PRESENT: Joanne K. Damminger, Assistant Vice President for Student Affairs; Regan Hicks-Goldstein, Dean of Student Affairs, Stanton/Wilmington Campus; Jennifer Pires, Dean of Student Affairs, Terry Campus; and Melissa Rakes, Dean of Student Affairs, Owens Campus; and Jeff Rose, Assistant Dean of Student Affairs, Stanton Campus

GUESTS: Director of Public Safety, Tim Winstead; and the Chiefs of Public Safety: Rich Dennis, Stanton Campus; Brian Henry, George Campus; Bill Wood, Owens Campus; and John Schaible, Terry Campus

ITEM 1. Efficiency and Effectiveness for IR and Data Managers
Dr. Damminger asked for an update from the July 29th Efficiency and Effectiveness meeting for IR and Data Managers because she was unable to attend the meeting. The Deans provided the following information requested by IR:

1. Increase training of frontline functions
2. Mandate the use of data request ticketing system for collegewide and campus requests to establish a set protocol
3. Identify lead data managers for different functional areas (i.e. advising, admissions, registrar)
4. Review the class spec for data managers

ITEM 2. ID Process – Tim Winstead and the Chiefs of Public Safety
Dr. Damminger and the Deans discussed the use (at some campuses) of the “Invalid” stamp on students’ printed schedules that they take to public safety when requesting IDs. The Deans recommend discontinuing the use of this stamp and replacing with a new stamp (green ink) with text to read: “Payment Due __________”. This student friendly/centered process would help alleviate confusion for students, business offices and public safety. Dr. Damminger will discuss with Jerry McNesby to see if this pro-active change can be implemented collegewide.

Tim Winstead and the public safety chiefs joined Dr. Damminger and the DOSA in a discussion of collegewide consistency when issuing student IDs. The Deans and Chiefs discussed the current processes involved on each campus.

After discussing the Board approved College policy, everyone was in agreement that whoever is issuing the ID will do the following:

• Confirm that the student is registered by looking up the student’s name in ProWatch for the current semester
• Make an exception for the students who register and request an ID on the same day. These students would not show in ProWatch. These students will be asked to bring a printed schedule to public safety
with that day’s date on it (this will not be necessary at the Owens Campus since the IDs are issued at the Business Office).

Everyone agrees that IDs will be issued to registered students, and the process is not tied to payment according to the College policy.

Dean Pires is exploring a status update in ProWatch for students who are deleted for non-payment.

Tim Winstead will work with public safety at the George Campus to address additional issues related to invalid parking permit.

**ITEM 3. Stand By Me ($BM) Website/Portal Presence**

A Stand By Me coach asked one of the Deans if Delaware Tech could create a $BM website. Upon discussion, the Deans agree that a $BM website designed specifically for higher education should be created by $BM. If that is completed, Student Affairs would request that Delaware Tech link to it from the website and create a portal link under Resources. Dr. Damminger will contact Mary Dupont to explain the decision.

**ITEM 4. Liaison to Curriculum Committee**

Dr. Damminger and the Deans discussed identifying a Student Affairs representative to the Curriculum Committee, as requested by the Committee, who would act as a liaison regarding collegewide Student Success Courses.

The Deans recommend Asst. Dean Sharon Mossman serve as the liaison and discussed the benefit of forming a new collegewide liaison group for Student Success Courses. Representatives from each campus would include the following academic counselors:

- Owens – Rob Bates and Amber King
- Terry - Stephanie Beaudet and Twain Gonzales (as a substitute)
- Stanton / George - Cara Stanard and Ceil Hoopes

**ITEM 5. Update on National Society of Leadership and Success**

Dr. Damminger and the Deans reviewed the references from the colleges they contacted who subscribe to the National Society of Leadership and Success. Since the references were mixed, Dean Rakes will bring this to the CW Student Life group to explore the feasibility and student benefit for Delaware Tech students during the fall semester. The group will return a recommendation by November 1st. (If it is decided to implement the society at College, it would not be implemented until fall 2016.)

**ITEM 6. Summer Bridge Program Success**

Dean Rakes explained that the Owens Campus received funding from the TAACCCT grant to offer students a 4-week accelerated program including the courses of ENG091, NCS012 (review of math fundamentals), and SSC100. Of the 51 students enrolled in this program, all but 3 successfully completed the courses and are ready for college-level English and the next level of math.

This program has a proactive mentoring/advising component led by the SSC100 instructor. A peer mentor also works with the SSC100 class, providing student engagement support and outreach throughout the fall semester.
(i.e. – by texting, tweeting, emailing students and inviting them to interact at President’s Welcome, Half-way There events, etc.).

Dean Rakes will meet with financial aid to discuss options for running summer bridge in August as part of the fall semester. This will prevent the students from needing to complete a separate FAFSA for summer and allow them to apply the summer bridge enrollment to their fall semester credits. This is a program that could benefit students collegewide if the funding were available.

**ITEM 7. Registration Madness Idea**

Dr. Damminger shared an idea to create “Registration Madness” where registration could open 6-8 hours prior to official registration just for returning students who have been advised. This could encourage returning students to seek advising and register early by creating an excitement about registration.

The Deans support the idea of creating a marketing campaign to promote excitement about the first day of registration, but they do not feel earlier access to registration for returning students will work at this time. They will continue to discuss for next April and will include the DOIs in the discussion of possibly planning such an event. The Deans agree this would be a good marketing tool to get students to meet with their advisors prior to the first day of registration.

**ITEM 8. Lisa Gallina Visit – 9/24**

The Deans agree to postpone Lisa Gallina, a presenter on “recruiting post-traditional students”, until early next year due to scheduling conflicts. Dr. Damminger will contact Ms. Gallina and ask her to identify her availability for February 2016.

Invitations will go to directors and assistant directors of workforce development, academic counselors, deans of instruction, department chairs, recruitment and admissions counselors, senior student affairs specialists, and foreign and student admissions coordinators.

**ITEM 9. NJCAA**

The College is applying for multi-campus designation allowing the College to report as one-campus. Dr. Damminger and the Deans discussed identifying the sports on each campus and equity.

Dr. Damminger will call NJCAA for additional questions. She will also contact Brian Shirey to discuss scholarships per campus per gender.

**ITEM 10. Other**

Dean Pires reported that the revised Public Safety PowerPoint presentation will be ready for January.

Financial Aid and the Student View – Dean Pires brought to the attention of the Deans that students have a different view of FA communications than what our staff see which can cause confusion. Dean Pires will scan and email the examples to Dr. Damminger. She will follow-up with Rick Kralevich to see if Banner XE will resolve the issue and Dean Rakes will address with the Academic Advising Committee.
ITEM 11. Liaison Updates

- **CW Career Services** – Dean Rakes
  The Big Interview Contract was approved and signed, so this software will be implemented for use this fall semester. The Career Services Counselors are collaborating with Institutional Research to refine the graduate employment survey and process. Department Chairs were invited to provide feedback on the survey questions. A new survey and process for administering and collecting the data will be implemented for 2016 graduates.

- **CW Student Life** – Dean Rakes
  The Student Life Counselors developed an agenda for Student Leadership Conference that is scheduled for October 23. They also discussed the Student Life Counselor Class spec, Welcome Days, and NSO.

- **CW Academic Advising** – Dean Rakes
  No updates for August.

- **CW Mental Health** – Dean Goldstein
  No updates for August.

- **CW ADA** – Dean Goldstein
  Implementation of Fall plans for Disability Support events collegewide will begin in September.

  The ADA Counselors from each campus will be collaborating to identify and potentially secure a national expert on disability services to provide guidance and training opportunities for faculty in FY 16.

  Emergency Evacuation Plans for students with disabilities are being evaluated. Collaboration will occur with Public Safety to identify potential gaps in services and to strengthen these operations.

- **CW Athletic Directors** – Dean Goldstein – No updates for August.

- **CW International** – Assistant Dean Rose - No updates for August.

- **CW Registrars** – Dean Pires - No updates for August.

- **CW Admissions** – Dean Pires - No updates for August.

- **CW Veterans** – Dean Pires - No updates for August.

Submitted by:
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