

Athens State University  
2014-15 Enrollment/Student Affairs Committee  
April 17, 2015

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The Enrollment/Student Affairs Committee held a meeting at 11:00 a.m. on Friday, April 17, 2015 in the conference room of Sanders Hall.

**PRESIDING: Dr. Sandra Sims-DeGraffenreid**

The meeting was called to order at 10:57a.m. by Dr. Sandra Sims-DeGraffenreid. She thanked all members for serving and apologized for missing the first meeting. She reviewed the minutes from previous meeting and noted the good work. Thanked Sarah McAbee for all the preparation work for the meetings.

**ROLL CALL**

The following committee members were present:

Dr. Sandra Sims-DeGraffenreid  
Maxine Randolph  
Dr. Rosemary Hodges  
Nikki Schrimsher  
Sarah McAbee  
Dr. Robert Glenn

Also present were Dr. Greg Holliday, Policy Analyst; Necedah Henderson, Director of Admissions/Recruiting; Crystal Creekmore, Assistant VP for Enrollment/Student Services and Kim Braden, recording. Macke Mauldin, Taze Shephard, Marsha White, and Guy McClure, Sr. were absent.

There were no amendments to today's agenda. On a motion by Dr. Glenn and a second by Sarah McAbee, the motion carried to move forward with the agenda.

On a motion by Dr. Glenn and a second by Maxine Randolph the motion carried to approve the minutes from the previous meeting on January 23, 2017.

**OLD BUSINESS**

**Update on Calhoun Community College**

Ms. McAbee explained that we have an imbedded advisor at Calhoun—she is at the Huntsville Campus 2 days a week and the Decatur campus 2 days a week. Calhoun is our largest feeder school and they are very interested in working with us. Met with the new president, Dr. Klauber, he has some good ideas on the 2+2 programs moving forward. Ms. McAbee has also met with student services directors on ways to improve services between us and them.

Planning for Admissions areas from both schools to meet in June and discuss better ways to handle the reverse transfers.

Dr. Sims-DeGraffenreid noted she is very encouraged to hear they are open to us.

Dr. Glenn stated that Dr. Klauber is a breath of fresh air; he is very open to working with us. Dr. Klauber has experience working with an upper division school. Hope to see a change in our relationship with Calhoun. We want to do all we can with Calhoun.

Dr. Glenn will also be meeting with the new president at UNA in June. This will be a meeting with Board of Trustees Chairs from both schools and both presidents.

### **Enrollment Management Plan Update**

Ms. McAbee explained that we rolled out an Enrollment Management Plan built off of Jim Hutto's most recent plan. His was the first ever EMP for Athens State. Requested for each director in the Enrollment and Student Support Services areas to send in progress for items listed in the plan that relate to their department. The "report card" for the EMP will be presented to the board in July. The first attempt was very inclusive—much more than needed; we plan for this to be a "rolling plan" add and take away items as needed. The report card will also be shared with the committee at the July meeting.

### **ACHE Approval for Master's Program in Religion**

Approval has been submitted to ACHE for the June agenda. This will give us another graduate program to market in addition to the Logistics program. This program might not be as large as the Logistics program. Glad this will be on the June agenda; several ACHE commissioners are rolling off in September. We are recommending Dr. Denver Betts; hopeful he will be a possibility.

### **Recruiting/Retention**

Transfer Student Success Center director (Lisa Payne) will make a presentation to the committee at our July meeting. The Director of Admissions/Recruiting is here today to cover recruiting.

## **NEW BUSINESS**

### **Necedah Henderson: Spring Recruiting Calendar Review**

We currently have 3 recruiters, now called Admissions Advisors. All 3 of them are alums of Athens State. Recently lost one of our admissions advisors to UNA; we are currently searching for 2 additional advisors. Penny Roberts is our advisor at Calhoun; we also have Center Managers at Wallace-Hanceville, Northeast Community College, Northwest Shoals Community College, Snead State and Redstone Arsenal—the Center Managers assist with events in their area. Our service area stretches down to Mobile and into the Southern counties of TN. Also includes East and West AL. ALACRO Association organizes the High School and College Transfer fairs for each year. During the summer months advisors attend as many local festivals as

possible (May-September). We have attended 100 events since January and made 450 contacts.

Crystal Creekmore will discuss how updates and changes in curriculum impact our recruiters. Information changes mid-stream and we are already recruiting in January, it's hard to give students the most current information.

High School support is good—we do a lot of advertising for our 2+2 programs at High School events. We receive lots of invitations for High School fairs and we try to attend as many as we can. Want to get our name out there and especially home to the parents. Hope to reconnect with these students at community colleges.

### **Crystal Creekmore: Catalog Changes**

For Fall 2015 we will be offering our traditional sessions (15 week, 1<sup>st</sup> half, 2<sup>nd</sup> half, and weekend sessions). New session offerings for Fall will include 5 week terms. This will allow students to take more courses during the semester. The College of Business will be offering courses at Redstone Arsenal and Wallace Hanceville in this format. This is the first time in a few years that we have offered Business classes at Wallace Hanceville.

New catalog changes for 2015/16: 4 new major options

Deadlines in previous years for catalog changes has been at different times: 2012/13—July 30, 2013/14—June 4<sup>th</sup>, 2014/15—May 30, 2015/16—April 7. It's hard to tell students in January about new changes. Academics is currently working on an earlier timeline; there are lots of approval processes for changes. Recommends the deadline for catalog changes to be the last working day of December for the following academic year.

Graduate program set-up: A graduate implementation team has been formed; from this team 8 sub-groups have been created. Crystal is part of the Admissions focus group. They will divide their work into 8 phases and will cover admissions to graduation. Hope to be complete by October 31.

The goal is to have the catalog out sooner. Catalog drives everything. Crystal is asking the committee to make a recommendation to Dr. Glenn to help us get deadline moved to December. This will cause academics to look at programs earlier and make changes; Academics is on board with this change.

On a motion by Dr. Sims-DeGraffenreid and second by Maxine Randolph the motion carried to make a recommendation to Dr. Glenn that the campus be directed/reminded/encouraged to meet the recommended timeframe for changes to ensure recruiting has the tools it needs to market our programs to prospective students.

Question was asked about how early program changes need to be submitted: this is based on ACHE timeline. Academics will determine. Working to streamline process for changes; looking into workflows. Need to establish dates first then work out mechanics.

### **Greg Holliday: Sexual Discrimination and Harassment Policy**

A draft copy of the Sexual Misconduct Policy and Procedures was given to all members of the committee.

Title IV Clery Act working on a policy: Sexual Misconduct Policy and Procedures.

- Why it's needed: required by legislation by Federal government. Must be in place by July 1.
- Existing policy: must focus on sexual violence due to Campus Save Acts. This is not really focused on in the old policy. Reviewed other institution's policy and White House policy along with the Q&A document provided and reviewed the AL code.
- Definitions
  - Policy Statement and purpose: who the policy applies to, confidentiality
  - Sexual Harassment: pulled from current policy (some old policies will need to be revised)
  - Rights to individual: must be very clear, students can have any counsel they want but we are trying to prevent the situation from becoming full-blown legal situation. There is a national conversation going on about a University's involvement in these situations.
  - Reporting and resolving: Confidentiality and privacy; distinguish between the two. Only licensed counselor can remain confidential. Responsible employee—duty to report. This will require some level of training. Authority to act on situation will require more involved training. Sarah McAbee is the Title IV coordinator.
    - Informal Steps: informal is never appropriate with sexual assault/violence. Included in the policy due to sexual harassment.
    - Formal investigation: no dorms or athletic programs—hope this is never needed.
  - Investigative training: train panel that will be made up by a variety of people; not all will serve in every investigation; need to limit the number of people involved.
  - Findings: this is not a legal proceeding; judgment based on something (evidence), more likely than not that misconduct occurred.
  - Appeals: Civil rights office doesn't require we have an appeal process. Only when procedures are not followed would there be grounds for an appeal

- Support Documents: work in progress; resources might change over time; while presented in the policy they are outside the policy process.
- Question—will all employees be trained: to some extent all will be trained. All employees have a duty to report. Some employees will receive more detailed training than others. Everyone on campus needs to know the process
- Question—is the University responsible for reporting assault to outside authorities: not currently required to, up to the victim at this time. Must explain Campus Save Act to victim. Dr. Hodges reminded all members that it is mandatory for certified P-12 teachers to report to the police. Federal standard currently says knew or should have known; caveat for certified P-12 as they are mandatory reporters.

Dr. Glenn commended Greg for his work on this policy. His work was meticulous and a reflection of his ability and attention to detail.

Dr. Sims-DeGraffenreid made a motion to accept the reports the committee had heard today, the motion was accepted by Sarah McAbee and seconded by Dr. Hodges. Motion carried to accept reports.

Dr. Sims-DeGraffenreid thanked everyone again for serving.

#### **ADJOURNMENT**

The motion to adjourn the meeting was accepted by Maxine Randolph and seconded by Dr. Glenn. Motion carried and the meeting was adjourned at 12:08.