

Minutes from the AAA Meeting

November 11, 2008 at 11:15 a.m.

Present: Pamela Wilt, David Frantz, Cheryl Stolle, Julien Simon, Kathleen Felton, Michele Curry, Lora Baldwin

Absent; None

Guest: David Silberstein

I. All members and guest were welcomed.

- a. Document pertaining to today's meeting were provided to each member.
- b. Updates were given to the committee by Michele Curry regarding the agenda topics.
 - a. The committee was updated on the new tracking procedures that have been put in place by Brett Crowley, Retention director. Discussions have taken place throughout the previous month between Mary Blakefield, Michele Curry, and Brett Crowley in regard to implementing this tracking. It was decided that with each appeals meeting, a list of students who have been reinstated will be sent to Brett Crowley for monitoring. The tracking excel program has been implemented starting with the August, 2008 appeals meeting.
 - b. Rationales were presented to the committee in regard to three students who have appealed and want to register for classes as soon as possible. All three appeals were submitted mid October to Michele Curry. One of the three appeal letters had noted classes they would like to take in the spring semester. Waiting until January for the appeals date would jeopardize their chances of getting the classes they would like to take or need to take.
- c. David Silberstein was asked to be our guest for this meeting to discuss how the process was working of having reinstated students check in with advisors on weekly bases. David was asked to give his input. Points of David's input:
 - a. It is important that students continue to meet with their advisors on weekly bases so that they can be referred to services needed throughout the semester.
 - b. The students that faithfully come weekly to meet with their advisor seem to have better outcomes with classes than those students who do not meet with their advisors.
 - c. There will always be some students who do not meet with their advisor on a weekly bases and even after they are called (by the advisor), they still do not keep appointments
 - d. More emphasis needs to be given to students coming on the designated appeals schedule day and not asking to appeal days or weeks later. That if the student wants to appeal and does not come on the appeal scheduled day, than they have to wait until the next scheduled appeals day set by the AAA Committee.

- d. Comments from David and Michele, started a discussion regarding times when AAA should have student appeals in order to facilitate students in registering for classes that they want, need, or that AAA has suggested they enroll in. By January, many classes are filled, so the January reinstated student is more limited on classes open by that time.
 - a. Members of the committee were looking at the three student appeals and noting that one student had noted what they wanted to take in the spring. If they have to wait until January to be reinstated, it was possible those classes noted would be filled.
 - b. Suggestions were made for a “provisional reinstatement”. The student could be given permission to register now with the understanding that they still would meet with the committee in January. If they fail to meet with the committee in January, they would be removed from the enrolled classes.
 - c. The suggestion was made to have 5 student appeal dates per year. One of those dates would be in October or November in order to give students more choices in classes.
 - d. No decisions were made at this meeting regarding these discussions. This topic of additional appeal meetings and when to have the meetings was tabled for a later meeting.
- II. Three student appeals were brought forward for consideration. One student was given a provisional reinstatement and two appeals were tabled for the appeals meeting in January.
 - a. David Frantz volunteered to oversee the provisional reinstatement student as they are a business major. Dr. Frantz offered to write the provisional reinstatement letter.
 - a. The two students tabled for January’s appeals will be notified by Michele Curry and letters and transcripts of all three appealing students will be sent to Dr. Mary Blakefield’s office.
- III. It was decided by the members of the AAA committee to have student appeals on January 12, 2009 starting at 9 a.m. and April 21, 2009 at 1 p.m. Times of student appeals may vary depending on number of appeals scheduled those days. All student appeals will be held in the ACR.
- IV. Policies were noted that are to be reviewed by the AAA Committee. Due to the time, a motion was made for members to have time to read and study the policies before discussing recommendations. Members agreed that the December meeting would be devoted to reviewing policies.
- V. Each member of the committee was given a copy of the present suspension and probation letter and asked to make recommendations of any changes. It was noted that addressing the suspension and probation letters would be completed during the early spring semester.

VI. Meeting was adjourned at 1:15 p.m. Next AAA committee will be December 9, 2008 at 10 a.m.

Respectfully submitted,

Michele Curry
Chair of AAA Committee