

DIRECT REPORTS
6/16/10

Present: Larry Barrett, KR Johnson, Carol Kurmis, Barb Austin, Madonna Tritle, Sandy Czekaj, Janice Whisler

Absent: Sue Wilson, John Coggins

Next meeting is scheduled for Monday, July 28 at 1:30 in S155.

- Larry thanked staff attending the Colors retreat at Red Mill Park. Part 2 is scheduled for July 15 at 1:30 in LSF02. Larry reminded the group that he will need a list indicating major events that take place in their areas each year. This information will lead us into strengths/weaknesses/ streamlining.
- Ad astra is the current scheduling software used at PNC. Madonna has been working on a space audit, but would like to know who uses the data that comes out of it.
- Sandy advised that it is not used for scheduling and that the current system is used for "now data."
- Liz Depew is checking with Mr. Turner before a decision is made whether to continue using.
- Keith Murray at WL used to use the information from all campuses to submit to the state.
- PNC will begin using Unitime for Spring 2010.
- Per the attached flow chart, faculty mentoring is being put in place.
- Dr. Schmid met with Dave Pratt and Dr. Asteriadis. One of the items discussed is a mandated online tool before students can take online or hybrid courses. (FERPA or GBLA). Work with Sandy and Barb will discuss the best time to do it - possibly after registration but before the course begins.
- Dr. Schmid is looking at new assessment for faculty mentors.
- Larry suggested an online tool to assist students with library literacy.
- It was pointed out that there have been challenges between faculty with students. It was suggested by Larry that every search committee include someone from EMSS and/or an APSAC representative.

Enrollment Operations:

- The final payment deadline for summer is this Friday, June 18 with a wash scheduled for June 21.
- Advisors are contacting students and students are coming in to pay fees.
- Students who are washed will be dropped at 100% and their record expunged.

- Summer 1 grades application is open. Grades will be entered in the WL system at student requests.
- Banner upgrades/downtime is scheduled for: Financial Aid/Bursar June 19 & 20; Student July 10 & 11; General Banner July 24 & 25.
- Financial Aid packaging has started.
- Fall fees are due August 6 with a wash scheduled for August 9.
- Sandy and Larry will work on a list of people to attend a two-day Cognos training here at PNC in July.

PNC-PC:

- Summer 1 finished with two classes.
- Summer 2 is going well with a seat count of 225 with 72 of those being MBA.
- For Fall there are 577 seats compared to 606 in 2009. Last fall finished with 1132 seats filled.
- There are currently 23 sections with enrollment of less than five, four with five seats filled, and 20 with less than ten seats filled
- Section count by college is Liberal Arts 31, Business & Leadership 16, Science & Math 15, and Engineering & Technology 2.
- Carol continues to suggest changes at the front desk to improve customer service.
- A sign in sheet is being used to determine student intake.
- A proposal is almost ready to present regarding a custodial change.

Data Specialist:

- The first round of VSA is due July 8. Madonna is waiting on a couple things, then it will be ready to go.
- Base adjustment information is going to ICHE after approval by the Board of Trustees. ICHE hasn't been forthcoming in what they want in the reports. We keep our own API, and ICHE has several. APIs on submitted audit reports must match so schools are working to get the correct API from ICHE.

Library:

- KR designed an imitation of the tabs that are used on the WL and Calumet library pages to make the searching of the databases more accessible and is working with WL of a tab problem.
- KR is reviewing the new print journal list and based on what is requested through the interlibrary loans will determine which of the current 165 will be cut. Print collection has gone down because numbers indicate usage is down.
- To prepare for the League of Nurses accreditation, KR will be working with nursing to eliminate outdated material.

Advising:

- 76 students are registered for Freshman Registration Day on Friday.

- Kristi Thomas will be working in T157 beginning Monday until a new admissions recruiter/financial aid counselor is hired. She will continue to see her own advisees.

Enrollment Services:

- Admits are up 310 from last year at this time.
- Denies have increased with 121 at this point.
- Traffic in T157 is approximately 83% financial aid and 17% admissions. In August almost all traffic will be financial aid.
- Calls will be made to students with incomplete applications.
- Financial aid verification follow up calls will be made.
- Cards will be sent to non-registered freshman for Freshman Registration Day.

Positions:

- Temp admissions recruiter interviews conclude tomorrow.
- Financial Aid clerk interviews will begin week of July 21.
- Admissions recruiter/FA counselor position should be posted soon.
- Madonna may have a grad assistant.
- Larry, Sandy, and Janice will have a discussion on work studies.

IMPORTANT DATES

7/5 Campus Closed – 4th of July Observed

7/14 Express Enrollment

8/12 Sunrise to Sunset Enrollment Day

8/23 Fall Semester Classes Begin

FRESHMAN ARE ADMITTED INTO PNC
(EITHER FULL OR CONDITIONAL)



STUDENTS MEET WITH A PROFESSIONAL
ADVISOR



PROFESSIONAL ADVISOR CONTINUES WITH
THE STUDENT UNTIL 45 CREDIT HOURS OR
DETERMINATION OF THE RESPECTIVE
DEPARTMENT



AFTER 45 CREDIT HOURS THE ADVISING
CENTER WILL HAVE THE NAMES OF THOSE
STUDENTS READY TO BE TRANSFERRED TO
FACULTY MENTORS SENT AT THE END OF
EACH SEMESTER TO DEPARTMENT CHAIRS



DEPARTMENT CHAIRS ASSIGN FACULTY
MENTORS. INFORMATION IS SENT TO
BARB PHILLIPS IN REGISTRATION TO MAKE
FORMAL CHANGES IN SYSTEM.