



Technical College

System of Georgia

Student Affairs

Overview

September 2021

Our mission: The entire student experience

- Admissions/Recruitment
- Registrar
- Financial Aid
- Retention
- Special Populations
- Disability Services
- Career Services
- Title IX/Equity
- Student Life/Activities/Clubs

Team Members

- **Kim Ellis:** Special Populations, Career Services, Equity, Disability Services
- **Rob Zelaya:** Financial Aid, VPSA
- **James Chiara:** Financial Aid, Registrar
- **Tjazha Mazhani:** Student Activities, SkillsUSA
- **Amy O'Dell:** Student Activities, SkillsUSA
- **Terry Gainer:** Navigators, Advising

Admissions/Recruitment

- TCSG is assisting the colleges with implementation and continuous training on the Target X CRM tool
 - This will assist with recruitment and retention and will be available to Tech Ed and Adult Ed at the colleges
- The system office is constantly looking at best practices from the colleges and encourages sharing of those ideas through Admissions and Recruitment Peer Groups

Registrar

- TCSG supports the colleges by collecting and transmitting student enrollment information to the National Student Clearinghouse to comply with Title IV regulations
- Ongoing support is provided regarding policy and procedure evaluation as well as twice yearly peer group meetings

Retention

- When a student has been identified as **at-risk** for any one of a number of issues, a referral is created in TEAMS.
- **At Risk** – academic or financial aid concerns, attendance issues, personal hardship, or withdraw from all classes
- TEAMS - **TCSG Early Alert Management System**
- TEAMS documents the alert as it is directed to a Functional Team (Academic Affairs, Registrar, etc), referral to campus resource(s), or referral to an external community agency.
- Once the appropriate intervention (*academic advisement or support or non academic or financial counseling*) has been determined, the alert is updated and closed.

Special Populations

- Individuals with disabilities
- Individuals from economically disadvantaged families, including low-income youth and adults
- Individuals preparing for non-traditional fields
- Single parents, including single pregnant women
- Out-of-workforce individuals
- English learners
- Youth who are in, or have aged out of, the foster care system
- Youth with a parent who is on active duty in the armed forces

Special Populations

- Special Populations Coordinators provide services to students that self identify.
- Resources, lending libraries, campus referrals and assistance to removing barriers.
- Activities are Perkins funded and require adherence to grant guidelines.

Disability Services

- ADA law requires equal access for students with documented disabilities.
- Must disclose to Disability Coordinator and provide documentation.
- College must provide reasonable accommodations.
- Students with disabilities must meet all requirements without compromising academic integrity.

Accommodation Examples

- Textbook lending libraries
- Open Educational Resources (OER) – free e-books
- Institutional and external resources
- Workshops and trainings
- Resource Fairs and Career Fairs
- Accommodations in the classroom
- Tutoring
- Academic Advising
- Resume writing, interview skills and job search

Career Services

- Assists students with career advising, resumes, interview skills and job postings.
- Liaison with community employers.
- Provides activities such as job fairs, employer spotlights and programming.
- Responsible for gathering and entering graduate employment data into banner.

Title IX/Equity

- Colleges must follow Title IX non discrimination laws.
- Title IX prohibits discrimination against gender.
- EEO statements must be on website and documents.
- Students must know where to file a Title IX Complaint.
- College must have a Title IX Coordinator that provides training to faculty and staff.
- New Students must participate in Title IX training.
- Promote an equitable and accessible environment.

Student Activities

- **PBL:** Phi Beta Lambda is the premier student business leadership organization. PBL is the college-level partner of the Future Business Leaders of America (FBLA), which serves middle and high school students.
- **NTHS:** The purpose of the National Technical Honor Society is to honor academic excellence in career and technical education.
- **GSGA:** The Georgia Student Government Association represents the local student government associations and/or local student leadership councils. GSGA focuses on student governance and student programming.

Student Activities

- **SkillsUSA:** SkillsUSA is a partnership of students, teachers, administrators, and business & industry representatives working together to ensure America has a skilled workforce. More than 1,000 business, industry and labor sponsors actively support SkillsUSA at the national and state level through financial aid, in-kind contributions and involvement of their staff in SkillsUSA activities, including nearly 100 student career competitions.
- **Student Leadership Training:** The 4 State Student Organizations (GSGA, PBL, NTHS, SkillsUSA) host the annual Georgia Fall Leadership Conference for all campus student organizations and their advisors. Each of the 4 State Student Organizations elect State Officers at their respective spring conferences and these student leaders are trained annually at the State Officer Training. Each group is led by volunteer State Advisors.

Questions?

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