

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL

MINUTES

October 15, 2009

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

Guest: Enid Carlson-Nagel, Sherry Hayes and Robbie Teahen

TracDat

Robbie Teahen explained that TracDat is being used for assessment and outcomes in Academic Affairs and if any Student Affairs director would like an account, they would just need to fill out a form. She encouraged the directors to use the sandbox in the “practice account” and practice 1-12 in MyFSU. She explained how it could be set up for the Student Affairs division with one person being the contact person. Her experience has been that it saves a considerable amount of time as the directors put in their own information and their supervisors can run the reports.

Grant

Enid Carlson-Nagel addressed the directors and explained the Veterans Upward Bound Trio Grant which is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. This program could provide assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas. However, it can not be used for recruitment. Currently, Wayne State is the only institution in Michigan that has this program. Dan suggested that a group visit Wayne State to look at this program. The following individuals were suggested: Troy Tissue, Paul Langdon, Paul Sullivan, someone from Arts and Sciences and University College.

Conflict Resolution

Kristen Norton indicated that Mike Cairns would like each office to think about the conflicts that arise in their office. She distributed a form that she used to assess the various complaints that she receives to see if there is a procedure in place, appeal process, is there an end to the resolution process defined, how/where is concern/complaint process communicated, how often it is used, and if it is working well, not working well, or there is no process. Dan questioned what the report would look like.

Assessment Tips and Techniques

Leroy Wright distributed his 2009 Learning Outcomes for the Orientation Team Leaders and the Orientation Leaders. He noted that one of the most important items was to set expectations so that the students know what is expected.

Annual Planning

Dan Burcham distributed a draft of the Student Affairs Planning grid. He explained the Strategic Goals and what initiatives has been assigned to him as well as his own goals. Mark Schuelke will submit information for 4.2. Angie Roman, Rob Wirt, Alli Witucki and Kristen Salomonson for Communciation Center were asked to submit information for 5.5 of the grid. All directors were asked to submit any other items that could be used by Dan.

Announcements

Paul Sullivan

- Hospitalized another student last night voluntarily.
- Both the Health and Counseling centers are doing fine.
- Counseling Center staff not being called out very much this semester. They are seeing a lot of crisis cases during the day.
- Health Center is seeing a lot of H1N1 patients as instructors are asking for notes. They are only issuing notes to those students who are seeing a physician. Dan will check with Academic Affairs as notes should not be necessary due to the new Academic Affairs policy.
- Have seen about 100 cases of the H1N1.
- Have received the H1N1 vaccine and will be administering free.

Kristen Salomonson

- EMAS training today
- U/M reported in the Chronicle that their low minority yield is due to the revised admissions standards.

Kathy Lake

- Dawg Days on Saturday has over 270 registered. Lunch will be at The Rock.

Kristen Norton

- Conducted a successful UCD training with 35 new students attending.

Cindy Horn

- Planning various events for the United Way Campaign in U-rec.

S.A. Administrative Council
Page 3
October 15, 2009

Alli Witucki

- Two 5-star events this week; both were well attended.
- Third-Eye Blind will be coming to Ferris.
- Fall Festival downtown will be October 30 and 31 with various events being planned.

Angie Roman

- There were 68 vendors at the Job Fair; however, fewer students participated.
- Conducted customer service training with 12 students earning certificates with 17-20 students actually attending each session.
- Received another Partner in Success.

Leroy Wright

- The Emerging Leaders Conference is cancelled
- A white ribbon campaign will be held in November. This campaign encourages men to take a stand against violence toward women.

Linda Telfer

- Your Diversity Reports are due today per Sherry Hayes

Sincerely,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs