

DIRECT REPORTS

11/18/09

Present: John Coggins, Larry Barrett, KR Johnson, Barb Austin, Sue Wilson, Sandy Czekaj, Tony Cardenas, Carol Kurmis, Madonna Tritle

Next meeting is scheduled for Wednesday, December 2, at 2:00 in S155.

Larry:

- Congratulations to John Coggins on his promotion to Assistant Vice Chancellor of Student Services/Dean of Students.
- Wade Bretzke has accepted a full time position so will not be filling in for Keri during her maternity leave. John and Keri are discussing a replacement.
- Larry and Dr. Asteriadis met with the college deans regarding the spring schedule.
- Faculty Senate passed a resolution that it will convene a committee to discuss future schedule processes.
- Larry asked Madonna to see if it is possible to tell how many freshmen have four years of math.

Advising:

- In answer to Barb's question regarding financial aid packages for spring students, Sandy advised they are working on getting the batch process up for spring. It hasn't been done that way in the past.
- Advisors continue to be very busy registering students.

Enrollment Operations:

- Sandy and Larry have met with the academic departments to hear issues and answer questions. Sandy is the point person for departments regarding the catalog and curriculum process.
- Summer schedule is in process.
- A time line for the fall schedule has not been set at this time.
- Academic history is being entered into the WL database. There are 131 students at this point need to be entered manually. When students are admitted and have an academic history, they are entered so information can get info to advisors.

Student Services:

- There were 225 participants in the 5/10k on Saturday compared to 233 last year. This is the first year that the 10k was in the gold cup. \$4500 to \$5000 was generated for the day.
- There is a meeting today regarding Roosevelt and Holy Cross attempting to join our conference.

- It is being suggested that there be a change in the refund policy. Students should not be encouraged to get a full refund.
- The suggested policy is: 100% refund after 1st week of classes, 60% after 2nd week, 40% after 3rd week, 20% after 4th week. Beyond that, no refund.
- The last date of attendance is what will be used to determine refund.
- No medical withdrawals – last date of attendance will be used.
- Registration does not need to send students to Dean of Students.
- FAFSA forms need to be firmed up in the correctional centers.
- Larry will be in contact with Mr. Nally regarding Specter grants.
- Registration will take place beginning 12/4 at the correctional centers.
- 40 computers and monitors were picked up today for use in WCF.

Media Services:

- 12980 gate count in October.
- Increased laptops usage.
- KR explained that Quicksearch is used for multi-search/ build a search. Quicksearch can be found on the library home page.
- Journal of College Student Retention is available in the library. KR will look into getting it listed on one of the database.
- WL is still trying to cut the cost of databases they have by trying to get a system deal. We do not have at this time.
- Larry thanked the media staff on their work on the Veterans' Day program.

PNC-PC:

- At PNC-PC in Summer 2009 there were 12 classes including two MBA and a total of 145 seats.
- 14 sections are being requested for Summer 2010.
- For Spring 2010 there are 88 sections of which 28 have enrollment of five or less.
- Book buy back is scheduled for Wednesday, December 16.
- Janet Knight, MBA Coordinator has an office at PNC-PC now.
- A meeting is scheduled in regard to the printing process at PNC-PC.
- Carol would like to duplicate what is done on this campus.
- Currently students have to leave the classroom and go to the lab to in order to print.
- Madonna added that when she's teaching in the lab she won't allow students to disturb her class by entering her classroom to print.
- Madonna inquired as to why there isn't "A" parking at PPC.

School Partnerships:

- Four new schools - Griffith, John Glenn, Westville, and North Newton – will bring the number of dual credit schools to 31. These new schools still need to be approved.
- There is the potential to have 700 -800 total dual credit students for spring.

- Larry reported that Michigan City and Westville High Schools are interested in working with PNC on Early College.
- Larry advised that all Ivy Tech campuses need to be visited and Ancilla and Lake Michigan College need to be visited monthly.
- Sue reported that Dr. Morrow is very positive on the Ancilla agreements. We need to get a presence on those campuses.

Data Specialist:

- There are 227 errors on the ICHE ISI report. Madonna has three items to fix and hasn't gotten an answer yet from ICHE on the cleanup of the rest on their end.
- Common data set looking good.

Enrollment Services:

- Thanks to everyone for another successful open house. 118 students and 117 other guests attended.
- Advisors visited 75 high schools and 25 college fairs this fall. Erin Zak will be representing PNC at a veterans fair this evening.
- Applications are up 177 for spring and 120 for fall.
- Plans are being made for 6/18 Freshman Registration Day to be held on June 18, 2010.
- Janice Whistler is conducting Financial Aid nights at high schools.
- A meeting is scheduled for next week to discuss an International MBA program.

IMPORTANT DATES

12/9 Express Enrollment 9:30 am – 6:00 pm

12/11 High School Counselor Day

12/21 EM&SS lunch

12/24 Campus closed ~ Christmas Holiday

12/25 Campus closed ~ Christmas Holiday

12/31 Campus closed ~ New Year's Holiday

1/1 Campus closed ~ New Year's Holiday

1/18 Campus closed ~ Martin Luther King, Jr. Holiday

2/27 Financial Aid Marathon 9:00 am – 9:00 pm

2/28 Financial Aid Marathon 9:00 am – 3:00 pm