

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING

MINUTES

October 1, 2009

Present: Dan Burcham, Mike Cairns, Matt Chaney, Jo Gerst, Cindy Horn, Kathy Lake, Kristin Norton, Kristen Salomonson, Mark Schuelke, Paul Sullivan, Linda Telfer, Troy Tissue, Rob Wirt, Alli Witucki, and Leroy Wright.

TracDat

Mike Cairns noted that Robbie Teahen could not attend this meeting and will be at the October 15th meeting to speak about the specifics of TracDat which is an assessment data management tool. He reminded the directors that HLC wants to see evidence that we are keeping track of assessment over time and this software may assist us in doing so and tying it to student outcomes.

Student Learning Exercise

Cindy Horn shared her student worker questionnaire and indicated that she distributed this after a five-day training session and at the beginning of a staff meeting. She asked that they include their name in case she needed to speak with them about their comments. The one issue that came up multiple times was the homework policy so she redistributed the policy for clarification. The students are expressing their understanding of what they are learning.

Tuition

A packet of billboard signs was distributed which allows out-of-state students to attend at in-state rates. Troy Tissue indicated that they are collaborating with University Advancement and Marketing and that these billboards will be in the Chicago area. Due to the economy, the price for these billboards is much more reasonable. The billboards have a specific website to visit so that we can account for how many people are viewing these boards.

Due to the economic status and the declining high school graduates, Troy noted that the Great Lakes Scholarship has been expanded for the 2010-2011 year and now includes the following states: California, Florida, Illinois, Indiana, Iowa, Kentucky, Maryland, Minnesota, Missouri, New York, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia Wisconsin and the Province of Ontario.

External and Internal Challenges

Dan Burcham distributed the list of external and internal challenges that was developed by the President's Council. The Vice Presidents have agreed that we need to find other niches in marketing and recruiting students. We also need to increase dual enrollment and assist local schools in the summer. Dan indicated that we do not have funding to keep doing everything we have done previously but will need to focus on increasing recruitment.

Articles

Dan Burcham asked the directors to send him any materials that they may receive on social economic status as it relates to success in college.

Round Table

Kathy Lake:

- Reminded everyone that Customer Service Week is next week with cups and calendars being distributed.

Dan Burcham indicated that:

- A victory party will be planned once the recruiters return to campus.

Jo Gerst reported that:

- The class schedule is out.

Kristen Norton indicated that:

- She is looking for students and staff to serve on UCDS. A training will be held on October 13th at 5:00 p.m. Students must have a 2.5 gpa and be at least a second semester freshmen to participate.

Leroy Wright noted that:

- The Job Fair is taking place today from 11:00 a.m. – 2:00 p.m.

Paul Sullivan indicated that:

- The Counseling Center has had 2-3 students hospitalized this year.
- Depression Screening Day is next week.
- They are also seeing more bi-polar students in both the Health Center and Counseling Center.
- The Birkam Health Center is seeing 6-7 influenza cases per week. They usually see 50-60 patients a day and now they are over 100 patients with a nurse sick. Discussion followed on the symptoms occurring with the flu, what the health center is instructing them to do, and if the students call, they are being instructed to stay home or to schedule an appointment as there is at least one hour wait.
- He is frustrated with the lack of posters on doors and mirrors regarding the washing of hands to avoid the flu. Mark Schuelke indicated that could be arranged once the posters are received.
- The academic policy for the flu is not being adhered to by some instructors. Dan Burcham will speak to Don Flickinger concerning this.

Kristen Salomonson indicated that:

- Hand sanitizers are working well with many guests using them.
- IPEDS reporting is being done.
- Career Line Tech received a grant in which it will support Ferris to recruit their students.

Mark Schuelke reported that

- EU will have a ghost hunter tonight at 7:00 p.m. with a ghost hunt after the program.
- United Way Student Campaign has asked for items for a basket from each department. These will be raffled off at the homecoming game.
- Alli Witucki is working on academic service learning.
- MIMA's Autumn Alive has booked Third Eye Blind.
- January James has booked "Shine Down."
- The United Way Kick-Off Campaign was today. Students are selling shirts for \$5.

Rob Wirt reported that:

- There is no resolution for the Promise Grant.
- E-bills have been sent to students.
- The new customer service training DVD is here and anyone wishing to use it can contact Linda Tingley.

Alli Witucki:

- Distributed various posters for upcoming events.
- Reported that 15 students will be auditioning to be a comedian.
- October 12 is Take Back the Night with Kelly Quinn as a speaker. The march will end up in the Rankin Center with dining services donating pizzas and drinks.
- October 14 is the Dating Doctor, David Coleman, 7:00 p.m. in Williams.
- October 20 is Tony Tone in the Dome Room.

Matt Chaney indicated that:

- The Hispanic Heritage Month went well.
- Michael Wade is working on the Wall project in the quad.

Cindy Horn reported that:

- The 5K homecoming race is cancelled.
- Intramural sports are booming and encouraged all faculty and staff to participate.
- Only 1/3 of her sanitizer order was received and that she is looking for other sources.

S.A. Administrative Council

Page 4

October 1, 2009

Mike Cairns:

- Read a letter that Claire Gould received from her State Representative.
- Distributed a copy of the assessment highlights that was submitted.

Respectfully submitted,

Linda Telfer

Executive Secretary to the

Vice President for Student Affairs