

DSS Meeting Minutes

March 27, 2013

9:00 a.m.

DO Boardroom

Meeting called by:	Carla Mathews	Type of meeting:	Director's Meeting
Facilitator:	Carla Mathews	Recorder:	Alkinie Lewis
Attendees:	C. Mathews, S. Linden, J. Brown-Williams, K. McMullen, W. Porter, K. Van Buren L. Nadlicki, A. Lewis		

Minutes

Agenda item: **Presenter:** C. Mathews

Discussion:

- DSS presence is required at Excellence Day.
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Agenda item: **Staffing Updates** **Presenter:** All

Discussion:

- AH – K. McMullen
A. Bouchard (*back*)
 - HL – K. Van Buren
Full Staff
 - OR – K. Van Buren
R. Dunham (*remain in FA*)
SSS Level III position open (*position filled*)
 - RO – J. Brown-Williams
Jean Murphy not returning Apr. 2, temp in place
 - SF – T. McFadden
Counseling and Enrollment Services need student workers
 - DO – S. Linden
Full staff
 - Financial - W. Porter
AH – VA 2 openings, 1FT & 1PT (trying to make it FT)
HL –Secretary (filled)
RO –Secretary position open
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Agenda item: **Recruiters & ISA Offices** **Presenter:** J. Brown-Williams

Discussion: Met 3/26/13 w/"recruiter" and ISAs;

- Received a list of countries where F1 students are coming from.
- Conditional Admissions
- Reporting of individuals as second language proficiency on I-20
- Limiting driver licensing for international students
 - ❖ Given limited term, if I-20 ends, driver license expire
 - ❖ Possibility of international student enrollment drop
- RFP in process for ISA webpage, submitted to M. Kersten-Hart
- ISAs needs clarity that their job is not only to assist F1 students, but reach out to others who first language does not include English
- April 18th training day for ISAs document imaging
- Recruiter's/Counseling Luncheon 4-19-13

Agenda item: Student Financial Resources/Scholarships

Presenter: W. Porter

Discussion:

- Ideas to justify 2 FT positions
 - Resource Center (visited WSU VA Resource Center)
 - Certification process
 - Student Activity
- Visit w/OU's VA Representative(s) 3/28/13
- Have new phone system in place
- Working on auto packaging loans and working w/IT

Work study money is available (April 15th tentative date)

- Need to get awards to students and get jobs created
- Will speak w/placement to open database earlier for students who want to work in summer
- Unsure of final allocation for Fall 2013
- Business Office is limiting funds for work study, if continue, let C. Mathews know

Federal Changes

- Changing operations to find fraud abusers
 - Reviewing database for unusual enrollment flag
 - Flagging 2010 to present enrollment at multiple schools and paid monies for.
 - FA office responsibility is to check database for student and have them to submit academic transcript for every school attended. (*official or **unofficial for now***)
 - Review transcript for earned credits within three period at schools, if no earned credits, student will have to appeal. If not acceptable, FA office can deny.
 - To be reinstated, have to enroll in at least 6 credits (pay out-of-pocket and must receive a grade of 2.0 or better).
- Government target approx. 30% of population for verification (need income data to prove accuracies)
 - Instead of verification w/5 documents, created levels of verification (V1 – V6) which varies by selection
 - Reintroducing "Educational Statement" to be signed by student in front of staff member or notary
- High School Diploma
 - Have to certify through FAFSA
 - If high school diploma not available, have to get GED
- Loan Scams (will send link)
- OCC Federal Aid recertification should be approved soon, license expires on March 31
- Default rate (OCC down to 11.4% on 2 year rate, up to 18.9% for the draft 3 year rate). Represent number of students in repayment cycle.

Agenda item: DO Operations

Presenter: S. Linden

Discussion:

- Curriculum deadline 3/28/13 for anything going into new catalog
- Challenges w/faculty being liberal w/course notes (advised to talk to C. Maze)
- Transcript evaluation behind
- Graduation processing going forward
- Win-Win process going forward, sent out over 500 letters
- Credit When it's Due project through MCCA grant for reverse transfer program
 - Webinar, looking at schools doing auto posting of degrees
 - OCC will be looked at closely as to how things are done
- (*Question J. Brown Williams*) Guest application; if school do not have stamp, can we use department stamp for extension sites?
 - College seals should not be at campuses

Agenda item: Orientation

Presenter: K. Van Buren

Discussion:

K. Van Buren met on 3/13 w/DSS, D. Holcomb, C. Maze, and S. Hanna

Had task of reviewing websites of different colleges that had actual/online orientation and presented examples. Dr. Holcomb's concern is number of students that need oriented. Identify:

1. Define target population
2. Determine objective, measurement, and content
3. What Information to communicate to student and how are we going to measure the effectiveness of the information? Who will be involved in orientation?
4. Follow-up w/student, giving an evaluation tool to student and send to IR, however, we do not do anything with them.

Regular orientation info sent to Graphics/Dup. A. Crouse has Reqs and RITS, working to get invites on website.

Agenda item: FERPA Policy & Case Studies

**Presenter: J. Brown-Williams/W.
Porter**

Discussion: Met w/Steve, decided on case studies to use. Not urgency at this point. FERPA statement online and in catalog.

Agenda item: College Wide Enrollment Services Retreat

Presenter: C. Mathews

Discussion:

- Financial Aid need to be added to agenda (30 minutes) – Wilma agreed
- Refreshments – Each Director bring refreshments
 - Cookies-K. Van-Buren/C. Mathews
 - Water-S. Linden/K. McMullen
 - Chips/Pretzels – J. Brown-Williams
 - Candy-T. McFadden
- DSS Meeting (Rotation for refreshments)
- Send suggestions for ES Retreat agenda