

E-team (02/10/09) Summary

In attendance: Deb, Julie, Diana, Jimmie, Lydia

Also:

No	Agenda Item	Discussion	Decision	Action
1	Operator Access for SIS Plus	Need to update templates and training for Passport—need to balance security and enabling all faculty/staff to help students; clarify the standard of customer service/care.		<p>Elaine and Diana to form a team to examine templates and recommend changes; Elaine will convene the group; Diana explain the process/expectations; Elaine will get a facilitator to help her;</p> <p>Team: Wes Anderson (Denise Tolan, alternate), Susan Escobar/John Grillo/Pat Fontenot, Josie Gonzales, Isabel Rizo, Debi Gaitan (or designee), Kasey (or designee), Elizabeth Lopez</p>
2	Training for Work Studies	NVC needs to have better training for work-studies; these are often individuals with front line responsibilities;		<p>Hope already has the training modules in place; supervisors will identify students who are returning in the fall for August training; and repeat in the September for those hired in the fall. Topics include-- information literacy; customer service expectations; website information; our culture model; timesheets, applying for FA each year; and perhaps passport.</p> <p>JP will work with Hope to schedule these dates so supervisors can</p>

				<p>plan</p> <p>Attendees will be paid; exploring the purchase of NVC polo shirts to help clearly identify staff.</p> <p>Perhaps also part time and administrative assistants should go through this as well.</p> <p>JB—like to do a full work study audit this summer including a report from Noe (where are they assigned and how are they used)</p>
3	Xerox in Pecan Hall, Second Floor			<p>JB bring back final notes from the printing team to 2/27 meeting—revisit the recommendations from this team and how we get these implemented and discussing with employees</p> <p>JP get the link on V-drive for E-team to monitor usage</p> <p>NVC will lease a small machine until the fall to measure need; then reconsider in the fall</p>
4	Student Activities Fee	SAC is requesting consideration of an increase in Student Activities Fees to \$2/credit hour (presently \$1/credit hour); recommendation brought to the VPs of Student Success; the VP's said no; student activities directors will now survey students to determine their viewpoint; NVC has trouble spending all our money now—we need to get processes settled and then consider increases.		<p>VP's to get together to discuss proposal;</p>

5	Peace	Described project for NILD		<p>Recommendation to consider for part of LDT as target; work with Deborah Trevino perhaps as part of Leadership Lab project</p>
6	CEC			<p>student success AtD team—work with faculty and staff to identify opportunities to share best practices in a collaborative not competitive manner</p> <p>Board will get new policy on relationship b/ students and trustees/faculty</p> <p>Homeschooled students contract issues will be turned back to the academic workforce council and the dual credit committee</p> <p>Psychology curriculum alignment—evidence from THECB was provided—There will be a meeting with all psychology faculty to address this issue to clarify the core curriculum</p> <p>PEPs approved for Assessment</p>

Future items:

Print team recommendations

Summer Agenda:

Work Study audit (do we have the positions in the right place?)

Process for Report outs