I. **Opening remarks** Benton Shirey

A. Welcome and introduction of Dr. Palka

II. **Freshmen Retention Review** Dr. Palka

A. Review of Freshmen retention for 2014 Cohort

1. Could lose 35% of freshmen during that first year, so the thought is if we can hold on to them we have an increased chance of retaining them.

2. CPE Goal of Freshmen retention is 75%, however, despite our circumstances, no allowances are made for our service region.

3. Review of Fall to Spring retention – 84% retention rate. We are behind the curve in review of 2011, 2012 and 2013 cohorts. This means we must work harder to retain the students returning in the Spring 2015 semester for Fall to Fall retention.

4. Retention By College: Business and Technology only college to see increased retention rate in comparison of Fall to Spring retention rate at this time last year.

5. What can we do now? Monitor and follow up with 4 week progress reports and mid term grades.

III. **SSC Updates** Matt Schumacher

A. Student area in SSC has some significant changes

1. Added ability to add to watch list from overview view.

2. Added Institutional Credit Completion analysis.

3. Added Student View so that you can review with student in the same way that you can with DegreeWorks. This view removes notes and other at risk indicators that you may not want the student to see.

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**Notes:** Benton confirmed that progress will be updated at the end of the semester and that we can now monitor students that fall below 67% institutional credit progress for Financial Aid purposes. Dr. Palka added that we need to continue to reach out to Faculty Advisors, Department Chairs and Associate Deans so that we can use SSC more effectively

IV. **Helpful Hints for Transfer Students** Lisa Cox

A. Tools for Advising Transfer Students

1. Course Equivalency Lookup tool on SOTO Website. Courses noted with an X indicates that the course has been evaluated but currently there is not an equivalent course at EKU. If the advisor can verify that the course was a general education course at transfer institution, you can request for the course to count at EKU for general education by completing the form on the Registrar's Office.

B. General Education Certification

1. Students with an AA and AS transfer degree from KCTCS are considered General Education Certified.
2. While the WI requirement is currently waived for all transfer students, this policy is under review and may change in the future.

3. House Bill 160 mandates that all Kentucky State Institutions record the general education certifications on out-going transcripts and incoming records. Students may not be fully general education certified but may be certified in particular areas which will also be noted on the transcripts.

C. Common Issues

1. If a student has ENG 102, but not ENG 101 email reg.dgw@eku.edu and this area can be closed on the DGW audit.

2. Sometimes transfer students will show developmental requirements because their ACT scores are not always recorded. Email Kathy Williams and she will review and can close out developmental requirements if needed.

V. **CAA Updates**—Katherine Fontanella

A. General Education Worksheet

1. The General Education Worksheet is maintained by the Registrar’s Office and Katherine Fontanella once changes are approved through CAA. They do not appear on the worksheet until a month prior to registration.

B. Approval deadlines

1. Course revisions cannot be made at any time and must meet the deadlines specified on the CAA website. New Courses can be made at any time. January is the last month for course revisions effective Fall 15.

C. CAA Agenda and Minutes

1. CAA Agenda and Minutes can be found on the CAA website and can be searched to determine if any general education requirements have been changed. The CAA minutes are usually not approved until the month following the initial proposal. New Programs or revisions to programs take a much longer amount of time to approve because they must also be routed through Board of Regents, CPE and even SACS.

VI. **Title IX**—Jeremy Enlow

A. Title IX Overview

1. Title IX is a federal law that prohibits sex based discrimination. No person shall on the basis of sex be excluded from participation or denied benefits of, or be subject to discrimination. Populations protected have been expanded to include pregnant students. Dr Sara Zeigler is Title IX Coordinator for EKU.

B. Role of Office of Equity and Inclusion for Title IX

1. Investigate all complaints, publish a notice of non-discrimination, publish complaint procedures, designate one employee to oversee Title IX compliance, Train faculty, staff and students on Title IX.

C. Advisors and EKU Staff/Faculty compliance to Title IX
1. Title IX defines “responsible employee” as any employee that has the authority to address the concerns of the students or is perceived to have the authority to address the concerns of the students. If a student reports an incident to you, you have an obligation to tell someone in 72 hours. The advisor role is especially important in cases where you are advising a student on how to proceed in case of pregnancy.

D. Reports of Absence due to Pregnancy or Childbirth
1. Reports of absence due to pregnancy or childbirth are protected under Title IX and professors must make reasonable accommodations to make up missed assignments or exams.

E. Why Reporting Matters
1. Help students complete academic program, have an inclusive and intellectually rich environment, and to meet federal requirements.
2. Explain reporting obligation to the students, and use the term that the information will remain private, not necessarily confidential.
3. Offer to make the call or walk students to the appropriate office.

Meeting concluded at 10:55 a.m.