

## STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

### Minutes

January 26, 2012

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Renee Douglas, Elise Gramza, Cindy Horn, Kathy Lake, Angie Roman, Kristen Salomonson, Mark Schuelke, Lidna Telfer, Alli Witucki and Leroy Wright.

**Absent:** Kristin Norton.

#### **Student Outcomes Handout**

Dan Burcham distributed the Gen Ed Task Force document on “Defining Criteria for University-Wide Student Learning Outcomes.” He indicated that the Gen Ed Task Force is asking for feedback on what we are calling the “defining criteria” for each of the University-Wide Student Learning Outcomes that were approved by the Academic Senate last April. These criteria are specific, assessable statements that clarify what is expected of a student who has achieved the university-wide outcome. He noted that 17 were presented and that will need to be paired down to around 10. He asked that each director review this and provide feedback to Kristen Salomonson or himself.

#### **Death of a Student Letter**

Dr. Burcham distributed a draft copy of the death of a student letter. He asked that the directors review and make suggestions as this is reviewed every few years.

#### **Continuity Plans**

Mark Schuelke indicated that he has reviewed the Continuity Plans that were due at the end of the semester. He indicated that there are a few departments that have not done theirs yet. Mark stressed that these are meant to be our plans which are all kept in one place.

#### **Career Week**

Angie Roman reported that March 26-30 is Career Week with three career fairs planned:

- Public Services Virtual Career Fair – March 26-30
- Health Care Career Fair – March 28
- Business and Technology Career Fair – March 29

If anyone is interested in giving a presentation, please let her know.

### **Staff Assessment**

Cindy Horn distributed a brief assessment overview of her student staff to see what they have learned. The results include the following:

- Time management (#1 item)
- Value of customer service
- What it is like to work with diverse populations/including skill sets.
- Organization, documentation, collaboration, communication (not just with patrons, but also co-workers).
- Responsibility for actions.
- Integrity, sportsmanship, leadership.
- Staying positive in the face of criticism.
- Forgiving themselves for making mistakes, learning from them.
- Prioritizing
- Independence and patience
- Professional communication, self confidence and self discipline.

She also asked them about their personal/professional goals, what they needed assistance with, and if they had other comments to share.

Cindy noted that many students were grateful that she took the time to talk to them about these things.

### **SEI/PTP Newsletter**

Angie Roman spoke about the Student Employee Initiative that has 30 student employee members and five students are in the Professional Trainee Initiative. She noted that work is beginning on next year's Professional Trainee recruitment. If anyone is interested in employing a Professional Trainee, please let her know.

The "View the World Outside of the Classroom" newsletter was distributed with many workshops and speaker sessions listed.

### **HLC Visit Team Summary Document**

Mike Cairns noted that the HLC Steering Committee met with SPARC. Robbie Teahen developed a document of the major HLC findings. Mike indicated that Student Affairs was positively mentioned quite a few times in the report:

- Assessment
- OrySync
- Commitment to Diversity
- Non-classroom activities

- Personal Counseling
- Tracking Student Engagement
- “Social” transcript
- Volunteer Center

### **BRT/TAT Survey**

Mike Cairns indicated that Kristen Salomonson conducted a survey of the faculty/staff awareness of the BRT/TAT. Findings were that many did not know about them, some knew about the teams and gave suggestions on how to make people more aware of them. (Handout distributed) It was suggested that these teams be discussed in Deans’ Council as well as President’s Council.

### **Student Survey Highlights – Student Conduct**

In the absence of Kristin Norton, Mike Cairns indicated that 37 students responded to the survey as compared to 0 in the past. He reported that most of the students thought that the process was fair, they were treated fairly, they were listened to, they were treated with respect and they learned from this.

### **Announcements**

#### **Cindy Horn**

- Indicated that the Rec Center was having difficulty with the international students as none of them have had access to the Rec Center put on their ID cards. When she looks them up, they do not have classes. She in turn needs to call the International Office if they are open to verify if these are students and many times there is a language barrier as to what they really want. Discussion followed on why the students do not have classes listed on line and why the privileges are not being put on.
- Cindi VanderSloot is offering a free, 30 minute, fitness class during the lunch hour for all Ferris employees this semester. This has been well received.
- Received a call yesterday from UA&M indicated that one of their former student employees who now lives in Texas had donated money to the Rec Center.

#### **Kristen Salomonson**

- Winter IPEDS are completed.
- Will be expanding the Communication Center hours from 5:00-7:00, Monday-Thursday for outbound calls beginning on February 20 through the end of April.

#### **Elise Gramza**

- Registrar’s Office is processing graduates from Fall. This is the first semester that they have implemented a deadline.
- Fall 2012 schedule is being reviewed.

### **Kathy Lake**

- College of Engineering Technology Dawg Day is this Saturday.
- Currently searching for two positions; Coordinator of Admissions, Event Planning and a Recruiter position. Also received Krista Hansen's resignation.

### **Sara Dew**

- Noted that the 2012-13 awards for continuing and freshmen students will not be done at the same time. Freshmen/transfer students will be awarded in March and continuing students will be delayed until mid-May after spring grades are posted. Action cannot be taken on-line to apply for parent or alternative loans until June anyway. This has been communicated electronically among other ways.
- Freshmen and transfer students will be awarded in March even if verification (submitting tax information) has not been completed.
- Hired Jennie Stange as a part-time employee and will be working Monday-Friday, 9:00-2:30.

### **Mark Schuelke**

- Work is continuing on the Telecom remodeling.
- Finished the table tennis and billiards tournaments with 80 participants. Top two will be going to ACUI in Ohio. Mark noted that there was not much female participation.

### **Matt Chaney**

- Thanked Nick Campau and Mike Wake for co-chairing the MLK week events.
- Black History Month will begin.
- Currently, there are over 65 Gear-Up students attending Ferris with 35 admitted for Fall. Dan questioned if OMSS has brought these students together.

### **Alli Witucki**

- Announced the following events:
- 1/31 -- 5-Star event will be Tuesday – Zach Wahls
- 2/2 – Kevin Lyman
- 2/21 – Is There Paranormal Activity at FSU?
- Student Government is revamping the RAA. EU will receive a set amount of funds for the entire year. She noted that there will not be as many events as previously but indicated that currently there are so many that the students are very tired. They are also looking at developing a Club Sports Council to allocate club sports funds.
- Panhel recruitment is going well with four groups almost to their total. The Panhel Presidents' Council is now meeting which hasn't been done in the past. They will also be adopting a part of the river to clean up.

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**Angie Roman**

- Melissa Hansen applied for, and was awarded funding to the Department of Energy to have a federal speaker on campus.

**Renee Douglas**

- Dan Burcham announced that Renee will assume the Interim Director of the Counseling Center as well as the Health Center.
- Renee indicated that the Health Center and Counseling Center will be collaborating more.
- Have hired a Physician's Assistant in the Health Center to replace Dr. Newell.
- The Counseling Center is working with 1016 as they have received a federal grant and will be providing a Health Educator who will be working 10 hours a week with FSU.
- Distributed new Counseling Center brochures.

**Leroy Wright**

- Orientation Team Leader applications are coming in.

**Linda Telfer**

- Reminder – Your Good News is due tomorrow, January 27.

Respectfully submitted,

Linda Telfer