

## DIRECT REPORTS

6/1/09

Present: Larry Barrett, John Coggins, Carol Kurmis, Bryant Dabney, Tony Cardenas, Barb Austin, Sue Wilson, Jen Wolszczak, Madonna Tritle

Absent: KR Johnson

**Next meeting is scheduled for Wednesday, June 24, at 2:00 in LSF060.**

Larry:

Vacations:

- Larry will be on vacation beginning this Thursday afternoon and will return on June 22. Please contact John if any emergencies occur.
- Committee should update vacation schedules.
- Larry strongly discouraged vacations after August 7 until around September 11.

Course mods:

- Larry and John met with Academic Affairs regarding the class cancellation process for fall.
- Dr. Asteriadis and Larry will meet on 6/1, 7/1, 8/1, then as needed to review requests for course cancellations.
- Upon their recommendation, Larry will approve and return course mod to Shannon who will contact the appropriate people.
- Jen will send roster to Barb who will have advisors notify students and get them in another class.
- It is important to note that Larry and Dr. Asteriadis will be the deciding factor in cancellations.

Current open positions:

- College Bound Coordinator
- Activities/Athletics Coordinator
- Coordinator of Student Success Center (interviews start today; 7 interviews scheduled)
- Soon to be posted: Assistant Dean of Enrollment Operations and Business Analyst
  
- Larry and John will be meeting with the chancellor regarding interest in an ice hockey arena having space at PNC.
- The LaPorte County Extension Office having space at PNC is also being discussed.
  
- Barb, Tony, and Cynthia will be visiting SUNY Delhi for information on programs used for recruitment and orientation. We do not have a process in place in Banner for inquiries and are currently entering information in a spreadsheet.

- The team will also meet with IT and other groups regarding using Banner, the international rep at Albany, and advisors.

Jen:

- Degrees will post today at WL. Degrees are already in our instance.
- MBA module is completed and grades will roll on Monday.
- In answer to John's question, Jen hasn't completed prison yet. John advised that books cannot be ordered until the information is in.
  
- Instance is not showing the same information at WL and PNC. We are not getting the file back. WL will provide us with programming so the file will go in automatically. This needs to be done as soon as possible, hopefully by June 30. Larry will be contacting audit because PNC could be written up on this delay.
  
- A major problem at this time is 230 students who came from legacy system and have asked for re-entry. There is not a process to bring them in automatically and could take at least 90 minutes to enter each student making it difficult to get it done by 6/30.

Madonna:

- She will be involved in Cognos8 testing all day on Wednesday.
- Madonna will be in WL 6/22 to figure out how to have all files ready by beginning of semester for ICHE.
- In answer to Madonna's question regarding dates for reporting for international students, Sue will check into this since there is a visa issue and ending date and an I20 date.
- There is a great report for Fall 2008 first time/full time cohort.

Sue:

Dual Credit:

- 27 courses have been approved at Valparaiso High School (there were 150 parents at the parent meeting); 24 courses approved at Munster; 14 at Merrillville; 165 students at Portage; Culver and Knox are new to the dual credit program.
- Cost for concurrent enrollment classes is \$89 per credit hour. Students qualifying for free/reduced lunch are not charged for classes..
  
- Core transfer library is now printable.
- Transfer Indiana website will be updated.

Carol:

- Room assignments for fall should be finished today.
- There are 87 classes at PNC-PC for fall.

- Book buy back was very successful. Carol is scheduled to meet with the new bookstore manager/textbook manager to discuss future dates.
- Carol is working with Tony, Barb, and Kristi Thomas on *South Porter County Meet your Advisor Half Way* being held at PNC-PC on June 23.
- Carol met with Keri Marrs Barron and student David Myers today regarding revamping *PNC Words to Know* committee. Per Larry's approval an email will be sent to direct reports, Bev Puller, Gail Barker, Natalie Connor, and Laura Weaver with directions. Updated lists should be returned to Keri and David by 6/10 or 6/11. The completed updated lists should be completed by orientation. Barb suggested Amy Lutterman be asked to assist with this project.

Bryant:

- There are academic drops as of the end of spring semester who have attended all of Summer 1. The letter of the law says they lose their money, however Larry advised Bryant to give them their funds. Students will get grades for summer 1, then be dropped for summer 2. The committee will meet to discuss the readmission process.
- Larry would like all Distinguished Freshman and Chancellor's Leadership people be recognized at the scholarship dinner.
- Scholarship and the donor dinner were also discussed.
- Bryant reminded the committee that state grants cannot be set until the state budget is in place. Estimated awards that students can see in Banner are set at 46% less.

John:

- A 46% decrease in state funds will also mean a 46% decrease in funds available to inmates.
- Enrollments are increasing at the correctional facilities with 197 at WCF and 60 at ISO compared to 168 at WCF and 58 at ISO last year. 90 students are scheduled for testing this summer. 89 courses are scheduled for the prison.
- *Connections* will be available online beginning this fall.
- Athletic golf outing plans are under way.
- The athletic department is no longer working with Marquette High School. A new contract has been arranged with the Civic Auditorium (seating for 1300) in LaPorte for all basketball games. Volleyball games will be held at the Courts in Chesterton.

- Interviews are being conducted for Chancellor's leadership candidates.

Tony:

- After receiving a wash list from the bursar's office 130 students were emailed. A rinse is planned for June 5. Lists will be given to academic advisors.
- 21 students' statuses were changed from conditional to regular admits after receipt of SAT scores.
- 18 students were notified they would no longer receive the Distinguished Freshman Award due to GPA scores not meeting minimum requirement. Once award is lost, student cannot receive it again.
- 34 new students qualify for the Distinguished Freshman Award.
- MSEP offertory letters were sent to 30-40 students. This award does not include students admitted to nursing since it is a fully enrolled program.
- Tony attended a secondary ed meeting – 20-25 applications have been received for the program.
- Social network – 30 incoming freshman have accepted the invitation to participate in The Panther Café (through ning.com). This is a great communication and social networking effort between PNC and the incoming freshman class.
- There are 1331 new admits for fall of which 396 have registered for 4676 credit hours. This is a 122 increase from last year.

Barb:

- Seven interviews are being held this week for the Student Success Center coordinator
- Carolyn Roper led a very good True Colors workshop for advisors last week.
- Kristi will be at PNC-PC one day a week for summer and two days a week in the fall. Barb and Carol are planning to rotate other advisors in the fall.

Upcoming events:

- 7/3 4<sup>th</sup> 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