

LSS Team Meeting Notes
 05/08/08
 2:00-3:30 PM
 M127

Outstanding Action Items					
Item	Action Item	Assignee	Target Due Date	Priority	Comments
1	When you as a manager take on new projects, consider if self or team are doing things out of scope (reclassification process)	All	ongoing	1	
2	Assessments Annual Report, send to Ellen	All	6/30	1	
3	LSS Annual Report, send to Tina	All	6/30	1	
4	Disaggregate area data of users to see if they representative of students at the college (for Diversity Task Force)	All	ongoing	1	
5	Create portfolio of diversity activities that help us meet our goal of inclusiveness/student success	All	ongoing	1	
6	Consider how we leverage diversity information (data and existing programs to infuse diversity and multiculturalism) to move toward our goal	All	ongoing	1	

Meeting Notes

Present

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Sheri Bakunowski | <input type="checkbox"/> Jo Ann Caufield | <input type="checkbox"/> Norma Chandler | <input type="checkbox"/> Laurie Cigan |
| <input checked="" type="checkbox"/> Ken Clarke | <input checked="" type="checkbox"/> Paul Dale | <input checked="" type="checkbox"/> Tina Emmons | <input type="checkbox"/> Cranston Forte |
| <input checked="" type="checkbox"/> Mary Lou Goff | <input checked="" type="checkbox"/> Paul Golisch | <input checked="" type="checkbox"/> Shirley Green | <input checked="" type="checkbox"/> Chrystle Hall |
| <input checked="" type="checkbox"/> Ellen Hedlund | <input type="checkbox"/> Rosemary Hooper | <input checked="" type="checkbox"/> Heather Kruse | <input type="checkbox"/> Corey Loucy |
| <input checked="" type="checkbox"/> Loretta Mondragon | <input checked="" type="checkbox"/> Richard Morales | <input checked="" type="checkbox"/> Carol Myers | <input checked="" type="checkbox"/> Stella Napoles |
| <input type="checkbox"/> Jim Rubin (SAB Sp08) | <input checked="" type="checkbox"/> Esther Schon | <input checked="" type="checkbox"/> Rick Sheets | <input type="checkbox"/> Greg Silcox |
| <input type="checkbox"/> Jennifer Strickland | <input checked="" type="checkbox"/> Paula Vaughn | <input type="checkbox"/> Leslie Vogel | <input type="checkbox"/> Fred Wieck |

Assessment

- Study Hall week before last, very productive
- Met with Christine Tabone re: writing rubric and Gen Ed Outcomes
- Heather, Norma, Rick, Paul presenting at NASPA conference, 6/13
- June 30 rapidly approaching for report deadlines
 - Operational plans due with budget request; future operational plans need to take in to account big picture planning (vs. things we want money for)
 - College-wide APB planning in June meeting
 - Update calendar with new deadlines on web

College Transition

- June 1 Dr. Jackie Askin joins campus as VPAS (ASU, Pima CC)
- VPAA still in process
- Director of Student Life and Leadership in progress, three external applicants
- Phase 1 of 3 shifting IRTS; combining Help Desks, Loretta managing that area; Tech Support manager position open (Media and Computer Technicians), Paul G. interim manager; Doug Nelson went to District, interim webmaster email concerning duties
- Final stages of filling Financial Aid Tech I
- Posting Office Coordinator for Advising soon
- Grade 9 posted, no internal (for A&R)
- Dr. K/PD working on summer transition (through 7/31)

MS Office 2007 Migration Plans; Other Software Issues

- More need to transition as students/outside use new version
- No formal plan ready yet, transition plan will go out
- Transition by departments, along with training
- Check out commons web to see overview
- Very few copies available for home use => strictly for work only
- Check eAcademy web to purchase inexpensive software for home
- Moving to Thunderbird for email client (replaces Netscape)
- Blackboard issues being investigated

SIS Implementation

- Enrollment cancellation (purge) => with new system, can't bill or send notifications => postcards sent, email sent, dropped email worked well; purging every Tuesday
- Looking to be proactive about how students are affected by business processes

Student Services Update

- Big 5 Committee (Offices in KSC Building) => new Big 5 Committee now KSC Big 5 Committee => enrollment cancellation committee, too => more people need to be at the table (Chrystle, Paul, etc.)
- Made decision to bring recommendations to PLT => email needs to become the way we communicate with students
- Early College, Accelerated Degree Program => on agenda for department meetings to have in-depth discussion
- Early College (PVUSD, Cave Creek USD partnership) 35 AGEC credits upon graduation from HS, entree to three state universities
- Accelerated, two 8-week programs/semester, four semesters plus one summer session to complete AA (curriculum already in place)
- LSS Annual Reports due June 30; send template
- Half-day retreat for this division this summer (June 30 / July 1)

Good of the Order

- MAT final meeting this year, 5/13
- WLG accepting apps through first week in June for mentor program
- If you have created email accounts for temps (OYO, OSO, students, etc.) who are leaving, let Help Desk know so their accounts can be deleted
- NASPA conference also has iStartSmart presentation
- Implementing pay for print in Library and Computer Commons

LSS Division Retreat
Hold on your calendars June 30 or July 1

Future Meetings

- TBD