Minutes from Learner Services Process Improvement Team Meeting—September 28, 2011
Student Center, Room 318

Present: Sarah Beth Phillips (Team Leader), Laura James, Zach Pharr, Aaron Divine, Lecia Pelphrey, and Katesha Schemerhorn.

Sarah Beth called the meeting to order at 9:05am.

Sarah Beth stated that several members, including Juanita, were out of the office today. Therefore, she is unable to report on the action items from the previous meeting.

Update on SIP workflow project:

> Aaron indicated that he will contact Evelyn regarding the SIP workflow project in the next two (2) weeks.

VP for Learning forums:

> Sarah Beth attended one of the forums offered. She stated that the Learning division communicated needs that were very similar to the needs of Learner Services. The position should be posted in the next few weeks, and it will be a national search.

Sarah Beth also shared that the Dean position in Learner Services has closed. The Administrative Assistant position is now open.

Update on Degree Works:

> Katesha shared that she, and her fellow employees in Records, have reviewed the program and are excited about implementing it. Additionally, she stated that Tay Sha is working to develop a system to keep a living and accurate record of equivalent transfer courses.

Aaron shared that around mid-October, various on-demand workshops produced by the company StudentLingo will be made available to faculty/staff/students. These workshops will address specific issues such as time management, and will include a video component, as well as activities. The workshops will be available for at least one (1) year. Additionally, the workshops will be piloted in the Developmental English Department. Data will be gathered and evaluated to determine if the workshops were beneficial, and if the College should purchase them again. Aaron stated that he would check to see if the videos were captioned to ensure full accessibility.

Sarah Beth announced that our next Team meeting will be on October 12th, and all of our upcoming meetings will be held in the Student Center, Room 318.

With nothing further, the meeting adjourned at 9:30am.

Respectfully submitted,

Laura James