### Item 1: Disabled Student Services & Distance Learning – Richard Senker

**Discussion:**
Faculty who teach distance learning classes receive letters for accommodations for their students and don’t know how to accommodate them. Not all accommodations apply to online courses; may need to change the wording of the letters. There were 800 sections of distance learning classes last semester. His office received 6-10 inquiries from faculty on how they are to provide the accommodations. Distance Learning has partnered with the disability services coordinators and developed an online training module for faculty that covers ADA issues. L. Herlocker suggested that the Service Improvement Team (SIT) for Disability Services provide the language for the letters to faculty.

**Action:**
R. Senker will continue to work with the SIT for Disability Services on the common language to be used on accommodation letters to faculty.

**Data source:**

### Item 2: Interactive Catalog – Ginger Clark and Kathy Cecil

**Discussion:**
Our catalog is not as dynamic as it could be so they looked at other schools and liked the Dallas County Community College Catalog and its interactive features. They are a Datatel school. We wanted our catalog to be more interactive. The web catalog would draw information from Datatel. They are proposing that we return to the program of study. They would like to move forward with this project; this would be a multi-year effort. They are requesting the assistance of student services staff.

S. Gorham informed the committee that by the end of November we will have a 36 month road map for students from submission of application to graduation…a student life cycle for HCC.

Linda Waters retired last week. It is being discussed that we may rotate leadership of the catalog between student services and academics.

**Action:**
Student Services Deans will identify staff for the subcommittee.

**Data source:**

### Item 3: All SSEM Meeting – Ken Ray

**Discussion:**
Would like to have an All SSEM Meeting on March 30, 2012; with a prep rally theme. He will invite Esa Adley from Seminole State College as a speaker. We will invite the campus presidents and a few colleagues. Requested suggestions on what would be fun and informative for staff. Lunch will be provided.

**Action:**
Will brainstorm at a future meeting.

**Data source:**

### Item 4: Winter Break Access – Adrian McCray

**Discussion:**
OIT is relocating to the Collaboration Studio in December. The system will be down in order to move the equipment. Disseminated a calendar of the system outages for December. December 19th the system will be unavailable (all services). The actual move is December 20-21. December 22-25 the equipment will be set up and tested. December 26-31 all systems ready. Requested information on how this will impact student services. Facts.org will need to be notified of the down time. Faculty will be informed so that they can submit their grades as soon as possible. Presidium will be available during the entire break. The website will be down. December 16-19 Blackboard will not be available however Campus Cruiser will be available. Financial aid will send an email to students. All contingent on no glitches with getting the equipment set up.
### Item 5: Code of Conduct and Disciplinary Procedure – Ken Ray

**Discussion:**
There was a change in Title IX pertaining to sexual harassment to also cover sexual violence. The Code of Conduct and Disciplinary Procedure was revised on Section IV (H) to include sexual violence. Regardless of an official report of a complaint, we will promptly investigate.

Also, added information pertaining to possession of weapons, Section IV (N).

**Action:**
The Student Services Deans will provide a recommendation for handling sexual assault and bring to the next meeting for review. Two grammatical errors will be corrected on the Code of Conduct.

**Data source:**

### Item 6: 2011-2012 Service Improvement Teams – Ken Ray

**Discussion:**
Reviewed the 2011-2012 Service Improvement Teams. A few changes were made:
- Enrollment Development Coordinators: Barbara Cockfield and Sharlotte Henderson will co-chair
- Career Resource Centers: the group will pick their chairperson
- Academic Advising: added Yaima Rodriguez/SS
- New Student Orientation: added Jason Wilson/DM; Richard Cerevetti/SS; Margaret Petway/YB
- Testing: added Marjorie Fontavalo/DM
- Veterans Affairs: added Steve Miciak/DM and deleted Marjorie Fontavalo/DM

F. Babcock indicated the need for a judicial process for date rape and acquaintance rape and a different process for sexual assault. The Judicial Affairs SIT would eventually be utilized for the College Code of Conduct Committee hearings.

**Action:**
K. Ray will talk to Richard Senker regarding the Distance Learning Team.

**Data source:**

### Item 7: Admission of violent criminals – post incarceration – Linda Herlocker

**Discussion:**
L. Herlocker indicated that this was a big discussion item at the recent Council of Student Affairs meeting and she realized that we are one of only two colleges that don’t ask about arrests and convictions on our application and don’t have a procedure in place for screening these individuals.

We need to have our policies and procedures in place if we are going to ask this question. She feels we need to ask this on our application.

**Action:**

**Data source:**

### Item 8: Other

**Discussion:**
Residency – Katherine Durkee: disseminated a handout “Residency Opportunities” and discussion followed.

**Action:**
K. Durkee will bring back to the next meeting the processes from the beginning through the appeals process.

**Data source:**

**Next meeting:** The next meeting will be **November 28, 2011**, at 2:00 p.m. at the Collaboration Studio Room 117.