Student Affairs Council Meeting Minutes
6/13/2023 10:00 am
Location Founders' Room & ZOOM

Roll Call:

√	Mindy Ashby		Dr. Robert Woolridge	√	Mindy Reach
√	Jipaum Askew	√	Leslie Cornelious-Weldon		John Sparks
√	Teale Betts	√	Amber Suggs	√	Danielle Boyd
√	Blake Goforth	√	Donna Price	√	Lindsay Johnson
√	Jonathan VanMeter, Guest	√	Virginia Chamness, Recorder	√	Dr. Darci Cather, Guest

√ indicates attendance, leaving blank indicates absent

I. Call to Order

The meeting was called to order at 10:05 am by Mindy Reach, Chair. A quorum was present.

II. Approve Minutes of May

Mindy Ashby made the motion to approve the minutes as written. Leslie Cornelious-Weldon seconded the motion. All members voted in favor and the motion carried.

III. Items for Discussion

a. Updates from teams

- There were no updates reported.

b. New Shared Governance Structure

i. Teams=Recruitment & Enrollment and Student Experience

- Mindy Reach reported that, beginning with the new academic year in August, there will be some changes in the Shared Governance Structure. The change affecting Student Affairs is that the Student Success Team and the Student & Community Outreach Team will be combined to form the Student Experience Team.

c. **Chair/Co-chair or Vice Chair model**
    - Mindy also reported that each team and council will have a chair and a co-chair or vice-chair. The role of this new position will be to serve as chair in meetings in case of the chair's absence and to assume the position of chair when the current chair's term ends.

d. **Definitions**
    - Mindy Reach presented to the council definitions for a Freshman student, Sophomore student, Full-time student, and Part-time student. These definitions will be included in the glossary of the new policy manual.
    - Mindy added that ICCB has already defined Freshman and Sophomore students so she condensed their definition to create ours.
    - Teale Betts offered a suggestion to edit the Sophomore student definition and the council agreed to her suggestion.
    - A motion was made by Mindy Ashby, with a second by Danielle Boyd, to approve the edited definitions and send them on to the Executive Council for their approval.

e. **Policy 8151A - > procedure**
    i. **Updates from Academic Affairs Council**
        - Mindy Reach presented the new procedures for policy 8151A and the Request for Credit Hour Overload form to the Academic Affairs Council. They recommended some changes be made to the form.
        - Dr. Cather was invited to the meeting to clarify some of the suggestions from the Academic Affairs Council.

    ii. **Form updates & workflow**
        - Academic Affairs Council wants the form to include a Cumulative GPA requirement. Their suggestion is 3.0. The council agreed to set the GPA requirement at 2.75.
        - They also want a section on the form for Advisor Notes.
        - In addition, they want the form to have a workflow so that the form will go straight to the VP when it is filled out. Jonathan VanMeter was asked to join this meeting to help with this request.
        - The council agrees that, when listing the student's schedule on the overload form, advisors need to be able to identify which class will put the student in an overload position.
        - Jonathan suggested the form be built in etrieve to establish the workflow. The student will have access to

complete the form in etrieve. Then it can go to their advisor and from there on to the VP for final approval.

- The council suggests that if an overload request is denied, the student should receive an explanation for the decision.
- A motion was made by Leslie Cornelious-Weldon to take these procedures and Request for Credit Hour Overload form to the Executive Council at their next meeting in August, 2023. Lindsay Johnson seconded the motion. All voted in favor and the motion carried.

f. Student Handbook

- Mindy Reach asked the council to continue to review the Student Handbook. Jacqueline Smith must have updates by June 22nd.

IV. New Business

a. Shared Governance Retreat

- Mindy Reach reported that the Shared Governance Retreat will be held on August 24. This will be on a voluntary basis and topics to be covered include Team Building, Minutes, and Running Meetings.

V. Next Meeting Date

- The next meeting will be held on July 11, 2023 at 10:00 am in the Founders Room and ZOOM.

Adjournment

A motion to adjourn was made by Blake Goforth, with a second by Lindsay Johnson. All voted in favor and the motion carried. The meeting adjourned at 10:59 am.