Student Affairs Council Meeting Minutes
May 10, 2022
10:00 am River Room

Chair: Dr. Cara Doerr

Roll Call:

√	Mindy Ashby	√	Leslie Cornelius-Weldon	√	Mindy Reach
	Jipaum Askew	√	Anna Davenport		John Sparks
√	Teale Betts	√	Dr. Cara Doerr		Amber Suggs
√	Danielle Boyd		Blake Goforth	√	Mandee Trowbridge
√	Monica Brahler	√	Lindsay Johnson		Robbie Woolridge
√	Dr. Tammy Capps		Dr. Lisa Price	√	Virginia Chamness

Agenda Items:

I. Call to Order
Cara Doerr, Chair called the meeting to order at 10:08 am. A quorum is present.

II. Approve Minutes of April 12, 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
Dr. Shelby received a call from an advisor from another institution. She was having problems finding our course catalog on our website. Dr. Doerr suggested the council look at other college websites to see how easy/difficult it is to find their course catalogs and she will put this on the agenda for the next meeting.

IV. Old Business

a. State Authorization Reciprocity Agreement (SARA) – 34 CFR 600.2
There was no discussion about this.

b. Withdraw Form

- The council discussed the draft copy of the Withdrawal form and there were several changes suggested. Dr. Doerr commented that we find we may need to make additional changes once we start using the form.
- Danielle Boyd is working on a Team Site in Colleague for the Admissions Office where forms can be housed for access to everyone.
- Dr. Doerr also brought up the need to backdate withdrawals for students who have extenuating circumstances, such as a death in the family. We need to have documentation to back up the backdated withdrawal whether it's with an additional form or with additional changes to the withdrawal form.
- Mindy Ashby suggested we make sure the withdrawal process is included in the student handbook.
- Dr. Doerr explained that we will start using advisor notes in Colleague so additional information regarding a student's withdrawal could be put there for other staff to see.
- Mindy Reach made a motion to submit the Withdrawal Form, with edits, to the Executive Council for approval. The motion was seconded by Teale Betts. All members voted in favor and the motion carried.

V. New Business

a. Replace Escrow with Dual Enrollment language and remove 3-year math/English requirement

- The council is looking at the SCC Escrow Admission & Release Form.
- Danielle explained that we currently have a procedure in the policy manual that states students are required to take 3 years of high school English and Math before taking ENG-0111 or a college level Math class, regardless if they test in to it or not. We are looking to remove that requirement if the student is college ready and allow them to enroll in those classes.
- Dr. Doerr explained that the high school may have that requirement, but there is no need for us to have the requirement if the student has tested in to the class.
- Danielle explained that this is to try to match what we require of Dual Credit students with students who pay for their classes.
- Dr. Doerr suggested we remove the word "Escrow" and call it "Dual Enrollment" but Teale added that Dr. Price likes using the terms "Early College" or "Concurrent Enrollment". Dr. Doerr suggested that we use "Dual Enrollment" because that is the language most everyone else is using.

b. Create one Concurrent Enrollment Application/Form to encompass Dual Credit and Dual Enrollment.
- After much discussion about the various forms of Dual Enrollment agreements we have with Meridian, Dongola, and potentially Cairo High Schools, Danielle stated that we need to have a separate form for each of the schools.
- Teale commented that there is another group to meet later today and she should have more answers after this meeting.
- Teale will update the council at the meeting next month so that we can vote on it and move it on up to the Executive Council.

Adjournment
Mindy Ashby made a motion to adjourn the meeting at 11:58 am. The motion was seconded by Teale Betts. All voted in favor and the motion carried.

The next meeting will be held Tuesday, June 14, 2022 at 10:00 am in the River Room and via ZOOM.