

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

August 20, 2009

Present: Dan Burcham, Mike Cairns, Matt Chaney, Jo Gerst, Cindy Horn, Kathy Lake, Angie Roman, Kristen Salomonson, Paul Sullivan, Linda Telfer, Troy Tissue, Rob Wirt, Alli Witucki, and Leroy Wright.

TIP Enrollment

Dan Burcham distributed information from Dean Potter regarding TIP enrollment. He asked the directors to review this information. Wirt noted that we have 105 more TIP students than last year. Leroy Wright questioned if we knew why some TIP students withdrew from school. Dan indicated that would be the next research question.

Annualized Planning

Dan Burcham has been asked to pull a group together for suggestions on how to do the annualized planning and what to do to simplify it. The directors were asked to forward any paradigm that they may have seen concerning this to him.

Michigan Promise

Rob Wirt reported that nothing is moving forward at the State level on the Michigan Promise budget. He indicated that the Michigan Promise is a big item for us as well as the Michigan Competitive Scholarship. Rob noted that the scholarships have been put on the accounts as a credit in mid-July but contact has been made with the students regarding the uncertainty with State funding. The State will probably not have a solution until October. Ferris will leave the credit on the account until a decision is made.

Rob also indicated that 222 students have been assisted by the Ferris Promise this year. He reminded everyone that this was intended for students who had suffered hardships this year due to the economy. The fund started with \$600,000 and the President added another \$300,000 recently with the maximum award amount being \$4000.

External Challenges and Opportunities

Dan Burcham distributed information on the external challenges and opportunities that was put together at the President's Council. He asked that the directors review this and if they can assist, please do so. Troy Tissue questioned about laddering tuition and also offering more on-line courses so that those who are deployed could take advantage of their benefit by being enrolled.

Assessment Highlights

Mike Cairns and Kristen Salomonson have been meeting with the directors to review the department's assessment highlights. Mike distributed a simplified form that will create the assessment highlights which would include: "*What*" (what are you assessing), "*So What?*" (what did you or your students learn as a result of what you assessed), "*Now What?*" (how are you going to "close-the-loop?"), "*What Next?*" (what are your future assessment plans). Mike also distributed a copy of the Student Conduct report for an example and reminded directors that HLC will look at this.

HLC Update

Mike Cairns announced that a HLC draft report will be available by the first part of September as Sandy Balkema is back full-time. Mike indicated that he will be talking to the Academic Senate next Tuesday and with the President's Council soon.

Faculty/Staff Nominations

Mike Cairns asked that the directors submit their nominations **in writing** to Linda Telfer for the Student Affairs Faculty/Staff Awards as soon as possible. The date for this event is October 29.

Good News Items

Linda Telfer noted that "good news" will only need to be submitted once a month now. It will be needed the Friday before the first Wednesday of the month. Please only send good news items as attending meetings is not considered "good news." Linda will send a reminder for the good news.

Operational Efficiencies

Linda Telfer reminded the directors that as the new academic year starts, operational efficiencies should be recorded with the actual dollars or time saved. The efficiencies are only submitted in the spring but should include a dollar amount.

Student Parties

Dan Burcham asked for suggestions on who should be invited to his parties this year. He went through the list of people that are currently invited and the following will be added to the list: U-rec head supervisors and Todd Purcell. Discussion followed on the best time for the parties and it was agreed that 7:00 – 9:00 p.m. would be the best.

Announcements

- Cindy Horn announced that:
 - Work is being done to the roof of the rec center.
 - John Duman, IT, informed her that starting this evening all web site developers would lose their access.
 - Free daily u-rec passes were distributed.
- Angie Roman indicated that:
 - Career Services is revamping their website.
 - Career Services is in their new location (Rankin 135).
 - Job Fair registration is very low with only 23 employers registered and only six weeks before the fair.
- Kathy Lake indicated that lunch at The Rock was excellent this week.
- Troy Tissue announced that:
 - The Dawg Day lunches will be at The Rock in the room with the fireplace.
 - Admissions is getting prepared for late orientation
 - Admissions Recruiters are gearing up for recruiting season and will be visiting the Chicago area, Ohio and Indiana this year.
 - The State of Michigan will be using Docufide which is an electronic transcript where transcripts can be forwarded from secondary education to post-secondary and secondary to secondary. This is being funded through grants and is free to students and the institutions.
- Jo Gerst noted that 140 grades are missing for Summer session and that Academic Affairs is currently contacting the faculty concerning this.
- Rob Wirt reported that his office is:
 - Wrapping things up for Fall Semester.
 - Putting together institutional scholarship proposals, i.e., allowing scholarships to be used in the summer and using credit hours instead of semesters for the scholarships.
- Matt Chaney indicated that:
 - Gear-Up reports are being compiled and it looks like Gear-Up is safe in terms of the budget approved by the Federal government.
 - We should know about KCP College Day in September.
 - Transition to Success will be held on August 27th at 6:00 p.m. in IRC 120.
 - They are working on a new leadership program called TOWERS.
 - The Get Acquainted event will be held on September 10th from 6:00 – 9:00 p.m. on the Quad.
 - The OMSS open house will be held on September 14th.
 - The Hispanic Heritage Month is September 15 – October 15.
 - A new OMSS brochure was created. (copies distributed).

- Paul Sullivan
 - Distributed a handout on H1N1 regarding national and local issues and discussed some issues involved if there is an outbreak.
 - Will be doing a presentation today in the Timme Center.
 - Is interviewing a physician to cover the Health Center physicians when they are gone.
 - Has hired a physician's assistant.
 - Is reviewing the possibility of the Counseling Center being accredited.
- Alli Witucki:
 - Announced that staff training will take place today and tomorrow.
 - Distributed Welcome Back posters which includes:
 - Meijer Madness – August 27
 - Movie in the Quad – August 28
 - Rockin' in the Rec – August 29
 - Athletics Open House - August 31
 - Golden Dragon Chinese Acrobats - September 1
 - Announced that Welcome Week is now called **Bulldog Beginnings**
- Kristen Salomonson announced that:
 - Customer Service Week is October 5-9
 - The Committee for Positive Change is exploring opportunities for customer service with their staff.
- Mike Cairns indicated that:
 - Departments are to document their formal written complaints with the outcomes. This will be discussed further. Mike thanked Leroy Wright who was the primary author of the procedures for this. He reminded everyone that HLC will be reviewing this during their visit.
- Dan Burcham indicated that:
 - He would like to invite the new Vice Presidents to Administrative Council in the near future.

Respectfully submitted

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs