# Student Success Team Meeting Minutes
# May 19, 2022
# 10:00 a.m. River Room/ZOOM

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

**I. Call to Order**

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

**II. Approve minutes from April 14th, 2022 meeting**

April Teske made the motion to approve the minutes as written. Monica Brahler 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. Old Business**

**a. Textbook Adoption Policy**

**i. Feedback from Exc. Council?**

The textbook adoption policy has been submitted to the Executive Council and can come off of our agenda.

**b. Retention Alert Process-tabled**

**c. Freshman Experience/SEM-0111-tabled**

There was no discussion concerning the items in Old Business that have been tabled.

## V. New Business

### a. Review Financial Aid policies (8152-8157, & 8510)

#### i. Dr. Doerr sent information on this.

- The team is beginning to review financial aid policies. Dr. Teske went through the survey monkey tool that is being used to rank policies. Once the policy that is up for review is selected, the survey will ask if this item is up to the level of being actual policy. If you feel that it is not, you will select no and will be finished with the review of this policy. If you select yes, the survey will continue. Dr. Teske stressed that your responses to the survey are your opinions only. There is no right or wrong answer in this review.
- Dr. Doerr said that we were out of compliance with policy #8152 so that one had to be reviewed and revised to get us back in compliance. Dr. Teske will use this policy as an example as she continues to demonstrate the policy review tool.
- Dr. Teske explained that policy should be general enough to guide us in our procedures, guidelines and rules and not be so restricted that we're constantly having to revise both.
- Dr. Teske explained that as we go through the policy review, we have the opportunity to state if the policy subject matter may be outside our realm of expertise so that can be taken in to consideration.
- The teams are made up of a variety of members of the college community, each with different levels of understanding. We will be able to rank how easily we understand the policy. We want the policy to be easy to read and understand so that it will make sense to the average person reading it on our website.
- If we are satisfied with a policy as it is written, we will submit it to the Student Affairs Council. If we are not satisfied with the policy, we can revise it. Then we will submit the original policy and the revised policy to the Student Affairs Council for review.
- If the Student Affairs Council likes the policy they will submit it to the Executive Council for review. If the Student Affairs Council, does not like the policy, they will send it back to the team for revision. Once the policy is approved by the Executive Council, it will be sent back to the team to see if we need to establish procedures, guidelines and rules.
- The team will decide who is responsible for the policy and they will be directed to write the procedures, guidelines and rules. The policy should be general enough that it can last for years but the procedures,

guidelines and rules can be changed as often as necessary, without ever touching the policy.

- Dr. Doerr added that the FSA handbook offers guidelines and suggestions for procedures we should have in place.
- The team will notify Dr. Teske when everyone has completed the survey for a policy so that she can analyze the data. Eventually she will train the administrative assistants to do this.
- Dr. Teske explained the ranking system in the survey. Questions marked "Satisfactory" will score 1 point. "Needs Revision" will score 3 points and "Missing" will score 6 points. The questions with the highest scores are the questions that need the most attention.
- On the shared drive there is a Policy Template that we will use when we submit a policy to the Student Affairs Council.
- Both the approved Board Policy Manual and the old Full-Time Employee Policy Manual are on the website. You can find them by selecting About and then Policies.
- Danielle will send the team a copy of the Financial Aid policy #8152 and the link to do the policy review. This needs to be done by June 9, which is the date of the next team meeting.

## VI. Adjournment

Erin King made a motion to adjourn the meeting at 10:48 am, with a second by Cara Doerr. All voted in favor and the motion carried.

The next meeting will be held June 9, 2022 at 10:00 am in the River Room and via ZOOM.