

Administrative Cabinet Meeting Minutes
January 8, 2004

Present: Scott Bendle, Dale Doty, Carol Easley, Beth Franz, Kim German, Pete Grant, Barry Habony, Doug Hanuscin, Brooke Henwood, Alice Hutzal-Bateson, Brad McCormack, Mark Monnes, Peg Moir, Sue Paynter, Beth Price, Dean Schaad, Troy Shutler, Doris Smith, Bruce Sliney

Absent: Janet Boeckman, Dave Cardwell, Lew Milner, Ginger Perowitz

1. Minutes for the December 17, 2003 meeting were approved.
2. Carol Easley reported on the status of having a cabinet member attend monthly Board of Trustees meetings. She stated that Lew Milner met with Dr. Abrams and this met with his approval. A Board agenda packet will be distributed to Lew prior to the monthly meeting. The packet will then be given to the appropriate member who will be attending. Carol Easley will attend the January 28th meeting, Beth Price will attend on February 25th and Bruce Sliney will attend on March 24th. After the goals of the Cabinet are reviewed by the President, Dr Abrams wants to officially recognize the group.
3. Pete Grant provided a brief explanation of the AQIP and PEAQ assessment methods. PEAQ is the more traditional method which includes a self study and site visit. Should the college go with this method a self study will need to be developed next year. The AQIP method is a quality process that requires involvement of all members of the College. Kate Peresie will attend our next meeting to explain these methods in more detail.
4. Carol Easley noted that the Administrative Cabinet e-mail group has been established. Steve Williams was removed from the list and Alice Hutzal-Bateson was added to it.
5. Brad McCormick gave an update on COCO. He stated that web registration is moving forward and will take place spring quarter. Some testing has already taken place and about 60% of our students will be eligible to register on-line. This will be a 3 step process whereby students will first search for and select courses, then agree to pay by checking a box, and finally post the schedule. Prerequisites and course equivalences will be in effect so students will not be able to register for classes were a prerequisite is unmet. McCormick noted that there is a need to inform students about web registration. Much discussion took place on how web registration would impact lines during priority registration days.
6. Doug Hanuscin stated that on January 14th, a meeting will be held to review the insurance renewal contract. Hanuscin asked if anyone from the cabinet would like to attend. Since Doug will be at that meeting, the cabinet felt that this was sufficient representation. When the contract is finalized, new rates will be e-mailed to the college community.
7. Mark Monnes reported on an issue concerning 2nd degree students who are approved for financial aid. Academic deans approve registrations only for the remaining classes required

for the 2nd degree. It is possible for students to change majors on their own in student records without financial aid or the deans being aware of this change. The dean may then approve classes for a program that was not approved for financial aid purposes. Discussion took place on how to identify these students and create a procedure to block the student from changing majors. No resolution was reached and it was recommended by Carol Easley that this issue be brought up in a future COCO users meeting.

8. Dale Doty reported that an enrollment management group was established last month. This group will be looking at enrollment trends and how the college can impact these trends. Peg Moir noted that the trend is moving towards greater enrollment of pre-health and undeclared students and less enrollment of business, engineering and industrial students. Carol Easley mentioned the use of target marketing may have an impact on those programs that have low enrollment. Alice Hutzler-Bateson stated that when marketing programs, it is important to know about the availability of jobs and whether classes are available for programs.
9. The issue of late student registration was raised by Peg Moir. Moir stated that the late registration period for Sinclair Community College takes place one week prior to the start of the quarter. Once the quarter begins, no further registration takes place. The merits and drawbacks of such a policy being adopted by our institution were discussed. Many believed that students who register late tend to be at a much higher risk of non success. Carol Easley wanted information concerning the success rate of those who do register late. Is the rate actually worse than the rest of our student population? Brad McCormack will produce a listing of students who registered late for fall quarter. This list will show all 1st time student registrations that occurred between 9-22 and 9-29. It will include student IDs, hours attempted, hours completed and cumulative grade point average for that quarter. This information will be reviewed by the group at our next meeting.
10. The next meeting will be held on February 12, 2004 at 3:00 pm in room 092A Fallerius.