Student Affairs Committee Meeting Minutes
Judith Herb College of Education

Minutes: October 2, 2014
Recorded by: Judy Lambert
Members present: Judy Lambert, Ruslan Slutsky, Lisa Kovach, Richard Welsch
Meeting location and time: 2090 GH at 10:00am

A. Proposals, recommendations, and resolutions – none
B. Questions or comments for Council – none
C. Items discussed – see minutes (strategies for student safety and engagement)
D. Items in progress – setting up a space in the college website to inform faculty and students about non-academic student affairs (safety, engagement, showcase, student organizations, etc.), planning college-wide student engagement activities
E. Meeting minutes – see below

Old Business

Noela Haughton convened the meeting and gave the charge to the committee based on college bylaws.

Members elected Judy Lambert as chair of the committee.

A monthly meeting was scheduled for the first Thursday of each month. Judy will send out meeting requests for the year.

It was established that terms for all current members were 2014-2016 and that student members were needed for each department. Judy volunteered to send out an email to department chairs to request these.

Judy provided materials from last year’s meetings including the year-end report to update new members on previous recommendations, resolutions, and unfinished work and goals. She also shared the EDU 1000 syllabus to inform members of the safety seminars JHCOE students attend in their first year. See 2013-2014 unfinished business below:

• To develop a web page to give faculty quick and easy access to non-academic student affairs including such items as contact numbers and procedures dealing with safety issues, students’ mental/emotional support systems, and professional development offerings across campus related to these issues.
• To develop a college-wide emergency plan to address protocols during emergency situations. This would include the process to ensure assistance for handicapped students.
• To research if there are existing UT policies that deal with various types of cyberbullying that faculty are experiences.
• To ensure that faculty are provided with training in different kinds of safety issues.

New Business

Student Safety

Members discussed unfinished business with student safety issues. Lisa offered many ideas for training related to bullying, ALICE, campus protection and prevention, etc. that we can provide for faculty. She will send to the committee available materials and videos she has and that some of these videos such as ALICE training are on YouTube. Lisa also mentioned that her prevention policy is currently being reviewed by the Provost’s office.

Other safety issues were mentioned such as asking faculty to allow students to keep their cell phones handy in class for UT alerts since the announcement system outside the building is hard to understand.

The subject of how Gillham Hall building cameras worked and what purpose they could serve in emergency situations. Judy will contact Josh Spieles to ask.

Judy also mentioned that we might want to follow up on the Lifeline mobile app that students were given access to by UT police so we can make sure that they are aware of this safety option.

Members agreed that the first step would be to request a college web page dedicated to student non-academic affairs to organize all these safety-related issues and the suggestion was made that once the page was set up that we could ask department chairs to allow their SAC representative present one of these issues at each college meeting for about 15 minutes. This would be a quick and easy way of training faculty on these important issues when they are already on campus and alleviate the problems associated with trying to organize a college-wide training session that many faculty cannot attend. Note: This recommendation was approved by Council in 2013-2014.
**Student Engagement**

Richard described the homecoming event to be held for students on Mon., Oct. 20 from 1:30pm – 4:00pm to kick off homecoming week for JHCOE students. This event will entail refreshments and a door decorating contest with prizes. He mentioned that this would be a good time to showcase student organizations. Richard mentioned that he and Libby McKnight were the main organizers of this event. Judy suggested offering some form of GPS scavenger hunt during this time.

Further discussion was related to other forms of student engagement we could host or promote. Judy asked if the Dean would put forth some funds to support these events to purchase food or prizes. Richard agreed to ask about this.

Ruslan suggested a college wide Education Quiz Bowl where students would work in teams, perhaps by department, to answer education-related questions and move up in ranks to be winners of the bowl. Faculty could provide the questions and winners would receive prizes.

Judy suggested a contest to design a college logo. Committee discussed legal issues that need to be researched before we could proceed.

Members agreed that we had some exciting ideas but we needed help in organizing these ideas. Judy agreed to email Libby McKnight to see if she could help in these areas and attend November’s meeting.

**Meeting adjourned:** 11:00am