

Fayetteville Technical Community College

Location: CBI Conference Room
June 10, 2009
9:00 a.m.

1. 72 hour Window before purges – R. Brower (B. Smith & D. Todd)
2. Electronic Signature Policy – R. Brower
3. Grading Procedures – W & F – V. Collins
4. Paperless Processing – V. Collins
5. Assessment Plans Update – Val, Eldon, Dr. W., Dr. T
6. 4th of July / regular 8 hours days / 4 work days – Dr. T
7. SACS Update – Dr. T
8. Secondary Employment Form – Dr. T
9. Furlough Day Reporting – Dr. T
10. Budget Update – Dr. T

Future Items for Preparation & Discussion:

1. **CASS Agenda – June 17, 2009 9:30 a.m. HEC 104**
 - a. Sharing of 09-10 Goals
 - b. Professional Development Ideas/Instructors
 - c. Search for Instructional Innovators
 - d. Student EVAL/Degree Audit – V. Collins
2. **Classrooms for the Future – E. Meacham**
3. **Independent Study Guidelines – E. Meacham**



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Council of Academic and Student Services (CASS)

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11. 72 hour Window before purges

Rod Brower reported that Tom Hobgood and Evelyn Bryant have found a way to place a hold on the students that register at or after 4:00 p.m. The hold would expire 48 or 72 hours after the students registers. Discussion was held on the current process for a student to pay and how to give the student the ability to pay if they register after the Business office closes at 4:00 p.m. Betty Smith stated that the business office will change their closing time for fall registration until 6:00 p.m. on July 30, August 3 – 6. On Friday, July 31 and August 7, the business office will be open until 4:00 p.m. Ms. Smith will provide the location for taking payment. On August 4 and 11, Harper Shackelford will run a report on who has been purged and where they registered. The information will be used to determine gaps or weaknesses in students registering and payment.

Discussion was also held on student call list. The recruiters will call potential students, Faculty Secretaries will contact students that have completed the application process and have been approved into a program but have not registered. The Success Center will contact students that have been purged for nonpayment.

12. Electronic Signature Policy

Mr. Brower provided a handout on the proposed electronic signature policy. Mr. Brower left the meeting to attend another meeting. CASS reviewed the handout. Mr. Shackelford requested information be added to receive outside electronic signatures from other institutions. Eldon Meacham will discuss with Mr. Brower a process for contracts to have electronic signatures. Recommendation will be forwarded to Mr. Brower for review.

13. Grading Procedures – W & F

(Mr. Shackelford attended for Ms. Collins)

Mr. Shackelford presented the proposed changes to the grading procedures. Due to Veteran Affairs procedures for determining reimbursements by students, the College will need to keep the WP and WF grades. The grades of W, S and U will be removed and percentage dates of 20% and 80% will be removed. Grades of WP or WF will be given from the start of classes until the 75% date of the class.

The VA Auditors will start being more stringent on the drop dates and submission of drop slips. Mr. Meacham will send a reminder to the faculty to be diligent in submitting drop slips in a timely manner.

14. Paperless Processing

Mr. Shackelford provided a handout on how Enrollment Management is “Going Green”. The offices of Admissions, Placement and Records/Registration will be going paperless. If the Auditors approve the electronic signature, the 10% and official rosters will go paperless. Barbara Tansey will carry the information to Executive Council.

15. Assessment Plans Update –

Denise Wyatt – Fort Bragg will be included in providing input for her assessment plans. Dr. Wyatt will be meeting with Beverly Hall next week to discuss the assessment plans.

Mr. Meacham - Two of his three assessment plans have been completed. The Deans have completed their assessment plans.

Valeria Collins and Joe Mullis will provide an update at the next CASS meeting.

16. 4th of July / regular 8 hours days / 4 work days

June 29 – July 3 will be a normal 8 hour work week. Friday, July 3 will be a holiday.

17. SACS Update

Between 25 – 30 statements have not been completed. Most statements have been scheduled for the second review. All statements will be reviewed during the Fall Semester to insure policies have not changed and links are still correct.

18. Secondary Employment Form

A revised form has been developed but the form does not include all the information that is still needed. Deans will need to continue to ask the faculty to include how many hours is being taught or worked at the secondary employment location. The form will be completed each semester.

19. Furlough Day Reporting

Time sheets and Report of Absence forms have been revised to include an area for report furlough days. Currently there are only 10 hours an employee must take. It was recommended that staff take the furlough days during the Christmas vacation.

20. Budget Update

The Deans, Mr. Meaham, Dr. Tansey and Ms. Smith met with Dr. Keen on proposed budget reductions. It was a good meeting. Ms. Smith was pleased with the recommendations. Dr. Keen approved all but 5 or 6. Graduation will continue to be held at the Crown.

The reorganization charts were reviewed. This will be implemented through a transition phase.

The latest House version of the budget was provided for review.

Mr. Meacham and the Deans have been charged to perform precision scheduling for Fall and Spring Semesters to conserve faculty cost. Deans and Mr. Meacham will keep in mind that growth in the Fall and Spring will help FTCC's budget for 2010-2011.

21. Process Changes for Financial Aid

The current purge process is a problem for financial aid students. The new process will be to purge prior to the first day of the term and prior to August 8 residency assignments must be made, loan requirements must be completed, and insufficient aid balances must be paid. Dr. Tansey will share with Executive Council