

**Meeting Date:** May 8, 2017

ARC Meeting

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| Present: | John Ginsburg – Chair, Josh Aman, Dustin Bare, Christina Bruck, Jim Martineau, Ariel Mead – ASG, David Miller, Suzanne Munro, Chris Sweet, Max Wedding, Ryan West |
| Recorder: | Laura Lundborg |

**Just-in-Time Issues**

**International Week –** food and entertainment/music will take place in the Community Center Mall from 12:00pm-1:00pm, May 15-18.

**ARC Annual Report to College Council –** John shared the PowerPoint he presented at the last College Council. One slide mentioned that it is cheaper to retain than recruit students. Jim asked if discussion was brought up about that, or if we have any data supporting it. John replied it is a general rule, but may not fit all situations. The group discussed the pros and cons of retaining students. In some cases it may not be cost efficient or in best interests to retain a student. For example, one student is being continuously supported by many people; however, is unable to make sufficient progress.

**Cougie Awards –** nominations are due Friday. John will send out a reminder.

**New Add/Drop Form** – due to the new jargon the Student Planning program uses, the form was updated. It now includes:

* **Consent Type** – includes Faculty Consent, Requisite Waiver, and Student Petition.
* **Credit Overload** – approving a student to have more than a full-time credit load.
* **Time Conflict** – approving a course that the system recognizes as a time conflict; however, does not truly conflict.

Discussion – David requested examples to differentiate Requisite Waiver from Faculty Consent. Requisite Waiver is used if waiving a requirement for an upcoming course. Faculty Consent is used to allow a student to register after the course has begun. One or both may be applicable. It was asked what happens if both are required, but faculty only competes one. The system will not allow the student to register. If the Add/Drop Form is used and not filled out correctly Registration will do their best to figure out what is being requested by faculty and register the student.

In the case of a Student Petition, it was asked if the student has to prove the equipment required for a course is available before the petition is approved to allow the student to register. Chris advised that this is up to individual faculty to auto-approve or have the student physically show the equipment before approval.

**Policy & Procedure Updates**

John shared the tracking spreadsheet and asked the group for feedback on format and information. The group agreed that there should be one tracking worksheet for policies and one for procedures.

The group reviewed the status of recent policies and procedures:

* **Student Email Procedure for Staff** – needs to go to College Council for first reading.
* **Expressive Conduct Policy** – needs to go to College Council for first reading.
* **Identity Fraud Theft and Prevention Policy and Procedure** – needs to come back to ARC for review.
* **Sex Offender** **Policy** – needs to come back to ARC for review.
* **Academic Accommodations** – needs to go to College Council for second reading.
* **Service Animals** – College Council had many suggestions on first reading. Needs to come back to ARC for review before second reading at College Council.
* **Personal Audio and Video Recording Policy** – College Council suggested to add information about photography as well. Needs to go back to College Council for second reading.
* **Active Military Deployment** – needs to go to College Council for first reading.
	+ Discussion: Chris reviewed other school policies to make updates to the Active Military Deployment policy. Return to Title IV process are not mentioned since it is overseen by the federal government. We only mention tuition and fee refunds. The group asked about whether to reference the policy as ‘active duty’, ‘deployment’ or ‘extended active duty’. Feedback was split, some suggesting the length of duty doesn’t matter while others said there should be a limit. Chris will get feedback from RB.

It was suggested to limit the assistance to current terms so students do not retroactively ask for refunds. Dustin responded that students may need to activate policy during current term or a future term recently registered for.

Ariel mentioned that the language about receiving a grade makes it sound like a student can ask for a grade after only a few weeks into term. Since this is not the intent, Chris will change language to clarify.

John asked the group if policies should be updated as needed or on a three year cycle. Group agreed to review periodically for any needed changes. Chris suggested staggering review due dates so that we are not reviewing all policies at the same time.

**Next Meeting**

 May 22, 2017

 1:30PM-3:00PM

 Room: CC126