

Southern West Virginia Community and Technical College
Quality Integrated Services Committee
September 11, 2015
9:30 A.M.
Logan Campus, (Building C, Room 202)

Minutes

Members Present: Teri Wells, Chair; Brian Carter, William Clough, Rhonda Collins, Shella Combs, Bill Cook, Angela Dotson, Ricky Ellis, Keith Finley, Gordon Hensley, August Kafer, Jo Lynn Lacek, David Lord, Patricia Miller, Rita Roberson, Randy Skeens, Dianna Toler, Linda Workman, Rebecca Ferris, Recorder

Members Absent: Chris Gray, Darrell Taylor, Jackie Whitley

Ex-officio Members: None

Staff Present: None

1. **Verification of Quorum and Call to Order**
Committee Chair, Teri Wells, declared a quorum present and called the meeting to order at 9:32 A.M.
2. **Approval of Minutes**
The minutes for the April 24, 2015 regular Quality Integrated Services Committee meeting were presented to the committee for approval. Revisions include: Changing the date to February 27, 2015 from April 24, 2015 in the approval of minutes section and changing the name Ruby Ellis to Ricky Ellis in the members present section. A motion to accept the minutes as amended was made by David Lord and seconded by Randy Skeens. The motion carried unanimously. Committee Chair, Teri Wells, declared the motion adopted and the minutes approved.
3. **Old Business**
None
4. **New Business**
 - 4.1 **Election: Chair and Vice Chair**
Nominations were requested for the position of Committee Chair. Teri Wells was nominated and accepted her nomination. The motion was approved by August Kafer and closed with all in favor. Nominations were requested for the position of Committee Vice Chair. August Kafer was nominated and accepted his nomination. The motion was approved by Randy Skeens and closed with all in favor.
 - 4.2 **Department Updates/Concerns/Information**
 - 4.2.1: Boone and Lincoln Campus / Bill Cook:
 - Recent upgrades such as the installation of new security cameras have improved campus safety and security

- The career center will be utilizing a room on Southern's campus this semester, so that SWVCTC can share a space on the career center campus during the spring semester
 - Staff have been doing a great job reaching out to students
 - Ricky Ellis has been helping with veteran students
 - Dianna Toler has been there to council students with disabilities
 - Faculty have been offering math tutoring
 - Tim Ooten and Shelia Combs have been collaborating with Brittany Bartram and Linda Workman on Dual Credit student testing
- 4.2.3. Student Services / Dianna Toler:
- College Fair is running
 - Various recruitment efforts planned within local schools
 - Upcoming participation in community functions have been planned
- 4.2.4. Williamson Campus / Rita Roberson:
- Sixteen week, Electro-Mechanical Instrumentation Program (and a new instructor) will be welcomed to the Applied Technology Center
 - There are scholarships and stipends available for students through the UMWA; for more information contact Guy Lowes
 - Welding classes are full
 - Mechatronics Program continues to add students
 - Health Information Management and Medical Assisting Lab set up begins soon
 - Community Appreciation Day coming up on Sunday, September 20th at 1:00 PM; everyone invited
- 4.2.5. Information Technology Services / Keith Finley:
- Upgrades scheduled for a classroom on the Logan Campus and one on the Williamson Campus with new equipment
 - Currently, IT staff is down to Will Smith and Keith Finley
 - They are focusing on disaster prevention in response to the issues which took place in July
 - The shared drive has been having some problems with user access; those affected should put a ticket in with HelpDesk
- 4.2.6. Academic Advising: Williamson Campus / Rhonda Collins:
- Scheduling nontraditional students was challenging during the last semester due to a limited schedule
- 4.2.7. Wyoming Campus / David Lord:
- Recent Dual Credit recruitment and College Fair participation
 - Would like to have more foot traffic on Wyoming Campus
 - Lack of bandwidth could potentially become an issue in a crisis situation.
 - Emergency drills are scheduled

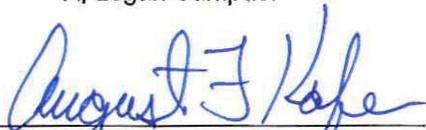
- 4.2.8. Logan Campus / Randy Skeens:
- Major library renovation in building A
- 4.2.9. Business and Auxiliary Services / Pat Miller:
- Discussed the newly updated billing/collections system in the Business Services Division; huge success due to an automated process which was previously not utilized through Banner
- 4.2.10. Faculty at Large / William Clough:
- Initial success with co-hort models in English and Math
 - Reports that the bookstore continues to be a problem for students (has heard many complaints from student body); not getting textbooks until too late in the semester/some students are dropping classes because they are getting too far behind
 - He wants a campus bookstore
 - Buy backs are also not popular with student body
 - Teri to form a subcommittee and research options
- 4.2.11 Student Financial Assistance / August Kafer:
- Pell grant approvals are up
 - Alerts will go out sooner to student email accounts and also to their private email accounts this semester
 - New verification/award process has been initiated
- 4.2.12 Academic Advising / Josie Lacek:
- Recruitment has been priority
 - New English instructor, Jamie Lynn, on Wyoming Campus
 - There isn't a math instructor on Wyoming Campus; all sections are utilizing ICR classroom; a faculty member will begin tutoring students next week
 - Donna Burner has been hired as administrative support for Steve Lacek

5. Other

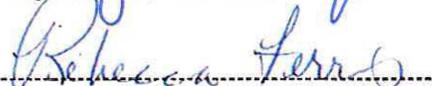
- 5.1. Administrative Drop Dilemma
Interim President, Merle Dempsey, requested that the Quality Integrated Services Committee address the issue of an unfairness associated with the administrative drop procedure. Currently, students who pay tuition and then do not show up for classes are administratively dropped, charged 10% tuition, and have the drop show up on their student records. However, those students who do not pay and do not show up are not charged the 10% and do not have that information on their transcripts. He would like an adjustment to be made. Additionally, Merle would like data records and a student tracking procedure developed for all students who register but do not attend class.

Adjournment and Next Meeting

There being no further business, Chair Teri Wells declared the meeting adjourned at 10:40 a.m. The next regular Quality Integrated Services Committee meeting is scheduled for Friday, November 6, 2015 beginning at 8:00 A.M. in Room 122, Building A, Logan Campus.



August Kafer, Vice-Chair



Rebecca Ferris, Recorder

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Approved 11/6/2015