

CCCSAO – Jamestown CC
E. Goodling, Council Secretary
June 2014

Wednesday, June 11, 2014

Presentation – “Impact of Financial Aid on Student Success at Community Colleges (Julie White – OCC)

- The Problem
 - Low rates of completion coupled with large financial need among students
 - CC Pell Grant recipients average \$4,604 in unmet needs
- The Challenge for Us
 - Warm up students’ educational ambitions
 - Address the cooling out based on structural challenges
 - Financial challenges = lower retention/completion rates
- “Cooling out” effect of financial aid policies
 - Inadequate aid amounts to meet student need
 - Confusing forms and processes
 - Complex and conflicting requirements/deadlines
- Issues and recommendations
 - Meet financial need
 - Timing of disbursement
 - Application process and deadlines
 - Eligibility requirements

Thursday, June 12, 2014

Welcome and agenda review – Ann Topping and Eileen Goodling

Maxient Demo (Patrick McPeak)

- Student Conduct Software – reporting and organization of information
- Vendor-hosted – data hosted off-site
- 24/7 support
- Implications
 - Early Alert
 - Title IX and Clery reporting
 - BIT referral and tracking
 - Academic Suspension
- System helps to collect information but also to disseminate information
- Number of forms developed/used varies from college to college
- Nature of incident, urgency, and purpose will dictate where report goes
- Track people by roles (victim, witness, alleged perpetrator, etc.) – involved parties
- Forms completely customizable

- Can restrict access by function (ex. Only BIT members can see those reports) – FERPA compliant
- Clery reporting – report is formatted to federal reporting specifications
- Deadline date – sends prompt to user to act on case
- System will write letters for user – letters built into system
- Watch list management – allows user to receive immediate notification of new incidents/cases involving particular students
 - Can have individuals or groups (athletic team, etc.)
 - Watch list is private to individual user
- Possibility of joining with other SUNY institutions to acquire Maxient software – CCCSAO will poll membership

SUNY Updates (Dr. Elizabeth Droz)

- SUNY Strategic Goals for 2014-2015
 - Access, Success, Completion
 - Open SUNY
 - Seamless Transfer
 - Education Pipeline (preK to college)
 - Smart Track – financial education/literacy
 - Veterans and veteran services
 - Health and Safety
 - SUNY performance management system-focus on enrollment and completion indicators
- Application/Enrollment Update
 - Overall – up 3.3%
- Athletics
 - Board of Trustees Resolution (May) honored athletic achievements
 - SUNY Oversight Committee report was completed; recommendations include:
 - Establish cross-functions team to include FA, Admissions, Athletics
 - System to track FA awards and share results in NCAA report
- Awards
 - Chancellor's Awards – 274 recipients across SUNY
 - Chancellor's Scholar-Athlete Awards – 83 recipients
- Child Care
 - Early Care and Education Conference was held June 4-5 (Albany)
- Compliance
 - Title IX reports from campuses due July 2014. Campus climate survey from state op's (part of OCR and SUNY agreement)
 - Training this summer:
 - Violence Against Women Act: Updating Handbooks – June 26 & July 9 at SUNY Plaza, Albany
 - Working IX to IV – Title IV and Title IX requirements for SUNY campuses – June 19 at SUNY Cortland & Sept. 11 at College of Optometry, NYC

- On the horizon: amendments to Education Law (6431, 6439, 6440) to address hazing, underage drinking, illegal drug use
- SUNY Child Protection policy to support 2012 and 2013 Board of Trustee resolutions
- Health Insurance
 - Domestic Student Health Insurance
 - Committee has made its recommendation. Provost to review all before offer made to consultant
 - International Student Health Insurance
 - Inbound and outbound students (Haylor, Freyer & Coon) 2013-2016
- Personal Safety
 - Spring Conference – more than 100 attendees – focus on suicide prevention, heroin and opioids abuse
 - Committee led by Martha Asselin, SCCC and Chip Morris, Potsdam
 - President’s meeting May – sexual assault prevention, heroin and opioids abuse
 - Discussion regarding use/administration of narcan
 - Public safety officials administering
 - Prescription required to administer
 - Person can become aggressive when jolted out of usage – instantly puts person into state of withdrawal
- Student Assembly
 - Executive Board for 2014-2015
 - President: Lori Mould – Empire State College; Genesee CC
 - Vice President: Thomas Mastro – Binghamton University; SUNY Broome CC
 - Treasurer: Robert Drumm – Empire State College; Herkimer CC
 - Secretary: U. at Albany; Hudson Valley CC
- Tobacco Free
 - Healthier NY SUNY initiative
 - Survey
 - Expect legislation to pass this session [S4853/A.7277]
 - SUNY Listserv is active – best practices, policy updates
- Veterans Affairs
 - Resolution passed to offer in-state tuition to all veterans
 - Currently 12,000 veterans, active military and dependents
 - Enhancing support for SUNY Veterans Conference
 - May 28th at SUNY Plaza – more than 200 attendees
 - Topics included military training and college transcript, engaging veterans, providing seamless services

Title IX (Andrea Stagg)

- Review
- Relevant Documents
 - Statute

- Subregulatory guidance
 - Dear Colleague Letters (including 4/2011)
 - Other guidance (like Q&A 4/2014)
 - Resolution Agreements (like SUNY's – <http://1.usa.gov/1qwHE5E>)
- Andrea and Joe Storch will be holding a monthly open dialogue hour to discuss Title IX and Clery – starting in August
- Renewed focus since 2011
 - College has a duty to promptly respond to complaints of sexual harassment and sexual violence in a way that limits its effect and prevents its recurrence.
- Definitions
 - Sex discrimination – all forms of sexual harassment
 - Sexual violence – physical sexual acts perpetrated without consent
 - Consent – clear unambiguous, and voluntary agreement between the participants...
- Who are the parties – faculty, staff, students, or third parties
- What should I report
 - Any observed, experienced, or known sex discrimination, including sexual harassment and sexual violence
 - Clery vs. Title IX – Clery cares where, not who; Title IX cares who, not where.
- Who needs to report?
 - Everyone – not currently mandatory
 - Reporting requirements expected to change within next few years
- What reporting looks like
 - Funnels to Title IX coordinator
- Training should occur with anyone likely to receive reports of sexual harassment or sexual violence
 - Title IX Coordinators - get on agenda for existing trainings
- Campuses required by law to designate a Title IX Coordinator
 - Coordinate process and ensure compliance with policies
 - All parties will be treated equally and fairly
 - Retaliation is prohibited
 - Alternative arrangement during hearings
 - Prompt investigations, published timelines
 - 60 days from start of investigation to notice of outcome (aspirational, not mandated)
 - Notice of outcome – those sanctions that are pertinent to the alleged victim
- Responsibility to the alleged victim and accused – must offer due process
- Law enforcement
 - Law enforcement involvement does not relieve the institution from investigation under Title IX
 - May have a Title IX violation without a criminal violation (standard of proof is different)
- Confidentiality

- Distinction between confidentiality and privacy – Title IX cases need to protect privacy to the greatest extent possible – will not always be confidential
 - Professional, licensed counselors: confidentiality
 - Counselor/advocates should inform victim of services they can provide but also should offer information about potential community services and how to access them
 - Title IX Coordinator is in charge of weighing the request in light of all the factors
- You've reported. What now?
 - TIXC will inform you or the victim about
 - Medical services
 - Options
- College has a duty to promptly address complaints of sex discrimination, including sexual harassment and sexual violence, to limit the effects of the discrimination, and to prevent its recurrence
 - College must attempt to:
 - Promptly help the victim
 - Eliminate future harm
- White House Task Force
 - President Obama established the White House Task Force to Protect Students from Sexual Assault 1/22/14
 - Aggressive 90-day time frame
 - Brings national attention
 - Culminates in First Report
- Task Force First Report
 - How best to identify the problem
 - Campus Climate Surveys
 - Community colleges do not have an obligation to comply but will be encouraged to do so
 - Preventing Sexual Assault on Campus
 - Information about comprehensive training, outreach, and education for the campus community
 - Based on research and best practices
 - Bystander intervention and educating men
 - Responding effectively when a student is sexually assaulted
 - Giving survivors more control
 - Developing a comprehensive sexual misconduct policy
 - Training for school officials
 - Holding offenders accountable
 - Partnering with the community
 - Finding new solutions through research
 - Improving the Federal Government's Enforcement Efforts
 - One stop shop: www.notalone.gov
 - Increased transparency about ongoing investigations
 - DOJ and DOE working together

- McCaskill Survey
 - Senator sent comprehensive survey on sexual misconduct policies and practices to 450 colleges “at random.”
 - Roundtables and talk of legislation
 - Subcommittee on Financial and contracting oversight (Homeland Security and Government Affairs)
 - Senator Ken Lavelle held a roundtable discussion on this topic – might see state legislation
- VAWA
 - Reauthorized in March 2013
 - Negotiated rulemaking this past winter
 - Adds domestic violence, dating violence, and stalking to Clery countable incidents.
 - Also adds training and notice requirements.
 - New requirements look much like TIX requirements
 - Written notice to victims about sanctions, evidence preservation, disc procedures
 - Simultaneous written notice of outcome to parties, appeal procedures if any
 - Equal opportunities, including access to advisor of choice (including legal) – can limit the participation
 - Written notice to all students about confidentiality, available services, etc.
 - SUNY has sample conduct codes/checklists for best practices
 - A. Stagg offered to review organizational codes and to share campuses with best practices
 - National Center for Higher Ed Risk Management also has link and free resources on their site

Middle States: Transition to New Standards of Excellence and Student Services Assessment (Dr. Deborah Moeckel)

- SUNY Assessment Policy – 2010
 - Shift from policing requirements to facilitating
 - Campuses expected to meet or exceed MSCHE’s standards by assessing:
 - Gen eds
 - Characteristics of Excellence in Higher Education
- Crosswalk of Standards to Federal Regulations
 - One each for Standards 7 and 14
 - Explains the source of each standard’s fundamental elements
 - Produced by Middle States staff
- MSCHE Standard 7 – Institutional Assessment
 - The institution has developed and implemented an assessment process that evaluates its overall effectiveness in achieving its mission and goals and its Compliance with accreditation standards.
 - Foundation in institution’s mission
 - Clearly articulated institutional, unit-level, and program-level goals

- Goals encompass all programs, services, and initiatives
 - Goals are appropriately integrated with one another
 - Evidence that assessment results are shared/discussed with constituents
 - Assessment results used in institutional planning, resource allocation, and renewal toward improvement/efficiencies
- MSCHE Standard 14 – Assessment of Student Learning
 - Assessment of student learning demonstrates that, at graduation, or other appropriate points, the institution’s students have knowledge, skills and competencies consistent with institutional and appropriate higher education goals.
 - Must include direct evidence of student learning – how has behavior changed – what has actually been learned
- Draft of new standards – available to conference participants on flash drive
 - Increased focus on the student experience and assessment of that experience
 - Much of the same content is covered
 - Expected approval at June Commission meeting
 - New Draft Standards include:
 - Mission and Goals
 - Ethics and Integrity
 - Student Learning Opportunities
 - Support of the Student Experience
 - Educational Effectiveness Assessment
 - Planning, Resources, and institutional improvement
 - Governance, Leadership, and Administration
- Resources for Campuses
 - <http://system.suny.edu/academic-affairs/acaproplan/assessment/>
- SUNY Council on Assessment (SCoA)
 - www.sunyassess.org
 - Assessment Network of New York (ANNY)
 - SUNY’s MSCHE Study
 - Purpose – assess and inform
 - Data Sources – 41 MSCHE reviews, decennial visits/follow ups/PRRs, Commission actions or team reports
 - Method – identify and classify each finding
 - Caveats – No documents for a few additional reviews; team reports not definitive
- Definitions
 - Commendation – significant accomplishments, significant progress, or exemplary/innovative practices.
 - Suggestion – non-binding Findings for Improvement
 - Recommendation – Institutional action needed for institution to continue to meet the standards in Characteristics of Excellence

- Requirement – team believes you do not meet a requirements – action of postponement, warning, probation, or show cause – followed by additional monitoring reports and small team follow-up visit.
- Distribution of MSCHE’s – 341 commendations in 2010-2012 by Standard
 - The most commendations for institutional resources
 - The most recommendations in 7 and followed by 14
 - the most requirements (27) in standard 7 and followed by 14
- Discussion of following potential recommendations
 - Omnibus requirements (10Q) and recommendations (2R)
 - Sustainability of efforts, degree or consistency of implementation (18R)
 - Linking assessment to planning and budgeting (13R) and closing the loop (12R, 1Q)
 - These recommendations tend to appear when:
 - Assessment does not appear to be used in strategic or unit planning
 - Alignment of all assessments, including curriculum mapping (12R, 5Q)
 - Development of SLOs for all programs and courses including graduate programs (6R)
 - Staff and institutional support for assessment (6R)
 - Use of quantitative measures, direct measures, and data (6R)
 - What do you want students to learn from their participation in student affairs
 - Communication of assessment results
 - Goals for all functional units
 - Culture of assessment/faculty engagement (5R, 1Q)
 - Incorporation of student learning outcomes in institutional effectiveness assessment (5R)
 - Formal assessment plan document (3R, 1Q)
 - Need a document which outlines plan
- Additional Resources on SCoA Website
- Rubric Development
 - Inspired by a student learning outcomes rubric by Linda Suskie of Middle States – intended for institutional self-assessment
- CAS Standards
- Where to Start?
 - What are you especially passionate about?
 - What do you want to know about how students are learning from your programs and services?
 - What kinds of information resources are already available to you?
 - What colleagues might help you design a research project?
- Discussion regarding student engagement/learning
 - Not all assessment will involve student learning outcomes, but good possibility that functional area change will also impact student learning and behavior
 - Deborah Moeckel is open to offering assistance – DeborahMoeckel@suny.edu

Open Dialogue and Campus Updates

- J. Enser – polled membership regarding topics in FYE – will distribute results
 - S. Reynolds – described SOAR program – Student Orientation, Advisement, and Registration
 - Maximum of 30 students throughout summer
 - J. White – brief orientation paired with advisement/registration – every Wednesday throughout summer
 - T. Topping – assessment of orientation – 2 surveys – one immediate regarding satisfaction and another early in the semester to see if information was retained
 - D. Weigand – WCC orientation has had emphasis on social connection – with peer advisor and with institution
 - Valencia – required students to go through orientation in order to register
- Discussion of product called Comevo – will pursue demo/sponsorship for next CCCSAO meeting
- A. Armusewicz – has begun using product call “Remind 101” – to allow for texting to students
- J. Enser – campus went residential this past year – discussion regarding creating connections between res life and campus safety
 - J. Kelley – encourage campus safety officers to seek relationship with students
 - L. Holmes – VP can set leadership tone – discuss with public safety chief about importance of contributing to success of students – educating students vs. punishing students
 - S. Reynolds – Monday morning roundtable – VP’s, public safety, etc. to discuss issues – important to discuss roles and responsibilities
 - J. Siegel – message regarding enforcement of code of conduct needs to come from chief of public safety and reinforce with staff
 - L. Holmes – engage public safety officers in res hall programming (ex. “cops and dogs”); involve them with activities other than policing
 - A. Trueman – Campus safety officers make rounds through the res halls and build relationship – make explicit, through presentations, that responsibilities have a broad range.

JCC Jamestown Campus Tours and Dinner

Friday, June 13, 2014

SUNYCCCSAO Business Meeting

- Minutes from September 25-27 approved (Rosenthal/Trueman)
- President’s Report (S. Tyrell)
 - Presidents received a presentation by SUNY – performance management system
 - Outcomes measurement

- President's group supportive of outcome measures but not performance-based funding
 - Encouraged group to review outcome measures
 - "What is student success?" – has SUNY model been a good reflection of who we are
 - Concern about appropriate definitions of success regarding completion
 - Question as to reach of oversight of SUNY to community colleges in this regard
 - VFA (Voluntary Framework of Accountability)
 - Chargeback Rates
 - County executives negotiated with SUNY and SUNY negotiated with community college presidents
 - Presidents supported rational chargeback plan
 - Delayed for year (2015-2016); seeking model that is manageable for budgets
 - Current introduction of possibility of re-charges to community colleges
 - Question as to feasibility of model under NYS law
 - Community College Committee
 - 2-3 presidents rotate in attending committee meeting
 - Topics – remediation, seamless transfer, open SUNY
- Financial Report (J. Kelley)
 - Financial Report Attached to minutes
 - Report voted as accepted by group (Rosenthal/Reynolds)
 - Commendation to J. Kelley for exemplary work as treasurer
- New Business
 - Nomination of Officers
 - Call for nominations in April, as per by-laws, yielded no nominations
 - Nomination of current slate – Topping, Karp, Kelley, and Goodling (Rosenthal/Reynolds) – motion passed
 - Term for officers is two years – next call for nominations will be April 2016
 - A. Topping clarified that this will be her last term as per the by-laws
 - Financial Aid Barriers to Success
 - J. White has offered to provide leadership on this issue
 - Will work to produce white paper with recommendations for the President's group in fall 2014
 - Volunteers from group to work with J. White on issue (J. Kelley and others from campus FAO's)
 - Sarah Goldrick-Rab, U. of Wisconsin in Madison, is a potential research support toward financial aid issues.
 - Discussion regarding role of CCCSAO group
 - Development of white papers
 - Interest in having a stronger collective voice

- Process – send to CC President’s group first – encouragement from S. Tyrell to keep President’s group informed and partner for advocacy
 - Assessment
 - Group interest in keeping assessment as a regular meeting agenda item for the time being
 - D. Moeckel willing to support the group’s efforts
 - A. Topping polled the group for particular interests for the fall meeting; will check-in with group closer to the meeting time
 - Fall Meeting
 - Tentatively scheduled for September 24-26 in Saratoga Springs
 - J. Kelley will check into appropriate venues
 - J. Enser offered to host at Adirondack CC
 - Potential agenda items proposed
 - A. Topping will contact Comevo regarding demo and sponsorship
 - A. Topping will contact D. Bulluck regarding her presence at the September meeting
 - Topic – Involuntary leave policies
 - Future Meetings
 - June 2015 – June 10-12 at TC3
 - September 2015 – Sept. 23-25 at OCC
 - 2016 meeting at Fulton Montgomery
 - Potential to co-host a drive-in professional development opportunity; co-host with Enrollment Management group
 - G. Taylor will seek information
- Old Business
 - Web Presence
 - Have not found support to keep web presence updated
 - Recommendation that presence removed other than name of group and contact information
 - THANK YOU – The SUNY CCCSAO membership desires that the minutes reflect a sincere thank you to Dr. Thomas Topping for his years of service to the organization. Tom will retire in August 2014 and his expertise and wisdom will be missed by all – good luck, Tom!
 - Meeting adjourned at 10:45 a.m.

Respectfully submitted,

Eileen J. Goodling

Treasurer's Report
June 13, 2014
SUNY Chief Student Affairs Organization

Attached is the financial information for the period of September 25, 2013 through June 13, 2014. As you can see, our balance prior to expenses incurred at this conference, as well as some outstanding conference fees, is \$7699.68.

One change that has occurred that is significant is that the local branches of Bank of America were sold to Berkshire Bank. Effective January 17, 2014, our account is now with Berkshire Bank. I noticed that they were charging us a service fee of \$17.00 per month, which is being reversed and will be shown in the next financial statement.

I have included information about Berkshire Bank for your information and review.

Sincerely,

Jane Kelley
Treasurer
Chief Student Affairs

SUNY Community College Chief Student Affairs Officers
 Treasurer's Report
 Friday, June 13, 2014

		Income	Expenses
Statement Beginning Balance	25-Sep-13	\$6,006.39	
<u>Amount of Withdrawals</u>			
Check #189 Panera Bread - lunch at conference		Fall 2013 meeting	\$324.81
Check #190 Barnes & Noble - Refreshments/break		Fall 2013 meeting	\$168.00
Check #191 - Check #195 VOID			\$0.00
Check #196 Elderberry Pond - Dinner on 9/27/13		Fall 2013 meeting	\$1,216.00
Check #197 Hilton Garden Inn - Room Rental/Dinner	Dinner/Room Rental	Fall 2013 Meeting	\$1,115.20
Check #198 Subway - Refreshments on 9/27/13		Fall 2013 meeting	\$123.70
Check #199 VOID			
Check #1001 Athenaeum Hotel - dinner deposit 6/12/14		Spring 2014 meeting	\$250.00
<u>Deposits</u>			
September 2013 Conference Fees		\$1,890.00	
Refund from Elderberry Pond - sales tax on dinner		\$76.00	
June 2014 Conference Fees - 13 at \$225.00		\$2,925.00	
		\$10,897.3	
Totals		9	\$3,197.71
Ending Balance 06/13/2014			