

College Success Council Meeting Minutes for October 16, 2019

Attended: Dr. Regina Organ, Joanna Barnes, Brad Bankhead, Barbara Malone, Brandi Furr, Dr. Chase Machen, Dr. Debbie Smarr, Dr. Dava Washburn, Dr. Molly Harris, Casey Ticknor, Alica McEachen, Tonya Hance, Amanda Howell, Logan Maxwell, and Cynthia Taylor (Support)

Absent: Dr. Jeremy McMillen

Approval of Minutes from October 2, 2019 Meeting: motion for approval was given by Dr. Molly Harris and a second by Casey Ticknor.

Communication Plan Updated: Brandi shared that they are creating the Dual Credit Communication Plan. Brandi mentioned she met with Paula Cavender and Anna Hicks to work on a rough draft. The committee will meet again this week.

Emergency Aid Fund Update: Barbara shared that they continue to disburse funds and services. Barbara reported that she sent out an email to GC People with the links so that employees could donate the Emergency Aid Fund.

Dr. Organ shared that the Food Pantry is coming along. Danny is working on getting locks for the cabinets. Dr. Organ said we should be able to start offering food by the end of the week.

Will carry over to the next meeting.

SACSCOC Reaffirmation: Dr. Smarr shared:

- **Continuous Improvement (Quantitative Feedback):** Camille is working with Student Affairs to collect feedback via focus groups. She is doing Testing today, and Housing and Advising will be next.
- **QEP Topic:** Dr. Smarr mentioned we had not received any QEP topics. Logan Maxwell indicated that she knew of two and will get them submitted. The deadline is November 1st.

Will carry over to the next meeting.

Finalized Attendees for Texas Pathways Institute: Dr. Washburn shared a list of employees who will be attending Texas Pathways Institute in San Antonio. There will be a group that will be leaving on Monday, a group going on Tuesday, and another one on Wednesday morning. All the rental cars and hotel rooms reservations are completed.

Leah Meyer Austin Award: Dr. Smarr shared a copy of the 2020 Leah Meyer Austin Award Application. Dr. Smarr is working on finishing up the narrative. Dr. Machen indicated that he would get his finished, and Dr. Harris shared that she will work on hers, and Dr. McMillen's part.

Dr. Smarr will get it submitted by Monday.

Scholastic Standards Notification: Dr. Washburn shared a copy of the Scholastic Standards Policy that Brandi Furr, Dr. Smarr, and Dr. Harris worked on. They would like to send this out to all students this week who are enrolled in classes this semester.

Dr. Smarr shared they will run scholastic standards at the end of the Fall Semester and will send out to students. Dr. Washburn will bring a draft copy of the letter that will be sent out to our next meeting.

Dr. Washburn shared that the letter will come from Dr. Smarr, and it will also be on Canvas. Dr. Harris will be sending the message out through Constant Contact on Friday, October 18th. Dr. Washburn asked everyone to please review and send Dr. Smarr any revisions or recommendations.

The decision is to put everyone on Academic Warning first, then Academic Probation. Students on Academic Probation will have to meet with their Success Coach to develop their Success Plan.

Amanda Howell had concerns about sending out an email to students that they are on warning if the student is already on an Academic Plan for Financial Aid. For consistency, Amanda will change her verbiage in Financial Aid from Academic Plan to Success Plan.

Barbara Malone said she would share the information with the Success Coaches.

Will carry over to the next meeting.

Other:

- Casey Ticknor shared that he received an email from Unit 4 on updates for State Reporting. Casey indicated this is a manual process and will work on the updates this weekend. Also, Casey will send out an email to Dr. Washburn, Dr. Smarr, and Brandi Furr once completed. Dr. Smarr asked Brandi Furr to reach out to Unit 4 to see what is in the updates. Also, Dr. Smarr shared that they finalized some fall reports, and we were only off by 256 contact hrs. Brandi shared that Unit 4 has done a lot of work with coding.