Student Affairs Council Meeting Minutes
DATE: April 12, 2022
TIME/LOCATION: 10:00 am River Room/ZOOM

Roll Call:

√	Cara Doerr (Chair)		√	Mindy Ashby
√	Jipaum Askew			Amber Suggs
√	Tammy Capps			John Sparks
	Leslie Weldon			Monica Brahler
	Danielle Boyd		√	Anna Davenport
√	Robbie Woolridge		√	Teale Betts
√	Blake Goforth		√	Mindy Reach
√	Mandee Trowbridge		√	Lindsay Johnson
√	Virginia Chamness			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Cara Doerr, Chair called the meeting to order at 10:07 am.
A quorum is present.

II. Approval of Minutes of March 8, 2022

Mindy Ashby made the motion to approve the minutes as written, Teale Betts seconded the motion. All members voted in favor and the motion carried.

III. Additions to the Agenda

There were no additions to the agenda.

IV. Items for Discussion

a) After reviewing the dual credit information discussed in last month's meeting what, if any, changes need to be made to SCC's policies and procedures?

- Teale said that our Dual Credit policy is a work in progress and is currently being looked at by Kristin and Darci.
- Mindy Reach and Cara both pointed out how much they like the Step by Step format in the Concurrent Enrollment Information link of Parkland's website.

- Cara stated that something like this would be useful in Freshman Orientation and super easy to explain to parents.
- Teale added that something like this could be linked to the high school website.
- Teale asked that everyone email ideas or anything we see that we like at other colleges to her as they continue to develop our dual credit policy.
- The group will table the dual credit discussion until Teale is ready to present it to the council.

V. New Business

a) State Authorization Reciprocity Agreement (SARA) – 34 CFR 600.2

- Cara said that this was reviewed last all. We had a compliance issue and a policy needs to be developed. Everyone needs to review the document and ask questions so that we can vote on it and move it on to the Executive Council. This will be listed as an action item for the next meeting.

b) Change of Curriculum/Change of Major Form

- Danielle is currently working on the Change of Curriculum/Change of Major Form. Cara wants us to discuss this form and act on it at the next meeting.
- Cara stated that this form will be used when a student wants to change their program of study. There has been a problem with students having more than one program of study.
- Cara stated that we have students who are using up all of their financial aid hours here and not having any left to qualify for financial aid at the university level.
- Cara said that students cannot receive financial aid if they are just taking a class. They must be in a degree or certificate seeking program in order to receive financial aid.

c) Withdraw Form

- Danielle is currently working on the Withdraw Form. Cara wants us to discuss this form and we will act on it at the next meeting.
- Cara stated that this form will be used if a student wants to withdraw from just a course, or completely withdraw from all of their classes. We need a paper trail.

- Lindsay asked about the difference between a drop and a withdrawal. Cara explained that anything that happens before the 10th day is considered a drop. Anything after 10th day is a withdrawal and the "W" goes on the student's transcript.
- Cara went on to explain that there will be a third form to be used to backdate a withdrawal to record it as a drop. This will be considered on a case by case basis for a student who had an extreme event occur such as a death, medical emergency, etc. A committee will probably review these requests.
- Cara said that the add/drop form we are currently using is not up to standard. It needs additional information on it such as explaining to the student that the change may affect their financial aid or veteran benefits. We are trying to update our forms to align them with best practices.
- Cara suggested that we go online to other college and university websites to see what their forms look like. If we find something we like or think we need to include in our forms, we need to forward them to Danielle.
- Teale asked if the new forms will be available online and when the advisor fills it in, will it process from there? Cara said that none of these forms are currently online, but that would be the ideal situation.
- Cara stated that the new forms will be presented to the Student Success Team before they are presented to the Student Affairs Council for action.

Adjournment
Mindy Ashby made a motion to adjourn the meeting at 10:42 am, with a second by Teale Betts. All voted in favor and the motion carried.

The next meeting will be held May 10, 2022 at 10:00 am in the River Room and via ZOOM.