Members Present: Del Altman, Sandy Cannone, Robyn Diven, Jesse Gaither, Judy Hawkins, Paula Holt, Caroline Madden, Jessica Marquet, David Russell, Melissa Todd and Sandy Williams

Members Absent: Dana Booth, Judy Davis, Bertha Fladger, Theresa Greene, Matt Hogue, and Lynn Silver

Approval of Minutes: A motion to accept the March 4, 2014 minutes was made by J. Hawkins and seconded by D. Russell. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “I would highly recommend considering updating or replacing the current registration program that students utilize to register for classes. The current system is antiquated and adds stress to students in an already stressful situation. The current system does not allow for wait listing of students which forces advising staff (faculty and professional) to tell students to continue to check the system on a daily basis. Adding a waitlist will allow department chairs to see a need in creating more sections of a course (for the upcoming semester or in the future) or add more seats to an existing section. As of now, students are forced to continually check for a seat in a class or ask for Special Permission Forms, causing students to get agitated by the process and look to transfer from Coastal because of the difficulty in registering. I know this could potentially be a costly expense but well worth it in students being retained at Coastal because of a streamlined registration system. It is also easy to downplay how this situation impacts retention but, as an advisor, I have had a large number of students look at transferring because they are unable to get into classes they need (Math specifically) and the 1-3 month anxiety about having a completed schedule or not knowing if they are going to get into an integral class in their major because of not knowing their chances to get into the course (hence the need for a waitlist). This is a serious issue that if not addressed in the near future will eventually be a bigger issue as Coastal looks to increase enrollment or more students leave because of an inability to get into classes for their major. Department Chairs try their best to accommodate when possible but data in the form of waitlist students would come in handy for them and university administration to allocate funds to disciplines in need of more classes.”

S. Cannone received the following reply from The Office of the Registrar: “The University is pleased to announce that a new course registration option, waitlisting, will be available to students who wish to enroll in Fall 2014 100 level Mathematics courses. Registration waitlisting allows students to add themselves to a queue (waitlist) when a class section they wish to register for is closed. Then, as a seat becomes available in the section, the system uses the queue to automatically enroll the next student in line into the section.

Some important information to know concerning waitlisting:

- This option is being implemented as a pilot program during the Fall 2014 advance registration period to determine if the functionality may be extended to other courses in the future.
- Waitlisting can only be selected once a class is full or a waitlist has already been started.
- Joining a waitlist does not guarantee that a seat will become available in a class.
- After joining a waitlist, students can see their place on the waitlist, or remove themselves from the waitlist, using WebAdvisor’s “Manage My Waitlist” menu.
- Once a waitlist has been started, students on the waitlist have priority on any seats that become available.
This means that students will not be able to directly register for a class that has open seats if a waitlist exists. Students on the waitlist will have first priority on the seat(s).

- After seats become available in a section that has a waitlist, the system will automatically attempt to register the next student on the waitlist into the course section (at midnight on the night that the seats opened up).
- If that registration is successful, the student will receive an email indicating that the automatic registration occurred.
  - The student should then check his/her new schedule, to determine if any other adjustments need to be made after the new course was added.
  - If so, the student should meet with his/her Academic Adviser to ensure that the planned adjustments will apply to his/her degree program.
- If the registration attempt is unsuccessful (due to a registration rule being failed, etc.), the system will then move to the next available student on the waitlist. However, the student who was unable to be registered will maintain his/her original position in the waitlist.

Therefore, it is critical that when students choose to join a waitlist, they also ensure that there are no issues that would prevent a registration from occurring in the waitlisted class. Typical registration rule failures include:

- Having holds on their accounts (financial, registration, records related, advisement, holds that limit hours, etc.)
  - Students can view the holds on their accounts using WebAdvisor’s “View Person Holds/Restrictions” menu.
- Missing prerequisites or corequisites for the waitlisted course.
- Students who have already placed out of a course by placement examination score cannot waitlist a lower level course.
- Having already taken, or being currently registered for, another section of the same course.
  - Students may elect to either join a waitlist or register in another section, but cannot do both.

Tomorrow morning [March 28, 2014] between 8:00 a.m. and 9:00 a.m., registration will be closed in order to implement this new feature. Waitlisting will then remain open until 5:00 p.m. on August 7, 2014, after which standard open advance registration will continue.

Additional documentation on using waitlisting is available online.

- Suggestion: “My comments regard the ‘forms’ page on the CCU website. It was my understanding that this is the most convenient and encouraged area to go when we need to complete forms for the various tasks that occur administratively. However, many times I select a form for the ‘Forms’ page to use, I complete it and send it on for signatures only to find out later that the form is outdated, or is simply the incorrect one to be used, which regrettably slows down the process. I have also been informed of other areas to select forms to get a “more recent version” or “a more correct form” to use. While I’m being told this, I get the impression that I was already supposed to know this. My impression has been that the ‘Forms’ page should be the place to go. My hope is that all departments that have forms on the ‘Forms’ page take the time to review them for the most recent version and also to make sure that the PDF is formatted correctly to accept the information we provide.”

L. Silver checked into this and found that each department is responsible for their own online forms. If anyone has an issue with an online form, they should contact the department responsible for the form directly.
New Business

Suggestion Boxes:

- There was a suggestion in reference to the Coastal Science Center cafeteria. The suggestor felt that it is too small.

  S. Williams spoke with Sallie Clarkson, Associate Provost for Academic Administration, and she responded that Aramark was approached before the changes were made to the food service venue in the Coastal Science Center and it was determined that the numbers served had dropped by half with the move of the Psychology and Sociology Departments to Brittain Hall. Sallie is planning on putting some different tables in the remaining food service space to add more seating and also to add some benches in the hallways for student use.

- There was a suggestion in reference to the Wall Building lab area. The suggestor requested that the counters need to be cleaned and a pencil sharpener should be added.

  S. Williams will discuss cleaning issue with the appropriate custodial staff. J. Marquet will speak with Denny French, Coordinator for Residence Halls Technical Support, in reference to the pencil sharpener.

Web Page Comments:

- Suggestion: “I've noticed multiple slate tiles from various campus building rooftops have been dislodged and fallen to the ground. If one of these roof tiles were to strike someone it would at the least do serious damage and possibly kill an individual. Due to the dynamic weather environment we live in, the tiles experience extreme conditions varying from winds, freezing temperatures and extreme heat. Consequentially, it is only normal for the natural material tiles to expand and contract and fracture. CCU should consider a strategy to address this issue before something tragic occurs.”

  We received the following answer from Rein Mungo, Director, University Projects and Planning: “We installed a slide guard around the perimeter of the Wall Bldg. We also asked the roofing contractor to evaluate the other slate roofs and make any repairs necessary when weather permits and advise us if we need any additional slide guards and, if so, where they would be needed on each building.

- Suggestion: “Can the Wall Building stop be moved to the traffic lane that is in front of Wall, adjacent to Chanticleer Drive? It would make this shuttle stop similar to the one at the Student Center. Over time could all shuttle stops not be on the roadways?”

  C. Madden agreed to discuss this with the Transportation Department.

- Suggestion: “The initiative to allow employees to wear jeans is great and I think it’s been well received by employees. I would like to suggest that employees be allowed to wear other CCU apparel on Friday's with the jeans - not just collared, logoed shirts. For example, allowing employees to wear T-shirts, sweatshirts, etc, that have some type of CCU "logo" or wording. Collared, logoed shirts are rather pricey, whereas T-shirts are not. It would be great to see such a display of school spirit on Fridays by allowing employees to have a more diverse clothing option.”

  Council agreed this has already been discussed and a policy has been developed. Also, the new bookstore carries more reasonably priced items, the golf course has sales and they also can put a Coastal Carolina University logo on a shirt the employee owns.
• Suggestion: “My suggestion is we need to improve the driveway and yard to the transportation department where the trolleys and motor coaches buses are parked. Mud and pot holes are bad. Really needs major improvement. When it rain and the yard has red clay dirt and it gets tracked in the buses and also your personal vehicle. I think we need a change. Help me!!!! Thank you for listening…”

As per S. Williams, this was already being addressed prior to suggestion coming in.

• Suggestion: “In order to support the health and wellness of faculty and staff, I would like to suggest nightly exercise classes that are solely for employees. Times of classes in the HTC center do not reflex hours that are supportive of the 8:30 to 5:00 work schedule. They also do not run year round and are geared toward students. Even if CCU provided space and we paid for the classes, I think you would find there would be a lot of employees who would support this effort. Could you take a poll to see if there is interest? Thank you.”

We feel this question was answered earlier this year when a similar suggestion was given. Jody Davis, Director of Campus Recreation responded with the following: “One challenge we have is that our focus is students, we program all of our areas with our primary focus being on students. Faculty/Staff are welcomed to join any fitness class at any time as long as space is available. We currently offer 71 fitness classes a week.”

• Suggestion: “My suggestion is in regards to admissions: The college only looks at the critical reading and math sections of the SAT for admission. I suggest that the writing section is included in the admission process. Students with poor scores on the writing section are still accepted if they would be otherwise. Upon entering CCU, these students would be required to take an introductory course to writing (below ENGL 101). This would provide the students with the necessary skills, as well as maintain enrollment.”

Steve Madden, Faculty Senate Chair, responded with the following: “The writing portion of the SAT or ACY is not a requirement for admission to Coastal Carolina University nor is a writing sample. The Senate and others looked at this as a requirement but ultimately we decided we as a university could help individuals who needed extra writing through a new set of ENGL 101 and 102 courses in the core. If you or anyone wants me to a talk to them I would be happy to do so. Hope this helps.”

• Suggestion: “The bushes in front of Kingston Hall obstruct the view when entering Chanticleer Drive. With vehicles plus students in both directions a clear view is most important.”

S. Williams reported that Facilities Management is already looking at this area.

• Suggestion: “Good morning. There have been rumors circulating that the parking lot at Brittain Hall is going to receive gates to keep the students out (like at Singleton). This will not include the Wall F/S parking lot. This does not make any sense. Instead of installing one at the connection between Wall and Brittain Hall, put the third one at the entrance to Wall. The problem with student parking will be solved in this area, which is rampant. Thank you! Have a great day!”

J. Hawkins agreed to speak to Phillip Moore, Major of Operations, Public Safety, in reference to this.

Additional Discussion items by members:

NONE

Adjournment: The meeting was adjourned at 11:05 am with a motion from R. Diven and seconded by J. Davis

Next Meeting: The next SAC meeting will be held April 15, 2014 in SNGL 112.