



January 21, 2016 Minutes

Attendees: Susan Mucha, Laura Beilke, Lisa Kinowski, Elaine Hardwick, Anthony Riesberg, Jane Greathouse, Lisa Schickling, Susan Tarnowski, Elizabeth Prange, Candy Laven, Judy Zeiger, Mustafa Hassan

1. **Volunteer Minute Taker:** Laura Beilke

2. **Review/Approve Minutes:** Minutes from the December 2nd meeting were approved.

3. **Budget Request Form/Procedure:**

- Susan Mucha brought forward the Budget Request Form that was approved in 2010 by the Student Engagement Committee.
- The procedures outlined on the form were discussed.
- Susan asked subgroups to look at budget requests and how they tie into the overall student success plan.
- Dr. Tarnowski suggested aligning the initiative with Charting the Future and providing the initiatives on the Budget Request Form for individuals to check when filling out. This will allow individuals to show how the request will enhance the strategic goals.
- Susan Mucha will add the boxes to check to the Budget Request Form.
- Dr. Tarnowski reported our budget of \$8,415.
- Elaine asked if student food money could come out of our budget. Dr. Tarnowski will investigate this to verify for the committee.
- Money from the SEC budget doesn't roll over. Committee members will approve smaller budget items, but also work with administration on larger scale budget items.

4. **Forms/Presentations:**

- Susan Mucha asked sub-committees to consider providing training opportunities and presentations for the campus (example: on-line training for faculty). This would fall under Goal 1- Professional Development and Training Opportunities for Charting the Future.
 - Anthony suggested utilizing Lisa Lamor and Juliann Brueske for training.
 - Dr. Tarnowski recommended sharing best practices utilizing Lisa and Johnna.
 - Wendy Sandstrom, Instructional Technology Designer in Learning Central offered her assistance with this.
 - Mustafa noted in his experience students utilize faculty first for information and then faculty may send to advising for further information.

5. Subcommittee Updates

Strengthen Academic Advising/Metric on Satisfaction of Advising:

- Anthony reported the group has been sharing best practices. They have set timelines for objectives and tabled existing practices. They are also reviewing existing advising practices at SCC and have a student, faculty, and staff on the committee.
- Susan Mucha suggested the group reach out to Barb Embacher to solicit technical faculty to add to the committee.
- Dr. Tarnowski reports out to Charting the Future college-wide. Susan and Anthony assisted with reporting out to the system level.
- Anthony discussed utilizing the shared drive to share information with group members. Susan noted you can add students to the shared drive as well.

Technology Tools to Support Student Success

- Anthony reported the group discussed existing tools at South Central College. The group is tabling action items and has set-up timelines through the recommendation period. The group is still looking for a student to join the group. Meetings are scheduled through the end of the semester.

Financial Aid Literacy Program for Students & Families

- Candy reported that she will be working with Jayne Dinse on the financial aid information available for students. The group will be working on how to get the information to students and advertise the resources to students. There are postcards available to advertise the Grad Ready information we have.

Review of Policies

- Nicole Hamilton and Lisa Kinowski will be connecting to discuss policies. Dr. Tarnowski reported that the Satisfactory Academic Policy has been worked on and that the student Code of Conduct, Transfer Policy, and Academic Dishonest Policy are items that will be reviewed. She noted that if the committee finds things in their review of policy that need to be addressed she can interrupt the current review cycle.

Student Focus Groups

- Elaine reported that SNOW week is coming up and Nicole and Elaine will be asking questions during this week.
- Susan M. asked for clarification if the student focus group information could be shared. Elaine confirmed it could be shared and interested individuals could contact her.

Susan M. stated that we will need to report on a broad timeline to the Steering Committee in early march. She asked that each sub-committee take 10-15 minutes to look at the student success plan. She would like the committee to officially approve the plan at the next meeting.

Dr. T asked the group to think about what can be done to improve the PTK student organization. Jane mentioned the administrative duties for this organization are heavy and the group brainstormed ways to help this organization be successful and how to recruit support for the program. Judy asked if it would be possible for student life to supplement help for the group advisor or if an interim advisor could be assigned. Dr. T noted that group advisors funded through student life need to be faculty. The group discussed other options to assist faculty, such as potentially utilizing a work study. Lisa K suggested sending a job description of the advisor position to faculty.

6. Action Items

- Susan M. will update the Budget Request Form.
- The sub-committees will review their action steps and create timelines. Each sub-committee will submit their timeline by February 1st to Susan M. for her to compile.

7. Quality Improvement (Process/Results/Improvements)

- Process
 - Sharing information on the shared drive with staff and faculty as well as granting access to students.
- Results
 - No data was used at this meeting. It was focused on discussion and updating.
- Improvements
 - Improving the use of budget resources through the budget request procedure.
 - Improving the process of recruiting faculty to serve as advisors for student organizations.

Closing Comments:

- The group discussed the idea of partnering with community banks to present to the SCC community on financial literacy. It was recommended to invited all banks and see who would be interested in partnering.
 - Candy noted we have a good working relationship with Wells Fargo, but it would be good to open up to other community partners.
 - Anthony noted St. Cloud worked with a specific partner based on them offering the best package for students.
 - Jane suggested looking at the larger picture (i.e. during Student Success Day having FA break-out sessions- discussing how to communicate with FA staff, how our staff can serve a diverse population, etc.).
 - From a student's perspective, it was shared that students are worried about how to pay tuition and need information about available scholarships and work study positions.
 - Judy Z. noted this would tie well into partnership and collaboration.

Next Meeting: February 4th from 9 a.m. to 11 a.m.