Student Success Team Minutes
March 10, 2022
10:00 a.m.

Roll Call:

√	Names			Names
✓	Mindy Ashby			Betsy Shallenberger
✓	Lindsay Johnson			Caleb Ingram
✓	April Teske		✓	Lisa Meyer
✓	Erin King		✓	Kevin Hunsperger
✓	Monica Brahler		✓	Cara Doerr
✓	Danielle Boyd			
✓	Sheryl Ribbing			
	Jamie Hickam			

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Danielle Boyd called the meeting to order at 10:05am. A quorum was present.

II. Approve minutes from February 10th, 2022

Sheryl Ribbing made a motions to approve the minutes, and Mindy seconded. All members were in favor.

III. Old Business

IV. Items for Discussion:

Discussed which policies the team would evaluate. Dr. Teske explained that Executive Council is working on a system to rank policies so councils and teams can prioritize which policies to focus on first. Danielle asked how the team committees should function operationally and how the team should review policy and procedure. Dr. Teske explained how team reports will report to the committee for review.

a. **Textbook Adoption Policy**

Sheryl asked how to address policies that have deadlines, like the textbook adoption policy and grey areas since there is cross over in various areas. Dr.Teske explained that if, for example, an Administrative Services policy is affecting student success the team would report to their Council and the Student Success Council would recommend that the Administrative Services office adopt a new policy. Danielle asked Stacy in the bookstore about deadlines. They are flexible deadlines and Stacy would prefer a hard deadline. No one knows if the deadline is an internal deadline or a publisher deadline or a best practice deadline. Danelle asked if there is a process in the bookstore to make sure students buy the correct book. There is not. Danielle also brought up the point that faculty and adjunct faculty pick out the text book. For example some faculty don't know they are supposed to pick out the books, the process of picking out books, etc. in one instance this was not done. Danielle pointed out that we don't want to overstep into Academic Affairs. Dr. Teske explained this is an example of how the process should work. The team takes this to the council and the SSC reviews and in concert with AAC decides whether or not to recommend policy development or changes. Sheryl brought up concerns about who and how text books are chosen and thinks there is room for improvement in the process that would be more professional discussion when choosing a text and there is not a consistent method across the different academic divisions. A standard is needed – cost and accessibility should be considered. We need to make sure we give a bullet list of points and hierarchy of need to AAC so they understand what we are tasking them with and why. Academic units need to articulate why we chose a text. There are different books used by different teachers. Cara mentioned academic freedom and if instructors choosing their own text book falls under academic freedom. Monica brought up that advisors and tutors often find out from a student that they don't have the book.

Dr.Teske - If there are issues in an area that don't fall under the team it is okay to take it to another team to review.

Lindsay – student last week had an issue – in a class 100% on-line and required to log-in at a specific time to take tests and it conflicted with her on-campus face-to-face class. She also needed a

specific computer/program to take her on-line test. Advisors need to know these things in order to be able to communicate these things with students ahead of time.

Sheryl said she and Darci are working on developing a program to discuss during faculty in-service. Something like this should go to the simple syllabus committee. She agrees that instructors need to communicate this information. Currently syllabi are too long and it's being worked on. Policy and procedure is needed and better communication. There is a breakdown. Teske – this is a perfect convo to bring up in executive council since these fall under several areas and the committee council chairs are all in exec council and they can bring back the discussion from exec council to their team. Mindy brought up concerns about how these policies conflict with students with disabilities. Instructors are not offering alternative methods of testing – they are not prepared to offer different formats and there is little universal design.

Sheryl says Mindy has a really good point. There are instances in which face to face classes are taking tests in MOODLE, but the syllabus is not reflective of tests being offered this way. There doesn't seem to be any policy and students feel stuck and don't feel like they can question and don't know that they even can question it. We need to examine these. Monica asked about open access to all syllabi for students ahead of time so students can decide sooner. They don't have access to this. Cara asked if open access syllabi would conflict with academic freedom. Dr.Teske said accreditors require instructors teaching multiple sections use the same textbook within a calendar year and doesn't think this would fall under academic freedom. Sheryl says Simple Syllabus will solve the issue – the core of the course would be the same and instructors could only edit their strategies of instruction. She also pointed out that faculty don't always follow their syllabi and doesn't know how to address that but knows that it happens. The CBA uses general language on the issue – not very specific. Danielle said it sounds like Simple Syllabus would help students. Dr.Teske asked if Simple Syllabus has the ability to link the core syllabus to curriculum map? Sheryl isn't sure but said it would be nice if that is possible. Has looked at other universities and colleges and only a few do this but it is nice when they do.

Danielle brought up one last point from Stacy – the connect cards. They are expensive for the students especially when being purchased on top of the text book. There isn't a process in place to see if its needed for the class. Should we ask if both are really needed? Is the connect card providing just the text or is additional material on the connect card. Financial Aid does cover the connect card. Scholarships can't be used currently. Sheryl asked about changing the object code so scholarships could pay. Cara brought up that if the scholarship is truly a waiver then could see why it can't cover a connect card because it can only waive tuition and fees but if it's a foundation scholarship, perhaps we could take it to the foundation to adjust wording? Probably a workaround somewhere.

b. Retention Alert Process

Mindy suggested tabling this topic and will start off the next meeting with a presentation about retention alert first. The team is good with that.

c. Return of freshman experience/SEM-0111 class

Danielle asked if we want to discuss this now. Mindy and Erin are working on developing a first-year experience. Will discuss at the next meeting. Erin asked that we think about making it required.

V. Other Business/Questions?

Will hold off on reviewing financial aid policy

VI. Adjournment 11:11

Motion to adjourn from Mindy

Second from Cheryl

All in favor

Danielle closed the meeting by letting everyone know that she would be sending a new invite with room number and zoom link before next **meeting.**