

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

July 10, 2008

Present: Dan Burcham, Mike Cairns, Matt Chaney, Matt Eickhoff, Cindy Horn, Kathy Lake, Mark Schuelke, Mark Slocum, Paul Sullivan, Linda Telfer, and Rob Wirt.

Welcome

Mike Slocum was welcomed as the Interim Director of Student Conduct. Mike previously worked as a Hall Director at Ferris.

Good News

Paul Sullivan announced that a major software upgrade is taking place in the Counseling Center. The new software is Titanium which allows students to enter their data electronically allowing the counselors to review this information on their computers prior to their counseling session. This will also allow for an electronic record. He also distributed a flier on the Therapeutic Services in the Big Rapids area.

Don Green, Paul Sullivan, and Dan Burcham discussed the off-campus faculty needs on handling disruptive students in the classroom. Paul Sullivan has agreed to conduct training sessions for faculty and staff starting next month at the off-campus sites.

Matt Eickhoff announced that their "Fun in the Sun" event went well, even though it started out slow it was very, very busy at the end.

Dan reminded Matt that a meeting needs to be held regarding United Way in the near future and include MIMA.

Kathy Lake announced that repackaging financial aid will not need to occur even with the new increases.

Career Services

A discussion was held on Career Services and the group was asked to think outside of the box. They were asked what they thought of working with new students to build their resume instead of at the end when students are ready to graduate. The Career Services office could be tied to the Student Leadership and Activities Office. This would give the SLA office another administrator as well as an administrative assistant. The Career Services office could work with students in developing their co-curricular activities. The directors were reminded that this is just in the discussion stage and no decisions have been made. A question was posed as to how Academic Affairs would look at this move. The directors felt that they would like to speak to the faculty more concerning this. The following faculty were suggested: Dan Cronk, Julie Doyle, and Susan Hastings-Bishop. Those faculty will be invited to the next Administrative Council

meeting. Matt Eickhoff, Cindy Horn, and Mark Schuelke will meet to discuss this further and will make a recommendation to Dan Burcham and Mike Cairns on this.

Mark Schuelke indicated that 24 businesses have signed up for the Job Fair with 16 of those being out-of-state businesses. He also indicated that they have received 48 applications for the Coordinator's position.

Assessment

Mike Cairns reminded the directors to keep assessing their activities and make their decisions based on the assessment outcomes. He asked that the directors take some time with their departments looking at their assessment efforts and keep track of them.

Mike Slocum distributed an Assessment Quickie. He gave an example from a housing survey which asked how satisfied the student was with their RA on the following dimensions:

1. Availability
2. Efforts to get to know you
3. Enforcing policies

He explained that these questions do not provide consistent data, because of resident expectations. For example, if a student wanted to drink in their room and not get caught, and the RA let them get away with it, how would the student rate the RA on enforcing policies and overall satisfaction. Or, if the student's roommate, who didn't want their roommate to drink in the room and wasn't getting assistance from the RA, how would they answer the same question?

Dan Burcham noted that he would be meeting with Heather Wolters today concerning his 360. He questioned the directors on how they felt about the survey. Mark Schuelke indicated that many times if you changed one word in the question, the answer would have been totally different.

Dan Burcham distributed copies of the two books on assessment for the directors: Assessment Reconsidered: Institutional Effectiveness for Student Success and Creating Inclusive Campus Environments for Cross-Cultural Learning and Student Engagement.

Student Affairs Fundraising

Mike Cairns announced that there is a Webinar on Student Affairs fundraising. University Advancement and Marketing have agreed to sponsor this and he asked that all directors attend this. If any director has ideas on fundraising, please let Mike know. Dan indicated that we currently receive funding from the Foundation dinner for scholarships.

Higher Learning Commission

Mike Cairns distributed a copy of the tri-fold brochure for HLC and also a smaller version. The directors indicated that the wording did not show up when copies were made and suggested

that this be corrected. Mike indicated that he would be presenting at the Board meeting and asking the Board to endorse the upcoming HLC accreditation visit.

Student Affairs Retreat

Reminder -- The Student Affairs Administrative Council Retreat will be held on August 1.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Acting Vice President for Academic Affairs
Vice President for Student Affairs