

DIRECT REPORTS
5/6/09

Next meeting is scheduled for June 1, 2009

Items discussed:

Cognos:

- With only a certain number of licenses available for reports, not everyone can have access.
- Carol will go for training due to the specialty area of PNC-PC. Carol will get a report license, but we will need to take a license from someone who doesn't use it.
- Trying to centralize report running.

Graduation:

- Carol is in charge of ushers (18 confirmed) and Tony will transport President Cordova and members of the Board of Trustees.
- There was some miscommunication to students as to line up time, but the correct time is 5:45.

Course Modifications:

- Larry was unaware that the process for class cancellations had changed.
- Previously the VCAA office sent cancellations to Larry for approval. Once approved the course mod was returned to VCAA office for distribution to the necessary people.
- Now course mods aren't going back to VCAA but going to the department secretary who did not know they were to forward course mods onto other people. As a result, cancellations were not made.
- Several classes have been approved to be cancelled, but have not been cancelled, and students have not been notified.

Wash:

- We need to put students' needs first and do what is right for students.

Media Services:

- In response to a memo from Dean Mullens KR spoke to WL about a list of library cancellations due to budget reductions. WL is doing what KR has already done including the canceling of some subscriptions.
- Larry asked KR to check on the breakdown and use of tech fees assessed to students. These fees should be used for student services.

PNC-PC:

- Final exam schedule is easier to understand than in the past.

- Book buy back finishes this week with a very positive response after moving it from a secretarial spot to the student lounge. There were \$2000 worth of buy backs on Tuesday and the bookstore wants to come back again tomorrow. Carol will try for four days next term.

School Partnerships:

- 28 of 30 courses requested by Valparaiso High School were completed by the faculty (except for business and econ).
- Sue is working with Merrillville and Munster High Schools. She has all the math, science, and biology, but hasn't gotten an answer from liberal arts. The high schools need the information before the end of the school year.
- She will be working with Culver Community High School.

Registration:

- Getting ready for commencement. Programs going to printer tomorrow.
- Grades are coming in. Registration will be calling instructors on Monday who have not submitted grades. Students cannot view grades on SSB until the roll is done. Instructors can post grades on Blackboard.

Data Specialist:

- New Cognos8 will go into effect the middle of June. Madonna will be involved in testing and verifications.
- There will be major report changes with OSOR.
- Madonna is on the committee for reporting changes for ICHE.

Enrollment Services:

- There are currently a large number of conditional students however SAT scores have been received which may change the status of many students.
- 263 first time freshman are enrolled for 3026 hours for Fall 09.
- 32 students have qualified and accepted the Distinguished Freshman Award. This award is for ½ off tuition.
- 32% (22/88) of the senior class at Hebron High School has applied to PNC. Tony will investigate as to how many of those students are concurrent enrollment.
- Sue and Tony met with WL regarding international recruitment. WL will begin forwarding us their international denials which should have a big impact for next year. Tony will be taking over PDSO role from Sue.
- PNC Café is an on-line social networking for traditional incoming freshman. These students must be admitted, be ready to attend PNC, and be invited to be participate. Plans are to profile instructors, then advisors.

Advising:

- Larry thanked Barb for taking the lead on the Student Success Center in Brian Welch's absence.

- Chancellor Dworkin, Dr. Schmidt, Dean Morrow, and Barb present Nathan Annen's diploma to his parents. Jen will mail a graduation program to Nathan's family.
- 41 students will be inducted in Phi Eta Sigma, freshman honor society, tomorrow night.

Financial Aid:

- There have been 1800 award notifications so far for fall with another batch ready to go. Everything seems to have packaged correctly.
- Summer aid is going in. Some new students coming in for summer don't have all requirements turned in.
- A wash would be a big problem. A lot of students are out there with aid that hasn't been pushed over. Will the Bursar's office go in and check each student individually?
- Work study program is working. There are more students employed on campus which will have a positive effect on retention. The maximum is \$3000 per year.
- Work studies for summer will be limited. Work studies can't start until their new contract is done for summer. Bryant needs to know if a work study is working in summer so he can check eligibility. Students must be registered for summer classes to qualify for summer work study.
- Allocation for fall will be 150 which will be up from 117.

Student Services:

- The College Bound position will be posted as soon as Larry signs it.
- Prison education will have 300 students in 88 classes. Larry will send out an email advising of the schedule. Jen will then put courses in. Any changes will need to be requested by departments.
- Baseball team had a successful regular season.
- WCF graduation is May 20 with 77 certificates, 25 associates, five bachelor degrees being given.

Upcoming events:

7/3 4th of July Holiday observed – campus closed

7/22 Express Enrollment – 9:30 am – 6:00 pm

8/17 Welcome Back Convocation – 7:30 am – Cafeteria

8/18 Fall Semester Kick Off Breakfast – 7:30 am

8/18 Sunrise to Sunset Registration – 7:00 am – 7:00 pm

8/24 Fall semester begins

9/7 Labor Day Holiday – campus closed

11/26 & 27 Thanksgiving Holiday – campus closed

12/24 & 25 Christmas Holiday – campus closed

12/31 & 1/1 New Year's Holiday & President's Designated Holiday – campus closed