

## **MSPC Committee Meeting Minutes – June 14<sup>th</sup>, 2013**

Present: Gary Campbell, Donna Ciampa, Thomas Coleman, Laura Levine, June Ohrnberger, Linda Sprague, Cheryl Eldredge

Not able to attend: Anna Flack, Nina Leonhardt, Jane Shearer

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### 1. Approval of March 1<sup>st</sup>, 2013 Minutes.

(Item 1) Updates: Tom will visit the reading labs to confirm computer labs in room. Donna reports that Grant Campus is ready to handle this combination RDG/LAB. Jane is not present to report. (Donna will call Helen on East campus to find out for Jane)

Donna explains that with this change, there will be one instructor tied to one PA, and they will be able to communicate on the student's work in their lecture/lab reading classes.

June says currently if they didn't complete lab hours, the student will not pass the class, but if the instructor and PA do not communicate, this information will fall through and the student will pass the class incorrectly.

(Item 5) Gary reiterates the importance of cancelling classes properly. Inactive classes skew the report results and leaves a sense of uncertainty if class is being held as a placeholder or cancelled.

(Item 6) Gary highlights sequencing. Donna explains that 102 foreign language classes are being run in the fall semester more often because incoming HS graduates are coming in with foreign language background to start in the fall with a 102 class level instead of 101.

American History/Western Civ class discussion. Grant is following what presently exists, but will make exceptions when it is brought to the surface by student. There are discrepancies in what SCCC requires, transfer opportunities, SUNY requirements.

Note: SUNY wants programs to become a 60-credit requirements.

Committee approves minutes.

### 2. Next Meeting Date – Friday, September 13, 2013

3. 2013-2014 Meeting Dates (Fridays) - Cheryl will send out invites through Outlook so it will appear on everyone's calendar.

- a. September 13, 2013
- b. December 13, 2013
- c. March 14, 2014
- d. June 13, 2014

4. Spring 2014 academic schedule was rolled on Thursday, June 6. John Gannon ran the SICAS Shadow Table, which allows individuals to make changes to schedule.

If SICAS Shadow Table is not run, errors will occur, so this is necessary to run after schedule is rolled.

5. Removed all "297" Independent Study CRNs from spring 2014 academic schedule.
6. Winter session 2013-2014 will be rolled on Monday, August 26<sup>th</sup>.
7. MSPC webpage. Cheryl was taught Red Dot and she updated the entire MSPC webpage.
8. Importance of not forcing students over the hard limit. New sections added to schedule must reflect the +1 or +2. The agreement between the College and FA continues for the remainder of the FA contract, which is until the end of the current FA agreement.

Gary reiterates the importance of this item.

9. Correct Parts of Term (PoT), Assignment Types (FL, FO, AJ), Time Blocks, Independent Study (297s) and Distance Education fees – we have made update to part of the registration calendar and Cheryl has been updating.
10. Part of Term Exception Report were extracted for summer 2013 on March 18 and then on May 14. For fall 2013, reports were extracted on March 18, May 22, and will be done one more time on August 19.
11. Correct number of credits for 295, 296, 297s given in SSASECT with range, must select appropriate number of credits. Section long titles must be entered in SSASYLB and course description in SSATEXT.

If a specific number is not input under the range for these classes, a student cannot register for that class. The system cannot lock a student into a credit designation for the class, so there is no feed into billing and/or financial aid.

12. Tom and Donna were given the section utilization report for summer second five week classes. There is a minor discussion on specific classes with lower enrollment that will still be running (ie. foreign language sequence classes). Ammerman campus appears to have low utilization because study abroad is skewing those numbers.

Math labs may skew section utilization also, because those labs are listed as a separate CRN from the math lecture counterpart in the system. Gary's report is truly a section utilization, and will show different numbers because he removes certain areas (courses) that should not be counted in the utilization numbers (ie. reading labs, study abroad). Laura explains that this issue is not just with section utilization. There are other departments which have misleading reports for the same reasons.

13. SUNY Farmingdale, NCCC, SUNY Old Westbury, SCCC – Cohort 10.  
The planner of DW will eventually be a great tool, if all students use this tool, and will tie into this committee in its possible planning process of courses.

14. Anna (reported by Gary) – Bills are sent out earlier (June 5). Another batch bill process is in mid-July. If there are any changes in a schedule, the student's new bill/schedule will be indicated on this new batch.

Classes on the Grant campus have been changed due to LIU utilizing the Sally Ann Slacke Building. There are many classes that have been shuffled around. June's ESL classes are affected dramatically; there are many sections without classrooms. Classrooms are limited on the Grant campus. If classrooms need to be relocated for the fall semester, there is a loss of any type of "wiggle room".

August 7<sup>th</sup> – payment due date. Next RAC meeting is September 14<sup>th</sup>.

Laura - Reiterates the importance of section long titles. An update script was just run and 117,000 entries were updated on students' transcripts. There may be some that are still incorrect. Another implementation for this situation -- when grades are rolled to academic history, Banner takes section long title and moves it to student's record – if that section long title field is empty in Banner, IT wrote in that it will now pull the course title into the student transcript.

Linda – SARS update. It is an appointment scheduling system. Eastern campus is running live with SARS. Grant and Ammerman are using SARS for special services and ATB students only. The major problem in moving forward is "where does the computer center fit in to make this system work on our campuses". Linda and others plan to visit another schools to see how the system on multi-campus schools works on SARS, and how much work is needed to make it run.

June – nothing to report.

Donna – Reading lecture/lab is ready to be used. LIU room situation is what it is. She has a new group of academic chairs to start the year with and train.

A current issue: Student, who was required to take MAT001 and MAT007, did not want to take courses. She found a college level class on another campus and registered into class, failed, and now wants to register for a special topics science class. She got to register into the special topics, but was removed because she did not have the required math class.

A week before bill due date, Donna has instructors call their students registered to remind them to pay their bill.

Tom – Day and evening classes look good. No issues on Ammerman campus.

Dean Braxton – Showed postcards that are being mailed out. "Register Now, Relax Later".

There are 7,508 mailings for students who had not registered yet. There is continuous communication to students to get them registered and to pay their bills.