

Student Affairs Division Meeting Minutes

Date: August 18, 2026

Facilitator: Dr. Matt Fowler

Attendees: Dr. Cathy Robb, Chad Groves, Cassandra Goldman, Levi Johnson, Amber Malone, Libby McVicker, and Wain Davis

Recorder: Katie Hinderliter

Meeting Summary

Key Focus Areas

- Enhancing student engagement initiatives; Improving student support through collaboration between TRIO and Academic Advising; Approval of compliance-related policy and procedure; and reviewing federal changes affecting international students.

Major Decisions

- Approved the 2026 Annual Security Report.
- Approved the 2026 Violence Prevention Plan.
- Approved Ana Clara Lopes's application to ISAB for AY26-27.
- Approved 100.16.1 Procedure for Complaints from Students.

Upcoming Deadlines

- Review TRIO eligibility questions within the student application process at the September 15 meeting.
- Student Organizations and Clubs will be an agenda item at the September 15 meeting.
- FY27 Operational Plan will be an agenda item at the September 15 meeting.
- Observation of Constitution Day on Thursday, September 17.
- Update TRIO Certifying Official to Cassandra.

Agenda Items

1. TRIO SSS & Advising Processes Integration

Discussion

- Dr. Robb joined the meeting to discuss bridging the gap between TRIO and advisors and ensuring all advisors are trained and prepared for a seamless transition between departments. Wain outlined TRIO's areas of interest, including establishing a first-touch protocol to determine eligibility, facilitating warm handoffs between advisors, and duplication of documentation.

Action Items

- Dr. Robb recommended that a TRIO SSS advisor serve as a member of the Academic Affairs Leadership Team. Wain will determine who will serve in this role.

SALT will review the student application process next month, including evaluating whether additional questions should be added to better determine TRIO eligibility and other student information of need for better facilitating the student experience.

2. 2026 Annual Security Report

Discussion

- Libby submitted the 2026 Annual Security Report for review and approval, noting that all campuses reported very few crime incidents during the three most recent calendar years, as required by the Clery Act.

Action Items

- SALT approved the 2026 Annual Security Report, which will be submitted to SEPC for approval.

3. 2026 Violence Prevention Plan

Discussion

- Libby submitted the 2026 Violence Prevention Plan for review and approval, which includes the employees who serve on the Threat Assessment and Behavioral Intervention Team (TABIT).

Action Items

- SALT approved the 2026 Violence Prevention Plan, which will be submitted to SEPC for approval.

4. Grant Update

Discussion

- Libby reported that the FY27 Adult Volunteer Literacy Grant was awarded.

Action Items

- No action required.

5. ISAB Student Application for AY26-27

Discussion

- An application from Ana Clara Lopes to serve on the Student Advisory Board was submitted for approval. Ana is an LTC student who also serves as a Student Ambassador. Cassandra noted that the first Student Advisory Board meeting will be held in September.

Action Items

- SALT approved Ana Clara Lopes's application to serve on the Student Advisory Board for AY 26-27.

6. 100.16.1 Procedure for Complaints from Students

Discussion

- Updates were made to the procedure to reflect personnel title changes corresponding to the transition of Academic Advising from the Student Affairs Division to the Academic Affairs Division. References to the Program Director of Academic Advising and the appropriate Vice Chancellor were updated accordingly. Additionally, under the Administrative Review section, the language previously stated that student complaints would be compiled by Student Affairs and presented to SEPC in the final quarter of the year. The language was revised to state that the student complaints will be compiled in the first quarter of the following year and presented to SEPC.

Action Items

- SALT approved the revisions to Procedure 100.16.1, which will be submitted to SEPC for approval.

7. Constitution Day Schedule

Discussion

- Cassandra provided a list of activities scheduled at each campus to observe Constitution Day on Thursday, September 17. Each campus will observe

Constitution Day with a variety of activities generated from each of the Learning Commons.

Action Items

- The Constitution Day schedule of events will be submitted to SEPC as an informational item.

8. New Student Orientation Survey

Discussion

- Cassandra provided a three-year summary of New Student Orientation data from 2024 to 2026. She reported that new student registration trends look very positive, which can be attributed to the efforts of academic advisors to ensure students are registered. An area for improvement is survey response rates. Over the three-year period, approximately 60% of registered New Student Orientation participants completed a survey. Interactions with faculty and staff continue to receive high feedback. Students' knowledge of Canvas and Entrata could be improved, creating an opportunity for student involvement.

Action Items

- The Directors of Learning Commons at each campus will discuss ways to increase student survey responses. Cassandra noted the importance of continuing to strengthen students' preparation for using technology platforms prior to orientation.

9. Department of Homeland Security Final Ruling

Discussion

- Levi informed the team of the final ruling published on July 17, 2026, by the U. S. Department of Homeland Security, establishing a fixed period of admission and an extension of stay procedure for F-1 nonimmigrant academic students. Previously, F-1 students were admitted into the U.S. for duration of status, or however long it took a student to complete the requirements of their program. Now, F-1 students will be admitted for a fixed period based on the length of a student's academic program, which for IECC students would generally be two years. Levi noted that this change could create challenges for a student who wants to transfer to another institution, as a student's I-20 may not exceed four years. This is especially important for ESL students who may have to take an extra year of classes. The final ruling also states that F-1 students cannot change educational levels, change their major, or transfer to another school during their first year of study. Additionally, F-1 students now have 30 days to depart the U.S.

after completion of their program of study, a decrease from the previous 60-day period. The final rule will take effect September 15, 2026.

Action Items

- The SEVIS representative will conduct training for International staff regarding the final rule and changes to the student life cycle.

10. Dean of Students Update

Discussion

- The search committee has selected interview dates for next week and anticipates making a candidate recommendation to HR for the September Board meeting.

Action Items

- No action required.

11. FY27 Operational Plan KPI Baselines

Discussion

- An additional Operational Plan Retreat is scheduled for Monday, August 24. Teams have been identified, with the intent of inviting different people to discuss KPI's.

Action Items

- The outcomes of this planning retreat will flow to the September meeting.

Additional Announcements

Discussion

- Wain noted that the TRIO certifying official will need to be updated to Cassandra, replacing Dr. Fowler, due to his upcoming retirement.
- Amber expressed concern about contacting students who live between campuses and asking them to switch the location of an in-person class to accommodate waitlists. She noted that student scholarships, among other things, should be considered before making such requests.

Adjournment

Meeting concluded at 3:43 p.m.