

Adult Education Council Meeting

February 15, 2008
10:00 a.m. – 11:30 a.m.
MCCS – Boardroom

Meeting called by: Hope Clayton & Jeff Hess **Type of meeting:** Monthly
Facilitator: Jeff Hess & Hope Clayton **Note taker:** Rosa Wynn

Attendees:

Hope Clayton, Jeff Hess, Donna Coursey, Aleen Marsh, Catherine Rifkin, Juliene Lancto, April Tischer, Lenora Basso, Phyllis Goff, Nina Turner, Priscilla Tanner, Veronica James, Rosa Wynn

Minutes

Agenda item: Campus Reports **Presenter:** Campus Representatives

Discussion:

North – Nina Turner shared with the group that North is in the midst of a career initiative and are receiving a positive response from the students.

The campus held a Faculty Forum.

The new Student success Advisor reported this week. Her name is Lavonne Williams. Ms. Williams will be shadowing Carol Williams.

Jeff shared with Nina that he and Veronica are discussing a training plan for the new advisors.

Downtown/ESOL – Hope Clayton shared with the group how impressed she is with the services that are provided by the office of Disabled Student Services. She also informed the group that Barbara Summers has 4 hearing impaired students along with one ESOL student that is blind. Hope wanted to take this opportunity to acknowledge and celebrate the faculty at Downtown Campus for their hard work and dedication to their students.

Aleen Marsh shared with the group that planning for the International Festival has started. She shared with the group that there is a major concern with attendance at the festival. The festival attendees have mainly been international students. The idea is to come up with ways to get the college credit students to attend the festival. Aleen asked for suggestions and or assistance from the group on this matter.

Catherine Rifkin informed the group that she is working on curriculum that will be introduced at the Practioner's Task Force on April 21-23, 2008.

Discussion to inactivate the Grammar and Writing Class due to a lack of progression is scheduled to take place at the Curriculum Committee Meeting.

Catherine also informed the group that she is a Faculty Senate representative. They are currently in discussion to revamp the APM for the Curriculum Committee. Discussion has been taking place to discontinue use of the term "non-credit". Catherine asked for assistance and suggestions from all group members.

Jeff suggested that the group have further discussion on this matter at the April meeting of the council.

Kent – Lenora Basso shared will be participating in their first High School Career Day. She offered a thanks to Erin Richardson for making a request to have Kent's students included in this event.

She also informed the group that their new advisor and retention specialist will possibly be introduced at next Tuesday's faculty meeting.

Kent will be losing Alice Winn on May 31st. She will be going back to teaching.

Lenora shared with the group that the extra money that was given for book purchases was very much appreciated but on an additional note they have encountered numerous problems with book purchases through their bookstore.

South – April Tischer shared with the group that Dean Nelson has offered the position of Student Success Advisor to one of the applicants.

She informed the group that South has not placed their book orders as of yet but intend to do so very soon.

Action items	Person responsible	Deadline
✓ Jeff will ask Veronica contact each campus in order to get the training set up for the new Student Success Advisors.	Jeff Hess/Veronica James	

Agenda item: Pre-College Office Update **Presenter:** Veronica James

Discussion:

Veronica James shared the following information items with the group.

1. SAMS Disk – The disk is at the Deerwood campus. There have been problems with getting the information downloaded in order for faculty to have use on all campuses. The necessary individuals are continuing work on this matter in order to have it available as soon as possible.
Jeff asked the faculty members in attendance to notify him or Veronica if there were specific software needs in order for this information to be forwarded to the Technology Committee.
2. New Hires – Veronica shared with the group that she has not been given names of the new hires on each campus.
3. Training Sessions – Sessions are being planned for new hires once they have all been hired.
4. Scholarships – There are a large amount of scholarship dollars available for use by students. Please continue to share information with students regarding available scholarship funds.

Action items	Person responsible	Deadline
✓ Jeff will ask Barbara to start the coordination process of getting manuals that are available on some campus for using My Skills Tutor, Pre-GED and GED software.	Barbara Yankowy	

Agenda item: Standards of Academic Progress **Presenter:** Jeff Hess

Discussion:

Jeff started this discussion by giving a brief definition of SOAP. He asked the group if they felt there was a need for this policy. The group had lengthy discussion on the matter and reached the following decisions.

1. Have an intervention conference to include the advisor, instructor and the student.
2. Possibly use the new staff members that are being hired for counseling and intervention.
3. Look at having a probationary period instead of the standard 3 attempts and the student is out of the program.
4. Create a student development type of policy.

There was a motion made that the council go forth in the planning and development of standards. The majority ruled and the motion passed.

Action items:	Person Responsible	Deadline
✓ Jeff asked that all members complete a draft policy and bring their ideas to the next meeting for discussion.	Faculty/Program Managers	

Other Information

Having no further business the meeting adjourned at 11:47 a.m.