# COLORADO COMMUNITY COLLEGE SYSTEM

## Vice-President’s Council

### August 28, 2015 9:00AM

### CCCS – 9101 E. Lowry Blvd. Bldg. 959, President’s Conference Room, Denver CO 80230

### Meeting Objectives: To discuss and determine leadership and operational activities for academics and student services within the Colorado Community College System.

| **Meeting Agenda** | **Time** | **Presenter** | **Minutes** |
| --- | --- | --- | --- |
| 1. Welcome - Academic Affairs & Student Affairs updates
 | 9:00a | Jerry Migler / Keith Howard | Phone: Tresa England CNCC, Jennifer Sengenberger PPCC, Sunny Schmidt PCC, Janel Oberlander, In-person: Jerry Migler, Elena Sandoval, Cheryl Sanchez, Lisa Matye-Edwards, Sandy Veltri, Kris Binard, Lynette Bates, Kerry Gabrielson, Judi Diaz- Bonacquisti, Linda Comeaux, Diane Hegeman, Steve Smith, Stanton Gartin, Felix Lopez, Tina Pascal, Terry Reeves, Rhonda Epper, Teale Hemphill, Sarah Kane, Monica Ramirez, Angie Williams, Barbara McDonnell, Jennifer Bandeau, Nancy Hoffman, Lisa Donaldson, Julie Ouska, Kent Bauer, Angie Gramse, Jeff Paolucci, Sarah Heath, Linda Bowman, Rhonda Bentz, Jennie Gross, Karla Nash, Jenyl Johnson, Casey Sacks, Keith Howard, Keith Wilder, Janet Brandau |
| 1. Legal Guidance on Accessibility
 | 9:10a | Angie Gramse, Rhonda Bentz, & Sarah Kane | <https://www.cccs.edu/wp-content/uploads/2012/08/SP3-125g.pdf>Sarah Kane is the point person for this project. Web accessibility is defined as what is legally required to be web accessible. Section 508 compliant is not yet a requirement for state entities only federal. We are required however, to be Section 504 compliant under the Rehabilitation Act and ADA. When students request an accommodation we are required to provide a reasonable accommodation. Captioning requests. Interactive process with students and employees and if cannot accommodate what they are requesting, must find something as effective. Huge project will start now before it becomes law. Reps from across system came together and decided SP 3-125 G. By December 31 2014, each college to create plan that will conformance with CAG web content web .accessibility guidelines 2.0 AA. 15 entities is a big job, each college has different resources staffing and money concerns. Working towards common goal. If ever challenged can show documentation that we are working towards this goal. Plan has to be written realistic based on resources. Plan is spanned over several years, prioritizing needs based on college culture. Public facing info first then closed audience will come later depending on approach. CU is a good model because complaint from student. Captioning- Are there captioning companies that aren’t too expensive? Julie- discussion about best approach. Could do RFP, suggestion is to do that. Commitment to pay from the colleges is needed first. Conversations with presidents for need. Resources like YouTube, not best because lots of editing needs to take place. Store videos and index, need to occur with presidents, talk with business officers, nothing in budget at this point. Need a group to run RFP’s. Tech department would make for good committee members. Really expensive.Diane- Guidance on making past videos compliant and new videos going forward. Need to address in plan, basically focus on new stuff. Older videos will probably be phased out. Disability folks feel they need captioning regardless if student needs. Practical judgment, if offered in every class go ahead and take care of, if used in smaller class or less frequently viewed, wait until request has been made.Is it possible to find captioned videos to use instead? Vendor agreements have been rewritten; vendors need to show good faith towards conforming. Document that vendor is working towards this.Meet every other month – talking about best practices and troubleshooting issues. Subcommittee formed to document best practices. Captioning ideas and where we are at this point in project. Sept 2 first meeting, then re-meet to discuss. Aug 1 D2L training for all system staff. Made training accessible to all schools. Who should be required to take this? System wide all employees, HR worked with supervisors to choose modules. 1st level basic, 2nd creating word, PDF, Excel, adding images to websites, videos, then HTML. CCCOnline required all training levels. D2L can assign groups. **ACTION:** Go back and look at college plan, it is revisable.  |
| 1. Adjunct Faculty Task Force Follow-up
 | 9:40a | Linda Bowman | Representation from all areas, recommendations to Presidents Council then State Board. **ACTION:** Sept 25 form to be sent out and returned.There is a need to update the Board on the recommendation of the Adjunct Task Force. Will receive electronically, handed out today.  10 recommendations, 8 accepted by board. Other 2 felt were not doable. Mentoring systems at every college due to staffing patterns not seen as reasonable. Other not accepted – legislature and ask for more money to increase adjunct wages. Would not be one time request and wouldn’t be realistic.1. Provide opportunity to participate in curriculum development and look at compensation criteria.
2. Increase access to participate in professional development on and off campus.
3. Establish recognition in appreciation activities in teaching and service. Extend employee discounts, etc.
4. Balance enrollment management and student needs by developing strategic scheduling and class cancellation process. 10% compensation rule.
5. Improve support and access to resources for adjunct. Survey was sent out to find out what colleges were doing at time
6. Design advancement programs with teaching, student learning, and performance evaluation components. RRCC front runner and modeled.
7. Annually increase instructor compensation by at least the same % as it increases the average salary for all other employee groups.
8. Provide first paycheck by first possible pay date after class has started.
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| 1. CCPT Update / Conversation
 | 10:10a | Casey Sacks | ACC did student pilot, walked 13 students through exam. Two sections take 82 minutes each. McCann takes about 30- 45 minutes longer than Accuplacer. Training last week, regional trainings to talk through issues. Sounded pretty Positive overall. Sept 16 – LCC – Boulder and Sept 17 PCC. Campuses without implementation teams are most anxious. Everyone will charge $10, process on mechanics is challenging for those that haven’t charged previously. Question – Can you put on student accounts? ACTION: Keith to checkIT working on Banner interface and it can be uploaded to SOATEST. Need several 100 test cases to make sure this process will work properly. Federal grant dollars to spend on test development. Ending September 30, we have to use the test before grant ends. Could cut expenditure for schools in half. Feasible for staff to enter but will talk with campuses to come up with answer. Can one test be administered to have grant or does this have to have full implementation? Can test in USRE. Study guides – base camp site, project management site. Testing center directors are sharing best practices and sharing questions. Purchased 6,000 licenses for Ed Ready and pushing out to colleges that have asked. MOOC. Questions posed – 1. System generated study guide? 2. Compensation to develop? 3. Grant money available? 4. Does vendor have materials available? ACC took materials from Virginia who has used these tests and changed to be valid in Colorado. FRCC pushed out and testing center and faculty are working together. Math and English will bring up to 2:2.  |
| 1. 2:2 Conference – September 25, 2015 @ PCC, Pueblo CO
 | 10:30a | Jerry Migler | Starting at 8:30am this year to accommodate speaker. Introductions, speaker – Rob Johnstone, Dr. McCallin. Discipline meetings. Official meeting is at 2:2, if needed to do something else on their own and not attend, disciplines will not be provided meals or accommodations. Room assignments and registration coming soon.Course clean up – Cognos report pulls courses not taught 3 academic years prior. 2012-30 will show up on report. If not in Banner, will not show up on report. Disciplines will need to look and make sure for accuracy and archive if needed. When ready to teach can take out of archive and bring to standard. Will give list to disciplines and if no feedback, will automatically be archived. SFCC to make final decision based on reasoning for not archiving. National Center for Inquiry and Improvement.Badging – Dr. McCallin to address  |
| 1. VET Propulsion
 | 10:45a | Jerry Migler | [**http://www.careerpropulsion.net/**](http://www.careerpropulsion.net/)Vets Center program to be aware of. Based in Golden. There is a cost associated with this program. |
| 1. BAS – Update & Schedule
 | 11:00a | Jerry Migler | [..\Attachments\VP Council 8\_28\_15\_attachments\Proposed BAS Degrees List.xlsx](../Attachments/VP%20Council%208_28_15_attachments/Proposed%20BAS%20Degrees%20List.xlsx)Board is getting comfortable with process, getting easier. Model is in place. What are we moving forward now?If more than one college involved, please collaborate. Can help facilitate questions and provide support as needed; Gen Ed driven by HLC requirements, assumed practices. Minimum of 30 credits.  |
| 1. IT Updates
 | 11:10a | Nancy Hoffman | [..\Attachments\VP Council 8\_28\_15\_attachments\CCCS IT Active Project Updates 8-14-15.docx](../Attachments/VP%20Council%208_28_15_attachments/CCCS%20IT%20Active%20Project%20Updates%208-14-15.docx)Interested in bigger perspective. Worked together to develop report which is attached here. BI, infrastructure, and development teams are now included. Comprehensive look into projects. Selected groups have been included based on when IT has been invited to meetings. Can forward as needed. Updated middle of month and distributed from Nancy Hoffman. Feedback is appreciated. Change coming – when upgrades are made a summary will be included going forward. Fall upgrades mid-November, IT working through release notes and will prepare summary.Recruiter – GED update critical issue and making arrangements to fix this. Sept 14 go live. Recruiter will go live with applications on Oct. 1. Will need to be put in manually until it is completely live. Recruiters are comfortable with this idea.Julia requesting approval – Ok from group to go forward at this time. Parchment – Reverse transfer, leveraged Parchment process as part of solution. After project was almost ready, RFP was sent out and Parchment was awarded contract Worked with schools and asked them to not use receive process until test impact. Most schools did not sign up for receive. If you have signed up and this has caused problems, could not receive files. Reminder was sent out to not sign up for receive at this time. Plan is to have schools signed up in November under organized fashion once testing is complete. Nancy Meisinger is heading this project and will announce when able to use this product. Over 300 students requested reverse transfer. Asking to have these processed by end of September. Colorado leader in nation for this.  |
| 1. CTE Updates
 | --------- | Sarah Heath | Introduced Sarah Heath as the new Assistant Provost for CTE. She is interested in visiting all colleges. She would also like to reach out to the concurrent enrollment staff. |
| 1. CCCOnline Updates
 | 11:20a | Terry Reeves | -Introduction of Dr. Tina Parscal, CCCO's new Executive Director.-New 24/7 HelpDesk vendor (BlackBelt Help) is planned to start mid-October.-OneDrive is coming (some colleges have this already). The advantage of OneDrive is allowing students to submit assignments via their iPad into the D2L dropbox (this feature should be ready by fall).  Julie Ouska has sent out a communication in regards to this.-Discuss D2L internal "email".  The internal email feature is more of a messaging feature; it does not allow any external email use (either receiving or sending out).  The VP group previously decided to keep the email internal.  We have the option of enabling external email use via D2L.  Terry would like VP feedback for this.-Per compliance with accessibility and each college's accessibility plan, there is a need for video capture/storage/captioning.  There has been much discussion in the Learning Technology Council on how to achieve this.  Currently, there needs to be funding available from each college to support this for your campus.  Please discuss with your LMS administrators and/or your online leads.  Terry will be putting together a proposal (based on feedback from the LTC) and will forward to the VPIs. (See #2) |
| 1. GE Council Updates
* July Minutes – Draft
 | 11:30a | Sandy Veltri/Jerry Migler | [..\Attachments\VP Council 8\_28\_15\_attachments\GE Council updates 7-13-15.docx](../Attachments/VP%20Council%208_28_15_attachments/GE%20Council%20updates%207-13-15.docx)GtPathways biggest issue, when looking at review. Faculty will need to participate. Get the word out.2:4 meeting is Oct 22 and 23 at Lowry conference center. More to follow. If faculty went in April would prefer to send in Oct too. By invitation only. DwD’s – CSU has raised some questions on ECE, will continue discussions before moving forward. Need VP to set up and be voice for CCCS at this point. Sandy Veltri, lead and Lisa Donaldson as back up. |
| 1. Academic Council Updates
* May Minutes - Draft
 | 11:40a | Diane Hegeman/Jerry Migler | [..\Attachments\VP Council 8\_28\_15\_attachments\Academic Council updates 5-12-15.docx](../Attachments/VP%20Council%208_28_15_attachments/Academic%20Council%20updates%205-12-15.docx)PLA will be main topic; nominees are Linda Comeaux and Janet Brandeau.PLA – directive by CCHE to bring back recommendations. In Dec. 1st phase agree upon standard cut scores for exams. Narrowed down as group, top 10 exams taken by CO students. Looking at AP and IB working with institutions to agree upon a cut score of 3 for AP and 4 for IB to be accepted at any institution for Gen Ed. credits only. Institutions will remain in control for major application. Baseline will fulfill GtPathways requirement. Asking institutions to bring data if requesting higher than proposed cut scores. Funding from Lumina Nov3 on Auraria Campus in Tivoli and breakouts in Confluence in CCD. 5 reps can come and student support professionals are encouraged to attend. Complete College America will be speaker, Meta pathways and executive track. CCHE commissioners and legislatures will be in attendance STD will come out soon.SARA needs more sign ups, growing up. If not a member and enroll students that are members you may be violating laws from that state. Worthwhile to sign up and information is on CDHE website.JERRY to send out memo regarding this. Feds aren’t monitoring yet but will come soon enough to have schools sign up. PLA – constituent review team being developed. Will make recommendations to CCHE on what will be adopted. Separate from Academic Council.Matrix will be sent out August 31, 2015.Diane Hegeman will be the lead voice for CCCS and Linda Comeaux and Janet Brandau will also start to attend.  |
| 1. Special Programs for grade coding & official transcript
 | 11:50a | Kris Binard | [***..\Attachments\VP Council 8\_28\_15\_attachments\FRCC Proposal for Community of Engaged Scholars.docx***](../Attachments/VP%20Council%208_28_15_attachments/FRCC%20Proposal%20for%20Community%20of%20Engaged%20Scholars.docx)[***..\Attachments\VP Council 8\_28\_15\_attachments\BP 9-40.pdf***](../Attachments/VP%20Council%208_28_15_attachments/BP%209-40.pdf)[***..\Attachments\VP Council 8\_28\_15\_attachments\ES 9-83.pdf***](../Attachments/VP%20Council%208_28_15_attachments/ES%209-83.pdf)Kris presented FRCC/LC’s proposal to have a Community Engaged Scholar to incorporate a service learning component to be noted on the student’s transcript. This would be separate from the honors program. It’s possible that the student could receive a badge, as well. Could lead to a co-curricular transcript but that might be a separate issue. The consensus was that it would be good to pursue this possibility. However, there are no current policies to allow special programs in grading or on the transcript, even though we have current Honors Programs in the system.Decision: Elena Sandoval-Lucero, Lisa Maty-Edwards, Kris Binard and Sandy Veltri will review and update ES guideline 9-83 as well as review the SP and BP 9-40. The proposal will be brought forward to the October VP Council meeting. |
| 1. Aspen Presidential Fellowship
 | 12:00p | Jerry Migler | [..\Attachments\VP Council 8\_28\_15\_attachments\Aspen Presidential Fellowship.pdf](../Attachments/VP%20Council%208_28_15_attachments/Aspen%20Presidential%20Fellowship.pdf) |
| 1. Project Updates
 | 12:10a | Casey Sacks | Rework America, Manufacturing and IT initiatives. Packaging statewide process. No clear sense of what this will look like. Requesting data at this time from some schools.AACC grant – pathways, contacted funders and they are not saying whether to be consortium or individual. Approaching as individual. Coming together on Sept 9th so all schools are on same page with unified strategy when applying. Jobs for the future, RFP for statewide project. Very guided pathways. JFF Project what do we do as a state in an integrated way. Asked for experts on topics to maximize this projectHB 1274- navigator positions, 1165 coordinators in manufacturing. If also on CHAMP grant, want to integrate as much as possible. Use grant funding first then general funding to help make up personnel dollars. 1165 K-12 activities. Need strong description and time sheets.Articulation agreement handbook in the works. Systemic instead of 1 per college.Area vocational schools have to accept CTE in transfer, statutory reference is available if needed. Look at guideline 971, codify what will be in handbook. Federal grants, colleges have written unrealistic outcomes, so important with (Dept. of Labor) if metrics are used make sure this is understood before writing. Projection vs realistic. Hitting matrix goes into risk matrix for future funding. ACE review project review – 120 different courses reviewed after recommended to see if matches with common course numbering system. Review en mass will be rolled out in update to follow.Remote labs can be discussed further with Casey Sacks.Working with Teagle, opportunity to replicate in Equity in Excellence. Looking for schools that are interested in grant opportunity.  |
| **Lunch: WORKING** | 12:30p | Jerry Migler & Keith Howard |  |
| 1. Educational Services Updates
 | 12:30p | Jerry Migler / Keith Howard | * *IB/AB/CLEP Matrix – B. Cohn*
* *Any interest in new program for “Community Media”?*
* *Guidelines*
* *ES9-71 Transfer and Articulation Agreement – Creation and Maintenance*

[*..\Attachments\VP Council 8\_28\_15\_attachments\ES 9-71 Draft.docx*](../Attachments/VP%20Council%208_28_15_attachments/ES%209-71%20Draft.docx)* *ES9-40 Earning Multiple Degree Draft*

[***..\Attachments\VP Council 8\_28\_15\_attachments\ES 9-40 Draft.docx***](../Attachments/VP%20Council%208_28_15_attachments/ES%209-40%20Draft.docx)[***..\Attachments\VP Council 8\_28\_15\_attachments\Multiple Degree Petition.pdf***](../Attachments/VP%20Council%208_28_15_attachments/Multiple%20Degree%20Petition.pdf)**ACTION:** Please review and provide feedback to Angie for action in October. |
|  |  |  | ACE – Marketing (Jenyl) for webpages was sent out for review. Landing page when students go to your page will show participating in ACE project. Changes sent to Jenyl.Two guidelines for review. Will discuss at OCT meeting Angie to receive comments and distribute as necessary. Feedback prior to Oct meeting, preferably after Sept 25th.  |
| **VPI ONLY*: Discussion Topics – CLASSROOM #1013*** | 1:00p |  |  |
| 1. Faculty Evaluation Status
 | 1:00p | Christina Cecil | Went over the materials that the CCCS Faculty Evaluation Committee has been working on. Asked for input and also dean volunteers to help with review of the 13 college materials. Also talked about BP/SP 3-20 Series – computing times. Need to build into our timeline that the faculty member would have enough time for due process with president. Must give notice within the 60 days given in the BP/SP 3-20 to let a faculty member know we are not renewing their contract. Christina will explain this to the HR Directors. Talk to HR Directors and make sure we are okay on our timelines.  |
| 1. Pre-requisites
 | 1:30p | Casey Sacks | Is there a possibility to look at having a System-wide set of pre-requisites? The System office would like to have this discussion at the 2:2. Can we focus on the DwD’s saying: “CDHE requires that these DwDs be completed within 60 credits at the associate’s level and that includes pre-requisites.”What is the highest priority for 2:2? Is it contact hours or pre-requisites?Contact hours are the priority and we want to look at courses that are more than 15 contact hours in variance between colleges. So we will not delve into the prerequisite discussion past Rob Johnstone’s plenary. |
| 1. ES 4-87 Repeat Courses
 | 2:00p | Stanton Gartin / Jerry Migler | [..\Attachments\VP Council 8\_28\_15\_attachments\ES 4-87.pdf](../Attachments/VP%20Council%208_28_15_attachments/ES%204-87.pdf)As this policy is being implemented, the question came up of whether the repeat policy includes withdrawals. Yes, the committee decision when bringing forward to CCCS VP Council was that ALL repeated coursework is included except the courses agreed upon by the council. |
| 1. Curriculum Call
 | 2:15p | Janet Brandau | [..\Attachments\VP Council 8\_28\_15\_attachments\SFCC 8-21-15.xlsx](../Attachments/VP%20Council%208_28_15_attachments/SFCC%208-21-15.xlsx)[..\Attachments\VP Council 8\_28\_15\_attachments\Bulletin Board Bachelor for 2015.xlsx](../Attachments/VP%20Council%208_28_15_attachments/Bulletin%20Board%20Bachelor%20for%202015.xlsx)[..\Attachments\VP Council 8\_28\_15\_attachments\Bulletin Board PAS Master for 2015.xlsx](../Attachments/VP%20Council%208_28_15_attachments/Bulletin%20Board%20PAS%20Master%20for%202015.xlsx)Please review because deletions were approved, as were new courses. As these new courses come forward we need to be reviewing contact hours before we send to the System Office to be placed on the SFCC agenda. Still waiting for chair approval on HUM 219 (Peter Beal) and HPR 112 (Chris Heuston) from FRCC. |
| **VPSS ONLY: *Discussion Topics – CLASSROOM #1015*** | 1:00p | Keith Howard |  |
| * Campus Safety Update
 | 1:00p | Angie Gramse | Presentation to presidents early this month. Title IV, email sent out with agenda. Will attach here with handout. April dept. of ed. came out with new guidance. Guidance package, system in great shape. Some areas are being fined tuned and working with title 9 coordinators. Reminder to bring attention to websites. Get message to marketing and web professionals, one click rule off homepage. Need to get to sexual misconduct within one click. It is compliance issue. Presidents are aware this cannot be buried. Noticed that some have in legal notices. Student wouldn’t know how to find this. Has to be on homepage, can be in below section like where Clery is located. Can use professional wording however it has to be there. Keith to talk with communication staff on Sept 11.Update to non-discrimination statement and template, Title IV coordinators have this. Safest way is to have 2 landing pages, one for title IV and one for grievances, complaints, and concerns. State law 15-1220 how to respond, saw several proposals, this bill is that MOU’s are to be created by Nov with local medical facilities to provide at least 1 place that can process forensic sex assault exams. Provide options for transportation to facilities. One suggested is to call local advocates, they usually have options available. Public transportation options should be included as well. Staff should not transport in personal vehicle. Training needs to be given for the point person. Once structured, needs to be put on web page. Template has been drafted by Keith. Title IV coordinators should take lead. Cannot require someone to cooperate with law enforcement. Colleges with medical facilities, additional requirement, training for staff every 2 years for SANE and advocate training. Anything to do with sex assault – discipline or investigation, should be trained as well. Better off servicing students and bolsters credibility. Hosted a Title IV retreat in July, shared best practices. Focused on websites and tested for functionality. Went over in depth all aspects of Title IV coordination.Recommendation for Auraria – required for training is thought. Would fall under higher ed. requirement. Tri-institutional, MOU is done for CCD and school is covered at this time.Focus on response to sex assaults. Reported at lower levels typically. Created a checklist to take back to school and tailor to individual needs. Step 3 –Don’t immediately call law enforcement, need to adhere to victims wishes first. Middle ground is to call enforcement but not to say specifics of crime until permission from victim is given. Process making an offer to hire a Director of Civil Rights and Investigations at system office, reporting to Keith and working closely with legal and HR. Will visit each campus and assess needs.Pregnancy and parenting students fall under Title IV. Accommodate these students and if you deny then violated Title IV. Brochure online.  |
| * Dept. of Education Student Financial Aid Conference
 |  | Karla Nash | Reminder – good training, supervise FA should attend. High level meeting. No charge for conference, located in Las Vegas this year. Dec 1-4. |
| * HB 15-1275 – State Aid for non-Title IV programs.
 |  | Karla Nash | [..\Attachments\VP Council 8\_28\_15\_attachments\HB 15-1275.xlsx](../Attachments/VP%20Council%208_28_15_attachments/HB%2015-1275.xlsx)[..\Attachments\VP Council 8\_28\_15\_attachments\HB 15-1275 Write-Up.docx](../Attachments/VP%20Council%208_28_15_attachments/HB%2015-1275%20Write-Up.docx)Coordinate with instructional folks. Might be good to spend all money in 1 semester to prepare good feedback. Only money that will be available, need to show success to justify funds. Asking to fill out enough to pull and know if FAFSA was completed (FRCC). Component is certificate and jobs afterward. 50 eligible programs but have not pulled data yet.ACC pulled preliminary numbers, manually looked at who filled out FAFSA. Targeting 3 programs. 85 out of 170 students have completed.Limited to tuition only. Fees will still need to be paid by student. $1,078 is cap per student. |
| * FAPC yearly report
 |  | Karla Nash | [..\Attachments\VP Council 8\_28\_15\_attachments\Financial Aid Processing Center 7-17-2015.docx](../Attachments/VP%20Council%208_28_15_attachments/Financial%20Aid%20Processing%20Center%207-17-2015.docx)Report on what was done last year. Supporting campuses in different manners.Looking to fill Sunny’s (insert title) position within next 30 days.  |
| * Transfer Credit
 |  | Jenyl Johnson | Job in Banner, students are moving among system. Will bring transfer credit amongst system schools. Will automatically go into Degree Check.  |
| * Priority Registration
 |  | Judi Diaz Bonacquisti | Use of priority registration, 45 credits and above to register first. Would like to test with registrars group. Looking at 30 as first tier indicator. Initial test shows can have different requirements at different schools. Preliminary testing has been done but has not interfaced with Banner yet.Project request for IT will need to be issued. Functional group and ERP reviews all requests. Template is being finalized next week. Full business proposal is needed to move forward with IT, for project management.  |
| * ACE Credit
 |  | Jenyl Johnson/ Keith Howard |  |
| Send out info for NASPA conference in Nov. |  | Felix Lopez | FERPA 101 – asking for volunteer to come and speak.  |