

**Meeting Date:** January 23, 2017

ARC Meeting

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| Present: | John Ginsburg – Chair, ASG Member, Josh Aman, Dustin Bare, Jaime Clarke, Kara Leonard, David Miller, Suzanne Munro, John Phelps, Tara Sprehe, Ryan Stewart, Chris Sweet, Ryan West |
| Recorder: | Laura Lundborg |

**Just-In-Time Issues**: the group discussed topics resulting from the winter storm school closure.

* **Deadline Extensions** – the group recapped extensions for enrollment and student accounts.
* **Course Catch-Up** – faculty are being flexible with students to make up time missed during storm. Many are able to cover the missed information within class without make-up days.
* **Financial Aid** – they are current in processing. If students indicate they are waiting on financial aid, please instruct them to contact the department.

**Policy/Sub-Group Updates**: John reviewed the policy and procedure numbering system. The group gave updates on project deliverables.

* **Policy/Procedure Numbering System** – under each category (e.g. Student Rights & Responsibilities) numbers are assigned in groups for ARC, ARC/ISP, and ISP policies. Once a policy has been assigned a specific three-digit number the procedure or appendix related to the policy will be given the same number followed by a letter ‘P’ for procedures and ‘A’ for appendices.

The Gap Analysis group led by Ryan West will come up with some draft category topics that will make it easy to search for policies. They will research what other schools have in place and come back with ideas to ISP and ARC.

* **Activision/Demonstration Policy** – this policy will be a sub-policy of the Free Speech Policy.
* **Identity Fraud** – Ryan Stewart has a working draft that was reviewed by this group last year. He will have someone in Financial Aid and Student Accounts look it over then will bring it back to ARC for another reading.

**Big Picture Brainstorming –** the group discussed various topics.

* **Schedule Changes –** the deans are researching information about the add/drop date. It’s currently set for week six. They would like advice from ARC on whether that is the best deadline and what the implications of changing are.

Dustin said that Reporting Services has data on when and how many students dropped classes, which may be useful in the research process.

Discussion: We must to consider students needing a full-time load for financial aid and other reasons. What if they drop and need something else? There are not many late start classes they can add.

Mid-term may be factor in deciding the date. Many students take mid-terms before deciding on dropping the course. It was mentioned that there should be case by case exceptions on the deadline, such as family emergencies.

There are issues with compliance in returning funds, such as VA and federal financial aid. There is also a four week census date; we send an enrollment report to the State for FTE reimbursement. The deadline can’t be before that date.

We may want to take a look at other school policies.

Someone suggested that we should have a mandatory automated withdraw policy. John will add to the list of policies.

* **Student Planning –** Dustin reported that the project is in process, no further update.
* **Online Student Orientation –** Ryan reported that the project is in the design phase. The group is currently creating content. A draft demo will be available for the group in early March.

**Next Meeting –**

February 13, 2017

2:00PM-3:00PM

Room: CC126

Agenda topics will include a review of the Sex Offender Policy and the Email Policy. Elizabeth Brand Cox, Executive Director of OCCA’s Student Success Center will attend to discuss our work and plans for student success.

**Meeting Handouts –**

No handouts