



UNIVERSITY OF
SOUTH CAROLINA
PALMETTO COLLEGE

Implementation Team Meeting

September 19, 2013

11:00 am – 2:00 pm

Daniel Mickel Center – Auditorium

Please Call: 1-800-753-1965

Access Code: 7777697

- 11:00 am Celebration Luncheon
- 11:45 am Welcome and Opening Comments – Chancellor Susan Elkins, Vice Provost Lacy Ford and Vice Provost Chris Plyler
- 12:00 pm Enrollment Update – Chancellor Susan Elkins
- 12:15 pm Implementation Team (Functional Area) Sub-Committee Break-Out Sessions

Key questions:

- What worked well during Fall 2013 launch?
- What needs improvement?
- What are the immediate next steps for Fall II and January, 2014?

Sub-Committees:

1. Marketing and Communications/Admissions (*Room 858*)
2. Bursar/Business Office/Budget/Registration/Financial Aid (*Room 855*)
3. Advancement/Fund Raising (*Room 859*)
4. Advising/ Program Contacts/Faculty (*Room 856*)
5. Regulatory Organizations / Institutional Research/General Counsel (*Dining Area – North*)
6. Information Technology Support (*Dining Area – North East*)
7. Student Services/Library/Disability Services (*Dining Area – North West*)
8. Academic Affairs - Senior Campus AA's/Regional Campus AA's (*Room 860*)
9. Palmetto College Advisory Council – Chancellors, Regional Campus Deans (Lumpkin Auditorium)

- 1:00 pm Functional Area Reports
- 2:00pm Adjourn

Upcoming Meetings: Friday, October 18th

Palmetto College
Implementation Team Meeting
September 19, 2013

Sub-Committee: Marketing & Communications/ Admissions

Chair: Scott

Recorder: Amanda English

Members Present:

Jay Darby, Wes Hickman, Amanda English

Key Questions:

1. What worked well during the Fall 2013 launch?

MKTG- Went well as a whole- just wanted raise awareness

Adms- Meet the 500 enrolled objective

2. What needs improvement?

Need more time and more of it

More marketing research to target groups specially

MKTG/Adms- Website focus for PC at campuses outside of AP

3. What are the immediate next steps for Fall II and Spring 2014?

MKTG

- Feedback on MKTG results to adjust MKTG efforts for Fall II Spring 2014.
- How did you hear about PC during conversation without AP?
- Survey RC about saturation of PC- what do those students know about PC.

Adms

- Work w/other regionals about S8W initiatives

MKTG/Adms

- Inquires but not applying- determining why- refer to them to our PC Coord.
- Need info to share w/ campus to reach out and target if students are w/ in service districts.
- For those outside of RC service districts forge relationships a/ tech schools
- Adjust paid ads to accommodate

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Sub-Committee: Bursar/Business Office/ Budget/Reg/Financial Aid

Chair: Pam Hayes

Recorder: Tabatha McAllister

No representation from Bursar Offices in individual meeting

Members Present:

Ralph B Summer, Harry Bell, Aaron Marterer, Bridget Blackwell

Key Questions:

1. What worked well during the Fall 2013 launch?

- Communication
- Quick resolution

2. What needs improvement?

- Fee payment assessment
- Coding early on new admins in change of schools.
- Consistent

3. What are the immediate next steps for Fall II and Spring 2014?

- FA process- continual
- Business/Bursar = not present
- Registration- on going
- Working on board mandated fee structures

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Sub-Committee: Advising/ Prog. Coord./ Faculty

Chair: Chris Nesmith

Recorder: B. White

Members Present:

Donna Watson

Beth White

Chris Nesmith

Jean-Luc Grosso

Ashley Lloyd

Melissa Tomlison Hooks

Issaia Butler

Mary Claire Millis

Allena Jordan

Reid Toth

Chasity

Key Questions:

1. What worked well during the Fall 2013 launch?

- Informed screenings took place in several programs to let students know if they are ready.

2. What needs improvement?

- Technology tools
- Sharing campus resources/facilities

3. What are the immediate next steps for Fall II and Spring 2014?

- Technology Tools

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Sub-Committee: Regulatory Organizations

Chair: _____

Recorder: _____

Members Present:

Kris Finnigan

Key Questions:

1. What worked well during the Fall 2013 launch?

Clarified with office of Legal Counsel the steps to procure tuition guaranty bonds, for states that regulate them.

2. What needs improvement?

N/A

3. What are the immediate next steps for Fall II and Spring 2014?

Continue to hammer down state authorizations

-we are except in 11 states, including Virginia, Delaware, New York,

- Applications are pending in Florida, DC, Georgia, New Jersey

-next applications: NC + Maryland

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Sub-Committee: IT

Chair: Randy Rollings

Recorder: Bob Dyer

Members Present:

Rita Anderson

Randy Rollings

Bob Dyer

Key Questions:

1. What worked well during the Fall 2013 launch?

We are able to leverage current systems during the Fall 2013 launch.

2. What needs improvement?

Consistent Library Access.

3. What are the immediate next steps for Fall II and Spring 2014?

Make sure that the student coding in Banner is consistent.

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Sub-Committee: Academic Affairs

Chair: _____

Recorder: _____

Members Present:

Ron Cox, Steve Lowe, Jeff Priest, Chris Plyler

Key Questions:

1. What worked well during the Fall 2013 launch?

1. Everything went well in consideration of.....
2. Collegiate
3. Articulation sheets (in some degree) sent to regional campuses
4. Flexibility by Admissions/ Enrollment Mgmt

2. What needs improvement?

- Community standards form for Change of Campus?
- Questions: Were you ever disciplined in high school?
- Is this a mechanism where we can add ex) World Civ. at Aiken Western to (European- Civ) to the regional campus curriculum?
- Research methods CJ Columbia- not accepted by Upstate

3. What are the immediate next steps for Fall II and Spring 2014?

- Flexibility of Columbia Admissions
- Clean up BOL courses that RC's do not offer
- More flexibility

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Sub-Committee: Deans/ Chancellors

Chair: Ann Carmichael

Recorder: Walt Collins

Members Present:

Alice, Walt, Ann, Lynwood

Key Questions:

- 1. What worked well during the Fall 2013 launch?**
 - enrollment reports brought awareness on the local campuses
 - Centralized experts- IT, FA- in PC office to help

- 2. What needs improvement?**
 - Banners reporting
 - PC coordinators need guidance and direction
 - Not sure who would organize this
 - What is RC Dean's role in shepherding the PC Coordinator?

- 3. What are the immediate next steps for Fall II and Spring 2014?**
 - Ensure adequate 8 wks course offerings
 - Support for marketing multiple points of entry
 - Billboards, material, etc.
 - Develop orientation programs- intro to Distributive Learning