

# STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

## MINUTES

January 27, 2011

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Sara Dew, Cindy Horn, Kathy Lake, Kristin Norton, Angie Roman, Kristen Salomonson, Mark Schuelke, Linda Telfer, Troy Tissue, Alli Witucki, and Leroy Wright.

**Absent:** Paul Sullivan

### **Mission Statement**

Dan distributed a copy of the Student Affairs Mission Statement and indicated that we need to know our mission and he asked that each department's mission statement be on their website and linked to our mission statement and the University mission statement. He asked that the directors think about how they are collaboratively working with faculty, staff and students.

The HLC newsletter was distributed and the group was reminded that HLC will be here on April 17. They will be provided an office in IRC across from FCTL. Questions were distributed for an informal interview and the following people will probably meet with the HLC team: Dan Burcham, Leroy Wright, Paul Sullivan, Sara Dew and Matt Chaney. The directors were asked to provide information to Linda on what they do to enhance and support student learning. All directors were again asked to inform their staff of the HLC visit.

### **Back-Up Staffing**

The University Recreation back-up plan was distributed for discussion. This plan explained what would happen if there was an emergency and if more than two people were gone. Dan asked that the plan be "vertical" and "horizontal" as well as external. He asked that a call tree be developed as well. The directors are to bring their plans to the next council meeting.

### **Domino Planning**

Mark Schuelke spoke on the planning for the new University Center and what would happen if the Rankin Center staff needed to move, i.e., where would they go, etc. Dan Burcham asked that the directors think about who they would like to work next to, or work with, in the new facility. He also asked that the directors look at CSS as to what not to do. Dan indicated that visioning will be done this term and a consultant would be brought in. Mark reminded the directors that the infrastructure needs to be reviewed first.

### **Enrollment**

Kristen Salomonson announced that from Fall 2010 to Spring 2011 there was a 90% retention rate for FTIACs with many colleges reporting more than that. She also indicated that 60 new freshmen started in Spring 2010 and that Fall enrollment looks good. Kristen explained that the pharmacy application is now done through a centralized system where the student submits one application and indicates what universities it should be sent to. Discussion followed on our statistics look like compared to other institutions. It was explained that if we removed the University College numbers, our statistics would look the same; however, our mission indicates opportunity.

Discussion also followed on the new SAP (Student Academic Progress) regulations and what that would do to enrollment. Matt Chaney indicated that he would like to do sessions on this beginning as soon as possible to get the word out. It was suggested that:

- Academic Affairs be proactive with this as well.
- Don Flickinger be apprised of the new regulations.
- A university-wide notice also be sent.
- Educational Counselors discuss this in Orientation.

### **Announcements**

#### **Leroy Wright**

- Orientation Leader information is on the Dean of Student Life website.
- Late orientation for Fall will be Thursday and Friday will be registration this year.

#### **Matt Chaney**

- Distributed hand-out on the Office of Multicultural Student Services

#### **Angela Roman**

- Distributed information on the Career Services Spring events.
- Distributed poster for “Career Fair” not “Job Fair.” She is trying to make this an event for everyone so that students can learn about careers.
- Will not be doing the “Job Fair Booklet” this year.
- Will have a Facebook link as well as a U-Tube link.
- Had negative feedback on reception the night before.
- Will be having a “info depot” on the day of the Career Fair where colleges can have a table.

**Alli Witucki**

- Vagina Monologues are coming on February 18.
- There will be entertainment at The Rock tonight.
- The Fall 2010 RSO report indicated that 5000 were registered in OrgSync which includes advisors.
- For Fall 2010, over 7500 hours of volunteer hours were logged for RSOs.
- OrgSync has a reflection piece where a registration form can be added as well as a post-evaluation sent electronically.

**Mark Schuelke**

- Reported that new chairs will be ordered for the Rankin Center.

**Sara Dew**

- Gearing up for FAFSAs with letters being sent February 8 and 9.

**Troy Tissue**

- Getting ready for Dawg Day this Saturday as well as the New Student Receptions next week.

**Cindy Horn**

- REMINDER – Pool will be down all summer long.
- Intramural sports are filled.
- A total of 18,000 patrons visited the rec center the first 15 days of Spring semester.
- Continuing to get complaints on equipment.

**Dan Burcham**

- Asked that the directors review the “third drop” information.
- If anyone hears something about Title IV, please let Dan know.

**Mike Cairns**

- HLC publication was distributed.
- HLC “Questions for the Hallway” were distributed to be discussed at the next meeting.

Respectfully submitted,

Linda Telfer  
Executive Secretary to the  
Vice President for Student Affairs