

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

October 16, 2008

Present: Dan Burcham, Mike Cairns, Matt Chaney, Jo Gerst, Kristin Norton, Kristen Salomonson, Paul Sullivan, Troy Tissue, and Leroy Wright.

Guest: Angela Roman

Introduction

Leroy Wright introduced the new Coordinator of Career Services, Angela Roman.

College Meetings

Dan Burcham explained that the FFA, Board, and administrators have been meeting to develop a better relationship between the three. Meetings began in July with a document being developed. The next step in this process will be that college meetings will be held with the assistance of the consultant. The annualized planning will be discussed at the first meeting. Dan will keep the directors apprised of future meetings.

Scholarships

Kristen Salomonson reported that a meeting with the President was held regarding altering scholarships. Another meeting will be held next week to finalize these. The amount of the Transfer Academic Excellence Scholarship will be raised from \$2700 to \$5000, the Phi Theta Kappa will be raised from \$1700 to \$3500, and the Transfer Academic Achievement will be raised from \$1500 to \$3500. These scholarships will also apply for the third year as well. Kristen explained that the students who do not meet the Founder's scholarship criteria anymore, can now receive the Deans' scholarship if they qualify. Discussion followed on one-time money being allotted for books and how that could be handled such as crediting the book amount after drop and add. It was suggested tying this with the 125th anniversary.

The Chicago initiative was also discussed with more counties being added. Also, other scholarships were proposed for a radius of 300 miles around Big Rapids.

HLC Criterion

Mike Cairns indicated that a survey would be conducted and suggested that if the directors would like to ask the major stakeholders a question, please let Linda know.

Core Component 2B – The organization's resource base supports its educational programs and its plans for maintaining and strengthening their quality in the future.

- The Records Office supports the student Banner system.
- The Records Office is part of the University Curriculum Committee.

- The Records office answers day-to-day questions and provides behind the scenes assistance with registration.
- The Division of Student Affairs implemented Banner and supported the faculty.
- Student Affairs encourages professional development including retreats and conferences.
- Residence Halls occupancy affects other areas on campus including planning and programming.
- The Wellness Center and Rec Center through University Recreation adds to the quality of the future including students, faculty, staff, and community members.
- Career Services conducts mock interviews.

Concern: The number of high school graduates in the next decade, as well as the economic situation of the State.

2c – The organization’s ongoing evaluation and assessment processes provide reliable evidence of institutional effectiveness that clearly informs strategies for continuous improvement.

- We need to make sure that our Student Affairs Assessment highlights are documented in meeting minutes and that we are continuing to work on assessment.
- Need to focus on a few items for assessment, not everything.
- Continue to discuss the goals of the Student Affairs Assessment Committee at the Student Affairs Administrative Council meetings.
- Every director talks about collaboration with the academic side, and we are all tied to the academic side and have those discussions within our annual review.
- Student Affairs supports the mission of the University by bringing in students that can achieve the mission of the University.

2d – All levels of planning align with the organization’s mission, thereby enhancing its capacity to fulfill that mission.

- The Student Affairs mission statement and goals were built to support the University’s mission.
- The changing environment of the State needs to be part of the strategic plan.
- The Unit Action Plans (UAPs) are a link between planning and budgeting.
- The Request for Proposal for the CRM is part of our planning and budgeting.
- The Student Affairs Operational Efficiencies are submitted to the Budget Office and the State of Michigan Budget Office.
- Utilization of postcards for messaging which are less expensive.
- Student Government Finance Division – budgeting drives program. After the event has taken place, a report has to be submitted on the activity as well as an assessment.

Concern: The Health Center budget drives planning. Funding follows the crisis.

3a – The organization’s goals for student learning outcomes are clearly stated for each educational program and made effective assessment possible.

- Student Affairs assesses their student employees to determine what they learn while working in our departments especially in University Recreation and Student Leadership & Activities.
- Student Orientation Leaders are assessed as part of their training.
- Student Conduct attempts to determine what students are learning as part of the student conduct process.
- Job Fair – experiences at the Job Fair, pre-employment, and networking were evaluated.
- Provide an environment in which learning can take place.
- Assess students that participate in the Bus Tour.
- Birkam Health Center patients are surveyed as part of the service satisfaction survey.
- Evaluation will be done as part of the threat assessment event in November.
- Tunnel of Oppression and the Black History Museum will be surveyed as well as the volunteers.

3c - The organization values and supports effective teaching.

- Student Affairs staff teach FSUS 100 classes. An evaluation is done on this class each semester.
- Visiting Professor funds are used for events and to lecture to various classes.
- Physician’s Assistant is being brought to campus for a campus-wide lecture on women’s health issues and also will be lecturing to classes.
- WILL (Women Investing in Leadership & Learning) Conference is held each year sponsored by Student Government with many speakers lecturing to classes.
- Speaker Series sponsored by the Finance Division of Student Government through the coordination of the Office of Student Leadership and Activities.
- Cooperate with staff in academic programs when academic programs bring students to campus.
- Support academic summer camps.
- Communication is done frequently between the Educational Counselors and Orientation.
- Faculty involved in advising Registered Student Organizations (RSOs).

3d - The organization’s learning resources support student learning and effective teaching.

- Diversity Highlights – Each department has reported what they are doing with diversity.
- Encourage departments to collaborate on different events to create effective learning environment, i.e. bus tour.
- Collaborate with the State of Michigan concerning the College Day and GEAR UP Program.

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- Concern: More communications needs to be done with off-campus locations to assist students that should be assessed including Career Development activities.
- Need to share what our programs are with perspective employers at Job Fair.
- Honors students get volunteers hours to advocate education.
- The Office of Student Conduct works with educational counselors but Academic Affairs struggles in workshops to assist with the conduct meetings.
- Student Affairs uses technology to communicate with students (Facebook, etc.) to generate feedback and get interest.
- Resources are provided to assist faculty, staff and students with the WOW (Working on Wellness) program. It was suggested that the Health Care Management and/or Nursing students and staff should be involved as well.
- The Dawg Day program relies on faculty interaction to support this program. They teach and educate the incoming student population.
- Programming for Black history, Native American history and Hispanics is provided.
- University Recreation creates learning situations for those using the rock climbing wall, taking swim lessons, using the ropes course, and also the Recreation and Leadership Management curriculum.
- Rankin Student Center hosts seminars to assist learning including classroom and community events.

Respectfully submitted,

Linda J. Telfer

Executive Secretary to the

Vice President for Student Affairs

Acting Vice President for Academic Affairs