Support Staff Meeting Minutes

4/12/12

Ted Witryk, Registrar, addressed some of the issues of employees taking classes.

1. Problems that he has encountered at other schools.
   a. Time—K doesn’t have evening/weekend classes and it can be difficult to schedule classes during work hours. There needs to be balance between what the college gives and what you are willing to give.
   b. Seats available—it is easier at larger institution. At K only degree seeking students are allowed to request to be in a class over the cap.
   c. Revenue—Institutions can’t give away space. The only classes that are available are ones that are open.
   d. Tuition exchange programs—need equal amounts going in and out. Can lower entrance standards to get that balance.

2. Things that K offers currently:
   a. Inter-institutional—students only. A student can’t take a class at KVCC or WMU if it is not offered at K. There is no additional charge but credit hours are difficult to transfer.
   b. Audit class—current policy is that must get permission of the professor. There is no record keeping, no charge, and no grade. It is only to gain personal knowledge.

3. Challenges that K faces:
   a. Many courses are filled and K students can’t get into a class.
   b. Increasing the cap is challenging due to limitations on money and space. Room capacity met for certain classes.
   c. To take a class here, employees would need to apply to the college, go through admissions, meet enrollment requirements, etc.

4. If you have further questions, contact the committee or Ted.

5. The committee is thinking of changing the name to “Professional Development” and changing the focus.
   a. Classes available at other institutions
   b. Feasibility
   c. KPL has some free classes http://www.kpl.gov/ONEplace/resources/at-one-place.aspx
   d. Contact Kitty with suggestions.

Next meeting 5/10/12 at 9 AM in Olmsted Room

Submitted by Jennifer Combes