



President's Planning & Policy Council
Monday, January 23, 2012

The President's Planning and Policy Council met on Monday, January 23, 2012 at 9:00 a.m. The meeting was held in the Broome Library, Room 1360 at California State University Channel Islands, One University Drive, Camarillo.

In attendance: Michael Berman, Breana Christie, Renny Christopher, Amy Denton, Therese Eyermann, Elysse Farnell, Sean Kelly, Jacque Kilpatrick, Daniel Martinez, Dawn Neuman, Rosa Rodriguez, Stacy Roscoe, Richard Rush, Greg Sawyer, Diana Smith, Ysabel Trinidad, Ching-Hua Wang, Russ Winans

Absent: Dave Chakraborty, Wes Cooper, Bill Cordeiro, Linda Covarrubias, Chanda Cunningham, John Gormley, Sandra Kornuc, Dulce Lopez, Jim Meriwether, Jennifer Schweisinger, Jim Walker

Others in attendance: Terry Ballman, Jason Barnes, Karen Carey, Jaimie Hoffman, Bill Kupfer, Nelle Moffett, Damien Pena, Melissa Remotti, Ginger Reyes, Toni Rice, Jane Sweetland, Dan Wakelee

1. Welcome

The President welcomed all in attendance and appointed Russ Winans to take meeting notes.

2. President's Reports

The President welcomed Vice President for Finance & Administration Ysabel Trinidad. He provided an update on the budget and that the Chancellor's Office is allowing CI to grow. He also reported that CI will host Relay for Life Event March 2nd – March 3rd and encouraged campus participation.

3. Polices for Review

- **Consent**

- 3-year review of FA.32.001 – Policy on Risk Management – No revisions at this time.

- **Recommendation**

- Toni Rice provided an update regarding the Policy on Death of a Student. After receiving recommendations from General Counsel, Toni suggested that there may be a need to develop a new policy relating to access of student records. The student record policy would be referenced in the Death of a Student Policy so that the Policy on Death of Student does not address student records. The policy is currently being rewritten and will be presented again after revisions are made.

- Jaimie Hoffman presented on Policy on Eligibility Requirements for Membership in Student Clubs and Organization. She provided a brief summary of changes since the last reading. Transfer student information was removed where redundancy was found and revisions to language concerning Executive Order 1068 were made. A motion for approval was made and seconded and the policy was unanimously approved by the Council.

- **Discussion**

- Ginger Reyes presented first reading of Policy on Issuing Official Transcripts. She provided an update on the current process for issuing official transcripts and highlighted a few proposed revisions including timeline for issuing transcripts and charging a fee for requesting transcripts. There is currently no fee for official transcripts request.
- Ginger Reyes presented first reading of Policy on Submission of Official Transcripts. Proposed revision includes adding a statement regarding submission of final official transcripts for work taken at other institutions before filing for graduation.

4. Presentation

Terry Ballman, Jacque Kilpatrick & Jane Sweetland presented on the Strategic Initiative – Access, Retention & Success. They announced that Terry Ballman has transitioned into role as co-chair with Jane Sweetland. Handout on two and five year objectives was distributed. Based on information gathered from Task Force One, they are recommending that earlier intervention needs to take place. Many students are unaware of available support on campus and do not seek assistance until it is too late. Everyone on campus is involved in student success. Anyone with suggestions or experience relating to early intervention should contact Terry Ballman and Jane Sweetland so that they can relay the information to the steering committee. Discussion about opportunities for early intervention took place centered on the following:

- How do we provide advisors an opportunity to reach out? How do we get students to come in?
- Creating a Student Success Week during semester
- Developing policy requiring that midterm grades are provided to students
- Posting grades on Blackboard throughout semester so students are aware of status in class. Concerns were expressed that many students do not check Blackboard during semester and not all professors use Blackboard.
- Utilizing Blackboard for Faculty Advisors to check in on student progress
- Implementing early warning system. Some Faculty and administrators have experience with early warning systems at other institutions and will provide templates to steering committee.

- Hosting a Faculty Advisor meet and greet during orientation and various times throughout academic year
- Collaborating with student organizations to connect students to Faculty Advisors and other resources

Following this discussion, President Rush adjourned the meeting.

Respectfully submitted: Russ Winans