

# STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

## MINUTES

September 4, 2008

**Present:** Dan Burcham, Mike Cairns, Matt Chaney, Matt Eickhoff, Jo Gerst, Kathy lake, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Troy Tissue, Rob Wirt, and Leroy Wright.

**Guest:** Kristin Norton

### HLC Criteria for Reaccreditation

Mike Cairns distributed books on “The Criteria for Accreditation” and explained that we would be going through to see where Student Affairs fits in. There will only be one mission statement and that will be the University’s Mission Statement. The divisions and departments will have a .Statement of Purpose

#### **Criterion One**

***Core Component 1a – The organization’s mission documents are clear and articulate publicly the organization’s commitments.***

- The board has adopted statements of mission, vision, values, goals, and organizational priorities that together clearly and broadly define the organization’s mission.
  - NSSE (see if it is applicable)
  - Placement Report
- The mission, vision, values, and goals documents define the varied internal and external constituencies the organization intends to serve.
  - Dean of Student Life Newsletter
  - Campus Community Task Force (CCTF)
  - Volunteer Center
  - United Way Activities
  - Make a Wish Bike Tour
  - Liaison with educators at the secondary level.
  - GEAR-UP program
  - KCP Program
  - Minority Bus Tour
  - Consortium Programs
  - Diversity Statement
- The mission documents include a strong commitment to high academic standards that sustain and advance excellence in higher learning.
  - Admission Standards
  - Vision Statement
  - Scholarships

- Student Community Standards
- GPA on Student Employees and Awards Requirement
- GPA on Student Ambassador Requirement
- Registered Student Organization (RSO) GPA Requirement
- Interfraternity Council Standards for Fraternities
- The mission documents state goals for the learning to be achieved by its students.
  - Need to review documents as this may not be addressed.
- The organization regularly evaluates and, when appropriate, revises the mission documents.

*NOTE: Ask Robert von der Osten about the mission documents not addressing learning outcomes.*
- The organization makes the mission documents available to the public, particularly to prospective and enrolled students.
  - We currently don't talk about our mission much
  - Website
  - CDs

***Core Component 1b – In its mission documents, the organization recognizes the diversity of its learners, other constituencies, and the greater society it serves.***

- In its mission documents, the organization addresses diversity within the community values and common purposes it considers fundamental to its mission.
  - Diversity Committee
  - Individual Diversity Reports
  - Mission Statements (Statement of Purpose)
  - Core Values
  - Recruitment Plan
  - Bus tour
  - Detroit Public Schools Counselors' Visit
  - International Recruitment
  - Place Recruiters Within Diversified Markets
  - Hire Bilingual Recruiters
  - Recruitment Materials for a Diverse Student Population
  - Chicago Initiative
  - GEAR UP
  - Summer Camps
  - Hispanic Festival Participation
  - Faith-Based Recruitment Activities
  - Departmental name change from Office of Minority Affairs to Office of Multicultural Student Services
  - Website in Two Languages
  - ACT Buys

- Recruit to Transfer Market
- Purchase Phi Beta Kappa Student Names
- Promote Engagement with a Peer Organization On Campus
- Study Away
- Recruiting at Historically Black Colleges
- The mission documents present the organization's function in a multicultural society.
- The mission documents affirm the organization's commitment to honor the dignity and worth of individuals.
  - Student Affairs Statement of Purpose (includes diversity of thought)
  - Student Affairs Vision Statement
- The organization's required codes of belief or expected behavior are congruent with its mission.
  - Student Code of Conduct
  - Bulldog Values
  - HIPPA
  - FERPA
  - DPS Reporting

***Core Component 1c – Understanding of and support for the mission pervade the organization.***

- The board, administration, faculty, staff, and students understand and support the organization's mission.
  - Placards
  - Open Forums to Discuss Mission
  - RSO Programming and Department Programming

*How do people support mission?*

*How do we get students to understand?*

- The organization's strategic decisions are mission-driven.
- The organization's planning and budgeting priorities flow from and support the mission.
- The goals of the administrative and academic subunits of the organization are congruent with the organization's mission.
- The organization's internal constituencies articulate the mission in a consistent manner.
  - UAPs support core values, this supports the overall mission.
  - Outcome statements tie what you are doing to the University's mission and goals.

*Mission statements refer to the academic mission.*

*Mission is broad enough to fit things into it.*

This will be continued at the next council meeting.

### **Good News**

Mike Cairns announced that the Board of Trustees approved the Gene Rogalla and Steve Romano consulting contract. They will be assisting with the creation of the Threat Assessment Team.

Mike also indicated that David Pilgrim had approximately 300 students at the diversity event last night.

Kristen Salomonson reminded everyone that the fourth day count will be Friday. She also indicated that there are many searches taking place in Enrollment Services. Kristen also noted that the Testing Office has switched software for scanning exams. They will be able to offer more services to the faculty and be able to e-mail the results to the faculty.

Kathy Lake reported that the Chicago initiative was a big hit with 42 students.

Matt Eickhoff reported that the events that were planned over the Labor Day weekend were very well attended. The movie had over 1000 in attendance on the Quad. A euchre tournament and scavenger hunt was held on Saturday and Sunday. The Ferris Family picnic served over 900. Matt announced that the Founder's Day activities will be held in Wink Arena due to the weather. Rockin in the Rec Center will be held on Saturday.

Leroy Wright reported that 1208 Bulldog Value CDs were given away. He also introduced Kristin Norton as the new Director of Student Conduct who will begin on Monday, September 8. Leroy also reminded everyone that he would be moving to Rankin 255.

Paul Sullivan announced that:

- both the Counseling Center and Birkam Health Center are very busy. The health center is busy giving physicals and TB tests.
- the health center is now using the Titanium system for their records.
- The emergency planning initiative has been presented to 400-500 staff.

Rob Wirt explained that last week was very busy in Financial Aid, but they now have a 24 hour turn around time. He noted that the extra dollars have been put to use for students.

Matt Chaney indicated that the minority orientation was successful with a faculty/staff panel. He noted that they have put off distributing the Fall activities so that the GLBT activities could be included.

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**Good News (continued)**

Mark Schuelke indicated that Rankin still has leaks and the construction projects did not get finished yet. The Rankin Center office has moved back into Rankin 243, and Career Services has moved into Rankin 255 with the Dean of Student Life. Mark announced that five candidates will be brought to campus for the Coordinator of Career Services position.

Cindy Horn was announced as the new Director of University Recreation.

Matt Chaney announced that the State audit of the Visiting Professor Program went well.

Troy Tissue indicated that the recruitment cycle has begun. He indicated that a search is being done for a recruiter in the Traverse City and Dowagiac areas. These people will recruit for the main campus but support programming in those areas and region. They will also take on financial aid responsibility as well. He reminded everyone that Dawg Days will begin in September. On October 3 we will also host the Detroit Public School counselors again.

Troy Tissue questioned Paul Sullivan if there is something that Admissions should be doing to treat the problems that the students are experiencing in the Counseling Center instead of treating the students. Leroy Wright suggested that we all be advocates for the students.

Jo Gerst reported that registration is going well even though there were some glitches on Tuesday.

Dan Burcham reported that the International Picnic was great.

Respectfully submitted,

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