

**LCSC President's Council**  
**September 20, 2019**  
**Host: Student Affairs – RCH 202**

**PROVOST STINSON**

*Provost's Council is working on a syllabus template for all courses, updated division evidence lists for promotion to the ranks of Associate Professor and Professor, posting of a syllabus for all courses in the LMS, consistent salary comparators for faculty, and consistent mechanism for reporting faculty workload.*

*Each Dean is identifying a signature certificate to be implemented in January or August 2020. Per the President's Connecting Learning to Life initiative, signature certificates contain a mix of academic and CTE courses.*

*Presidential priorities: Enrollment & Retention – Provost's Council is working with Student Affairs on activities for faculty and Chairs that contribute to enrollment and retention increases, and the Adult Learner initiative, specifically 8-wk terms, developing evening/weekend courses, and expanding online opportunities.*

**VP HANSON**

**Student Affairs – Meeting Hosts** (See Student Affairs Presentation: Appendix A)

*Enrollment & Retention:*

- 1) Recruitment & Enrollment follows a funnel concept, beginning with Prospects who then become Applicants who then become Students who then Matriculate to Completion. The challenge is determining how to generate more Prospects and Applicants to boost enrollment.*
- 2) Promoting Student Success takes into account the relationship created by three facets of a student's college journey: Academic Integration, Social Integration and Goodness of Fit. To promote Enrollment initiatives, Advising, Adult Learner Program, and Center for Student Leadership have been key to the Student Affairs effort.*

**VP KILBURN**

*The Arboretum committee submitted an application to Tree Campus USA. LCSC and UI are the only Idaho campuses with Arboretum status.*

*Administrative Services leadership team discussed The Ideal Team Player, by Patrick Lencioni, at their recent retreat. Processes and procedures have been simplified and made more efficient; (e.g., All student financial services will be located in Reid Centennial Hall to better serve the students in one place.) The Purchasing department will move to the Controller's Office this fall.*

Cindy Patterson, PSO/Jeannette Seward, CSO/Lorinda Hughes for Leif Hoffman, Faculty Senate Reports/

**Kason Seward, ASLCSC President**

***Presidential Priorities:** Sustainability – ASLCSC's legacy project focuses on sustainability and pride. The "Adopt the Campus" project allows students to give service hours to improve and make campus more attractive.*

*A "Fall Fest" is in the works, and clubs will participate.*

**UNIT LEADERSHIP:**

**Ms. Erika Allen, Director of College Advancement**

*Retention and recruitment efforts:*

*Building relationships with Divisions and Foundation scholars; Erika spoke at the Hispanic/Latino students meeting.*

*Fundraising for CTE building is ongoing. Letters of interest are being sent out as we still need support.*

*Upcoming events: Homecoming and Days of Giving, October 4-6; Days of Giving will raise money for scholarships. Online donation platform, and website highlights student stories. All are encouraged to look at social media/Facebook page.*

**Dr. Grace Anderson, Director IRE/Grants: Build a Survey Demo**

*The Office of Institutional Research & Effectiveness makes it easier to do a survey, by using Qualtrics. Go to the IRE webpage: [lcsc.edu/ir](http://lcsc.edu/ir) and click on the Qualtrics Survey Software link. A survey bank has been created, housing a 'bank' of questions already prepared for those offering a survey. This Fall 2019 semester, IRE is launching the All Student Survey, and the point-person for all surveys is Ms. Mercedes Pearson.*

Mr. Ryan Bircher, Internal Audit

**Ms. Soo Lee Bruce-Smith, Director of Admissions** – See Student Affairs presentation: Appendix A

Dr. Julie Crea, Senior Budget Director

**Ms. Ashley Edwards, Title IX Coordinator: Policy update & overview**

*Three (3) new policies have been created to meet the requirements of the Clery Act:*

*- Policy 3.204 Campus Security Authorities: A CSA is a college employee who has significant responsibility for student and campus activities, has a responsibility to report about crimes, and to whom crimes are most likely to be reported. All CSA's will be required to complete the online training.*

*- Policy 3.205 Emergency Notification and Timely Warnings: LCSC's emergency notification system will be called "Warrior Alert" and includes email, text messaging, voice, and text-to-speech modes of communication.*

*- Policy 3.206 Emergency Evacuation Procedures: LCSC publishes a comprehensive Emergency Response Plan. To view the plan, see the following link: <http://intranet.lcsc.edu/eri/default.asp>*

*Policy 3.110 Discrimination, Sexual Harassment and Sexual Misconduct Prohibited: **Everyone** is a mandatory reporter on this policy.*

Dr. Chris Riggs for Ms. Mary Flores, Dean Liberal Arts and Sciences

**Ms. Justene Garner, Director of Student Services, CDA** – *See Student Affairs presentation: Appendix A*

Ms. Brooke Henze, Director of Athletics

**Ms. Debra Lybyer, Sr. Director of Advising** – *See Student Affairs presentation: Appendix A*

Dr. Jeff Ober, Dean for Career and Technical Education

Mr. Rocky Owens, Sr. Director, CDA

Mr. Allen Schmoock, Director of Information Technology

**-Guest: Erin Cassetto, Director, Student Employment-Career Center/LC Work Scholars Prog Handshake; 3162 employers with 361 in Idaho Career Fair is October 3. Encourage students to take advantage of this opportunity; would like to offer this again next year, but employers will need to see that students are interested.**

**Meeting Schedule, Location Rotations & Presidential Priorities/Emergenetics**

Friday Oct 18 <sup>th</sup>	2:30-4 pm	Business Affairs folks to coordinate location
Friday Nov 15 <sup>th</sup>	2:30-4 pm	Academic Affairs folks to coordinate location
December???		

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**Appendix A**



Student Affairs  
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