

DIRECT REPORTS  
12/16/09

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

Absent: Sandy Czekaj (IICC @ WL)

**Next meeting is scheduled for Wednesday, January 6, at 2:00 in S155.**

Larry:

- Banner conversion begins on December 17 at 5:00 until January 4.
- Registration will be shut down at 5:00 on December 17. Processes will be done over the next four days in Financial Aid and Bursar. Students will be able to view financial aid information and grades, but not complete transactions.
- Beginning on December 18 and continuing during the down time advisors will register students using the card system. Data will be entered when the system is back up: advisor will put date and time on card and card will be taken to S40. Students will be put in class based on the date and time on the card.
- Grades are due by 2:00 on December 21. Students inquiring into grades not submitted will be directed to the instructor's email address.
- During the down time applications will be available in both PDF and web form.
- In answer to Carol's question as to what message she should give students at PNC-PC -
  - We are converting to another system.
  - We're accepting applications but it will not be processed until January 4.
  - Students should contact their advisor to register for classes.

**Enrollment Services:**

- Admits for Fall 2010 - +58 over a year ago at 552 applications.
- Admits for Spring 2010 - +228 at 846 applications (861 total last spring, 1/19)
- An email was sent on Monday to admitted but not registered students. There was a 75% open rate with 20 replies as of today.
- High School Counselor Workshop was last Friday with 25 counselors from all around Northwest Indiana attending. Tony thanked all the advisors that attended. The TransferIN (TICO) staff was repeatedly mentioned on the evaluations. Thank you, Sue for inviting them.
- Tony attended the International Round Table at IUSB at which SEVIS II was the topic. The Student and Exchange Visitor Information System (SEVIS) is a web-accessible database used by the Department of Homeland Security to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, M or J visas. We will be notified when SEVIS II goes into effect. At that time students will be completing their own SEVIS.

- Janice Whisler has done a wonderful job of taking on the Financial Aid nights. She has scheduled eleven visits to high schools and will be splitting this responsibility with Denis Curtis.
- College Goal Sunday will be held on campus on February 21. A \$1000 scholarship is being offered at each host site. PNC will also receive \$200 for refreshments.
- Financial aid verifications are up over the last two weeks as expected.
- SAP appeals and Special Circumstances are still coming in.

#### **Advising:**

- Advisors are busy working with students.
- Barb is planning advisor training for spring – date to be determined.

#### **Student Services:**

- Six interviews for the Activities/Athletics Coordinator position are being conducted. John should be able to give Larry a recommendation by 12/23.
- John, John Weber and Fred McNulty are meeting with Sand Creek golf course this Friday.
- John and Karen Barrett are meeting with Steve Turner regarding the student activity building.
- Many student problems are being handled. There may be two more dismissals which would bring the number to four this semester.
- Total registrations for all prison should be 275. 900 paper FAFSA forms have been ordered. John reported that we need to be careful that FAFSA forms are mailed in plenty of time. Some received on March 4 were not processed until March 11. These need to be sent in by March 1.
- The first Athletic Advisory Board meeting for the year is scheduled for tomorrow night in LSF02.
- Rachel Weaver submitted a \$100,000 grant proposal for College Bound.
- Jean-Ann Morton has stepped down as cheer coach for personal reasons. Her last game is this Saturday and she will be honored at a game in February for her service to PNC. Rachel Weaver will be the new coach.
- Belinda Huley is the new Disability Coordinator coming to PNC from voc rehab in Valpo.
- Kathy Granzow will begin filling in for Diane Borawski's leave on 12/23.
- Discussion was held regarding holding a mid-term graduation, possibly at LaPorte Civic Auditorium, rather than a mid-term reception. This year there were 295 graduates from August and December with 40 attending the reception. About 40% of the graduates attend the spring graduation held at Valparaiso University. We need to do more for our mid-term grads. This would affect the number of grads attending the spring commencement.

#### **Library/Media Services:**

- PNC students and faculty requested 359 articles and books through interlibrary loan service during Fall Semester 2009 with faculty using 197 and students 162. The same amount of requests as Fall Semester 2008.

- PNC library loaned 462 books to 62 academic and public libraries during Fall Semester 2009, including 298 books loaned to Purdue West Lafayette. In 2009 PNC library interlibrary loaned a total of 1,247 books and articles to 130 libraries, including 758 books loaned to Purdue West Lafayette.
- Interlibrary use statistics indicate that
  - 55.2% of interlibrary loan requests are from students and faculty in the College of Liberal Arts and 22% from the College of Science
  - The highest use of interlibrary loan is from both students (65 requests) and faculty (68 requests) in the Department of Social Sciences.
  - Faculty use of interlibrary loan is also high in the Departments of Biology/Chemistry, Math/Physics/Statistics, and English/Modern Languages. 83% of the requests from these departments are from faculty.
  - Student use of interlibrary loan is highest in the Departments of Social Sciences, Nursing, and Business.
  - Lowest student and faculty use of interlibrary loan is in the College of Engineering, 2% of total requests.
- 94% of the interlibrary loans for students and faculty in the College of Science are articles. 56% of the interlibrary loans for students and faculty in the College of Social Sciences are books.
- WL is going to upgrade the Voyager online catalog and acquisitions library management system. We may not notice a change as it doesn't affect databases or software, just how we search for books.
- Gate count is figured at the end of each month and will be presented at the next meeting.
- Larry reported that he and Fred McNulty are meeting with Lakeshore Television to request equipment for media services including cameras and editing equipment.

#### **PNC-PC:**

- In answer to Carol's question Tony reported that students applying during the Banner downtime will not be admitted until Banner is back up – possibly January 4. Admit letters will be mailed after that.
- PNC Assessment rooms have been assigned at PNC-PC for spring.
- Two tutors have been set up for spring at PNC-PC.
- Book buy back is being held at PNC-PC this afternoon.
- Book rush at PNC-PC is scheduled for January 11 and 12 from 1:00 – 5:00 pm.
- As of today 1065 seats are filled at PNC-PC compared to 838 seats filled at this time last year. We started enrollment for spring with 88 sections (5 MBA; 74 undergrad) and are currently at 79 (5 MBA; 74 undergrad).
- Carol has been looking at what works and what doesn't work in the PNC-PC schedule and will talk to Sandy before meeting with the schedule committee appointed by Faculty Senate.

### **Data Specialist:**

- Larry asked Madonna to send the grad distribution report to Dr. Schmid.
- Cognos data run during the down time will be from January 21 unless Paul sends an email that everything is up and running.
- Madonna, Paul Johansen, and Shirley Keeton met regarding changing over to the new Cognos. All folders should be under “public”, not “my folders”.
- Larry reported that he gave up his report license. It was suggested that a check be done to see who has and who needs report writer and studio.
- Madonna and Shirley will be doing testing when Cognos is changed over.
- Madonna is getting ready to get IPEDS ready to go.
- Her next project is legislative reporting which is due 2/26.

### **School Partnerships:**

- 280 dual credit students have been registered for spring with 150 more to be done before 3:30 tomorrow.
- 180 current students have not registered for the spring semester.
- There are a number of schools that have not sent registration forms. Merrillville brand new.
- There are 80 students from LaPorte High School in 280 sections.
- Chesterton has new courses approved – should receive by January 14.
- New Prairie is applying for two new courses.
- John Glenn is new and applying for two courses
- There are four Lake County schools interested in our dual credit program. Chancellor Dworkin has contacted Purdue Calumet regarding dual credit in Lake County schools.
- Larry and Sue have been meeting with Westville school superintendent Jim Thorne regarding a partnership for an Early College program. CELL was also in attendance at the meeting at Westville last week. Westville High School could be a candidate for \$50,000 in grant money. Early college high schools are small schools designed to provide a rigorous college curriculum at the high school level. While earning a high school diploma, most students simultaneously earn an Associate’s degree or two years of credit towards a Bachelor’s degree through dual credit opportunities.
- Larry offered Discover, John added that our career test battery could also be used.
- John also advised that PNC offered a how to study in high school course for the first time this year.
- Sue, Carol, Chris Smith, David Kenning, and Jon Groth will meet in January to discuss dual credit at Porter County Career Center.

### **Larry:**

- Larry, Fred McNulty and Rita Dags met to discuss restructuring the process for foundation scholarships. There will be more information to follow.
- Information will be sent to donors.

- Larry reminded the committee that all emails are discoverable under the freedom of information act.

## **IMPORTANT DATES**

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

2/4 21<sup>st</sup> Century Scholars Day

2/21 College Goal Sunday @ PNC 2:00 pm (contact Autumn @ 5493 if you can help out)

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

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