

STUDENT AFFAIRS ADMINISTRATIVE COUNCIL MEETING

MINUTES

October 29, 2009

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

Annual Plan

Dan Burcham distributed an up-to-date planning document and asked that the directors incorporate their action steps into it. He explained that this plan consists of three parts. Part One consists of the Strategic Planning goals, the strategic planning initiatives, the specific action steps, collaboration needed, impediments, personnel/funding required, timeline and assessment/result/outcomes. The President then asked each Vice President to determine what the most important thing was they could do this year which would be tied to the Strategic Goals. On the third page, each Vice President was to determine the most important goals for their division. This does not need to be linked to the Strategic Plan Goals.

Chief Student Affairs Officers Meeting

Mike Cairns thanked everyone who submitted agenda items for discussion at the Chief Student Affairs Officers meeting tomorrow.

Recordkeeping

Mike Cairns reminded the directors that recordkeeping is a must in each office. He provided a scenario of the USA Today issue and indicated that it would have been more efficient to put a hard copy in the file as people come and go but the files remain in the office. He asked that the directors take this under advisement.

Conflict Resolution Form

Mike Cairns distributed a copy of the Conflict Resolution Form that was completed for the Vice President for Student Affairs Office, Associate Vice President for Student Affairs Office, and the Dean of Student Life Office. He noted that General Counsel asked that this be completed to evaluate our processes that are in place. Much discussion followed and the directors were informed that they may be asked to complete this form for their department as well.

Diversity Report

Mike Cairns distributed copies of the Division of Student Affairs Diversity Report that was submitted.

HLC Update

Mike Cairns noted that Sandy Balkema is now working on Criterion 2 and that she has completed a rough draft of Criterion 1.

Swim Club and Lessons Assessment

Cindy Horn encouraged everyone to review the assessment highlights as much can be learned. She also indicated that after evaluating their swim lessons it was determined that the children in the Saturday morning sessions were not doing as well as in the mid-week sessions. It was felt that due to a constant change in instructors on Saturday, the children and parents could not develop a relationship which is beneficial to the student learning process. It was determined to not offer Saturday sessions, but to increase the timeframe for the mid-week sessions. Many parents complained but no lessons were offered on Saturday. After the mid-week sessions convened, parents are now appreciative of not having to go to the rec center on a Saturday and the children have the same instructor, thus leading to more improved swimmers.

Announcements

University Recreation -- Cindy Horn indicated that on November 14, the staff at u-rec will be sponsoring a breakfast which all the directors are invited to. She also noted that 50/50 raffles are being conducted as well as a swim-a-thon.

Birkam Health and Counseling Centers -- Paul Sullivan reported that the patient numbers have leveled off in the Birkam Health Center. The H1N1 vaccines have been distributed to clinical people, public safety personnel, and high risk individuals. A memo will be going out on these vaccines and Dan suggested that they advertise the regular flu vaccine as well. Paul also reported that the Counseling Center is very busy and are still getting students as a result of the accident. Dan complimented the four counselors that were on duty Friday.

Admissions -- Troy Tissue reminded everyone that we are in the middle of the recruiting season. He also explained the new technology leveraging mechanism in place that is being used.

Financial Aid -- Rob Wirt indicated that Financial Aid is reviewing different ways of messaging students and has scheduled three web chats. They have also sent out letters to students who didn't attend in the Fall and might be interested in attending in the Spring. Rob indicated that a few are interested in transferring to Ferris. Scholarship letters have also been sent for the 2010-11 year.

Enrollment Services -- Kathy Lake indicated that Enrollments Services has two pending retirements but they have not received anything formally yet. On October 30, Enrollment Services will be having PJs, Pancakes, and Pictures. A Chili Cook-off will be held next Friday with a bake sale the week after.

Records -- Jo Gerst reminded the directors that early registration begins on Monday, November 2, at 6:00 a.m.

Student Conduct -- Kristen Norton indicated that students will begin contacting her office as they will not be able to register if their sanctions are not completed. She also indicated that a few students were suspended this semester due to the fact that they would not follow through on what they were asked to complete. She will be reviewing this process further.

Student Life -- Leroy Wright asked if something could be done to make students update their addresses as this is becoming an issue. Discussion followed. He also indicated that the White Ribbon Campaign will be taking place for men to stand up against sexual assault, violence against women and child abuse.

Career Services -- Angie Roman indicated that there has been a low student turnout for employers interviewing for the College of Business students resulting in employers cancelling their visits. She will be looking at alternative ways to contact students. Next Tuesday, Study Away and Career Services will be conducting a Webinar in the Dome Room from 1:00 – 2:00. Angie also reported that she had been contacted by the Math Department as they are concerned that their students do not have the needed experience upon graduation. If any department has related work for a math student, please contact the Mathematics Department.

Student Affairs

Dan Burcham noted that students do not carry money with them as this was confirmed during the Cover the Seal event in the Quad.

Mike Cairns thanked Cindy Horn for sharing her assessment information. He also indicated that First Impressions was assessed and the signs will be changed to indicate information. He also thanked everyone involved in the BRT/TAT policy development as this will be placed on the General Counsel website.

Respectfully submitted,

Linda Telfer
Executive Secretary to the
Vice President for Student Affairs