicate the A-SAP system to new credit students

A flowchart has been created to visualize the new system, and it will be posted on the a SDC webpage once it is finalized.

The Practitioners Taskforce recommends that communication regarding a student's A-SAP status be automated as much as possible. In the second week of a term, students will receive an email and a letter that outlines the A-SAP process, why it is important and how students can succeed in higher education.

When a student enters "alert" status, a "soft-hold" will be placed upon that student's account and will be lifted once the student completes an online orientation about academic resources available at PCC.

When students enter "probationary" status, they will receive an email outlining the A-SAP process, notification of their A-SAP standing, a notification of a registration hold being placed on their account and directions on how to lift the hold. The same information will also be mailed to the address on the student's file.

To lift the hold on their account, students must meet with an academic advisor (or counselor, depending on which campus the student attends) and create a "learning contract." The "learning contract" will be on file in Advisor Track, that way all advisors and counselors working with the student will have access to it.

As part of every "learning contract," students will be required to provide a Course Progress Notification (CPN) for all of their courses prior to registering for the next academic term. If a student brings in a satisfactory CPN, then the hold will be lifted and the student will be able to register for the following term. If the student brings in an unsatisfactory CPN, or does not create a learning contract at all, then the hold will remain in place until the term has ended. Students meeting A-SAP standards will be able to register for the following term at that time, and students who do not meet A-SAP standards will be "suspended" for one term.

If students demonstrate effort towards completing the terms of their "learning contract," but still do not A-SAP standards, can receive a one-time-only extension of "probation" status to attempt to meet A-SAP standards the following term.

Students on "suspension" status will receive an automated letter and email with information about how to re-enter the college after the one term suspension. The re-entry process deadline is no later than one month prior to the start date of the desired term of enrollment.

The Practitioner Taskforce focused on revising the A-SAP process to be efficient and effective more than aligning it with the F-SAP process. One key difference is that if a student does not complete a minimum number of credits in a term, such as withdrawing from a course after the drop date but prior to course completion, then the student enters "alert" status in the F-SAP process. According to the current A-SAP process, if a student completes less than 50% of his or her courses in an academic year, then the student will be contacted. However, it is not specific about what the student will be contacted about and if the student will be able to continue enrollment.

The next steps for the A-SAP Practitioner Taskforce are to review the terminology used in the A-SAP process and to meet with representatives from Financial Aid to see how the A-SAP process and the F-SAP process can become more parallel. The areas of interest for congruence between A-SAP and F-SAP are communication with students and standards for status change, such as term grade point average and the number credits completed. These changes will occur over the summer and will be presented to the SDC in the Fall of 2010.

3.4 Men's Resource Center (Programs) – Stephen – There are no new developments in the Men's Programming discussion. Best practices will be gathered over the summer and more information will be available in the Fall of 2010.

3.5 Facebook Discussion – Carey Larson – The Facebook discuss will be moved to a future meeting.

4.0 Other

4.1 Action Item – Practices Change – the SDC has decided to change the term “Student Government” in the SDC bylaws to now read “ASPCC”

5.0 Adjournment

5.1 The meeting was adjourned at 4:30pm

5.2 The next SDC meeting will take place in Building 5 Room 136 at the PCC Rock Creek Campus.