

Planning Council Meeting Minutes
Friday, February 26, 2016
10:45 a.m. – Administration Building Board Room

Staff Present: Dr. Stephanie Tully-Dartez, Dr. Barbara Jones, Carey Tucker, Denise Robledo, Veronda Tatum, Casey Martin, Francis Kuykendall, Vanessa Williams, Caroline Hammond, Jim Roomsburg, Dean Inman, Sherry Howard, Ray Winiecki, Jennifer Baine, Dr. Tim Kirk, Susan Spicher, Christy Wilson, Roslyn Turner

Absent: Dr. Mickey Best, Dr. Jim Bullock, Cynthia Reyna, Phil Ballard, Dr. John Spencer, Ken Kelley, Jacob Smith, Doyle Manis

- I. Call to Order – Dr. Stephanie Tully-Dartez, chair, called the meeting to order at 10:45 a.m.
- II. Approval of the January 29, 2016 Meeting Minutes – Approved
- III. President’s Announcements – Dr. Barbara Jones
 - A. Budget
 1. Looking at Compressed Video for Warren classes.
 2. Graduation rates increased to 19% but we didn’t take into consideration of lower SSCH’s from moving students through Remediation courses faster.
 3. Be creative on recruiting
 4. Applied for a Pell to help cover costs for concurrent enrollment.
 5. Reevaluate and reconfigure our system and positions that were added during our peak enrollment years.
 - B. JENZABAR
 1. Payroll is a major concern
 2. Will probably be some issues when launched but we work through it.
- IV. Actions/Discussion
 - A. Academic Affairs
 1. Curriculum Changes & Title 9 Approval – See Attachment A
 - B. Student Affairs Proposal – no report
 - C. Administrative Affairs Proposal – no report
- V. Announcements
 - A. Academic Affairs – no announcements
 - B. Student Affairs – no announcements
 - C. Administrative Affairs
 1. Carey addressed Administrative Affairs Council regarding the budget.
- VI. Comments
 - A. Reschedule next Planning Council Meeting for March 18th, 2016 at 10:45 am. Motioned Approved.
 - B. Dr. Jones asked to see if Math classes could be changed to 4 credit hours – collaborate with Health Sciences (Caroline Hammond).
 - C. Casey Martin made the Council aware that Compass and Asset both have a diagnostic component that will help show students what areas they are deficient in.
- VII. Adjournment – The meeting adjourned at 11:45 a.m.

Proposed Changes to Absence Policies in Light of Title IX Requirements

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period. An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

Regular Semester

*Courses which meet once a week.....2 absences
 Courses that meet twice per week3 absences
 Courses that meet four times per week.....5 absences*

Summer Session

*Courses that meet four times per week in a five week session.....3 absences
 Courses which meet two evenings per week in a 10 week session3 absences*

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

Jury Duty/Military/Official School Function

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor.

In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time

student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional*
- 2) Receive appropriate accommodations related to coursework (i.e., excused from labs with potentially harmful chemicals, have a larger desk, etc.)*
- 3) Resume their studies where they left off once they return to classes*
- 4) Be allowed to make up any missed work related to medical leave*
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract.*
- 6) Be given a reasonable time frame in which to complete missed coursework*

