

Seminole State College
Self Study 2000 Response Subcommittee

Minutes

December 4, 2007

9:00 a.m.

Prepared by Larry Vickers, Co-Chair
(from notes supplied by Pam Koenig)

Present: Dr. Rebecca Kennedy, Carol Hartman, Pam Koenig, and Larry Vickers

1. The meeting was called to order by Dr. Kennedy, Co-Chair.
2. Pam suggested that HLC contact information should be included in all documents.
3. The following were among the topics discussed:
 - a. Need to show evidence of our efforts for student retention (freshman to sophomore; freshman to graduation, etc.)
 - i. The OSRHE started a productivity policy based on this idea. VPSA office is charged with collecting and reporting related information. VPFA office may also be involved. Pam will talk to Brad Walck.
 - ii. Some examples of efforts are: Student Success Center; new position for recruitment and retention.
 - b. There was a suggestion that a special name be given to our concurrent enrollment process.
 - c. There is a need for a physical audit of accessibility for the disabled. Pam will check with the Federal Compliance Team. Some known examples include:
 - i. Renovation of the Mirror Room
 - ii. Doors, tables, etc. in buildings
 - iii. SSC is a “flat” campus--walking trail/ sidewalks
 - iv. Hearing impaired instructor teaching sign language classes
 - d. Related to the Financial Aid office:
 - i. It was noted that SSC serves a unique population, which is one of the College’s characteristics.
 - ii. We need an evaluation of data, especially default rates.
 - e. Retreats and Community Survey
 - f. Global Studies—goal is to make this more substantive; Need for full-time positions in Assessment and Service Learning.
 - i. Need to develop an Action Plan listing ways to address these issues.
 - ii. Need to prioritize our resources since we are drawing from the same resource pool.

4. The subcommittee completed the response list related to the 2000 Report Team's Advice and Suggestions for Institutional Improvement. Some topics discussed were:
 - a. Dr. Kennedy will follow up with those involved with College printed materials.
 - b. Consider consolidating "Highlights of Accomplishment" in our response.
 - c. Still need information for a workforce analysis.
 - d. Disparity of teaching loads: Larry will investigate norms, check OSRHE (OEIS) website, and visit with Lana Reynolds about data and reports (Counselor's Notebook) her office uses for distribution to area schools.
5. The next meeting will be at 10:00 a.m. on January 15, 2008 in Dr. Kennedy's office.
6. The meeting was adjourned at 10:15 a.m.