Student Affairs Committee Meeting Minutes
Judith Herb College of Education

Date: January 16, 2015
Notes recorded by: Reatha Harrison
Final minutes typed by: Judy Lambert
Members present: Judy Lambert, Ruslan Slutsky, Reatha Harrison, Rachel Grimm, & Boris Cameron
Meeting location and time: 2090 GH at 10:30am

Old Business

1. Student welcome event approved by College Council
2. Update on safety training
3. Student Showcase
4. Quiz bowl postponed

New Business

Student Engagement

Welcome Back Wednesday

Committee was informed that the Dean approved the expenditures for the student event that SAC recommended in December 2014. However, someone would have to purchase the items and then be reimbursed by the college. Ruslan asked why we could not use a p-card and Judy stated that she did not have one and that the dean did not offer to provide one. Ruslan and Rachel suggested that we purchase a Costco gift card and then ask for reimbursement for that as a simpler way to submit receipts. Judy said this might be a good idea except that we didn’t know exactly what we might spend. The dean said that we could spend $200-$300 for the event and classroom posters.

Other discussion ensued on location, date, and times and other issues related to the student welcome event. Ruslan suggested that since this semester was already underway and the time it would take to plan the event that we wait until the week after spring break to hold the event. This would give us more time to plan and make it a quality event. Because it would require more planning, the committee decided to postpone the Quiz Bowl until the next academic year.
WHEN: The first Wednesday after spring break, March 18, was decided as the best day to hold the event from noon to 4:00pm. That would give early and late-arriving students the opportunity to attend.

WHERE: After discussion, the lobby on 3rd floor Gillham was determined to be the best location since we can pull in extra round tables where students could greet and meet, and because this location has more traffic during the day.

EVENT NAME:
Reatha suggested the name “Welcome Back Wednesday” and committee agreed.

PROMOTION:
To notify students of event, we’ll use word of mouth in classes, email, posters, flyer to faculty and student organizations.

COMMUNITY INVOLVEMENT:
All committee members will be asking local businesses to donate money, gifts for raffle drawing, food, etc. as sponsors for the event. We will ensure them that their logo and name will be put on flyers so everyone knows the sponsors.

HELPERS:
Ruslan, Boris, Rachel, and Judy will be available that day to help man tables; we’ll ask Libbey to get other help if needed from college ambassadors.

EVENT IDEAS:
Raffle – This will be a good way to know who attended the event. The form students complete to enter the raffle will be simple but asks several questions to get information (name, email, suggestions for other events, etc.). The committee agreed to visit and ask local businesses for donations of items, food, gift certificates, etc. to use as raffle prizes. Rachel will lead this responsibility, with help from other committee members. Libbey may also have other college items already on hand to put in raffle. Judy will ask Kappa Delta Pi to donate some funds for the drawing.

Invites – We’ll ask student organizations to participate to advertise; representative from police department with brochures and other ads about safety and Lifeline emergency response mobile app; representative from counseling center with brochures on depression, suicide, etc. Lisa will be asked to contact the Police chief to see a rep could attend. Judy will contact counseling center and UT Student Affairs.
Other Student Engagement

Previous Recommendation Rescinded

Committee discussed the following recommendation sent to College Council in December and decided that this should be a university-wide effort rather than a college effort. SAC rescinds the recommendation.

That an IT person in the university or college be retained/hired to develop a smartphone app just for our college so that students will have easy access to information related to the college. This could be shared with the rest of the University but our college would take the lead as this will benefit all students and those who work with students.

Student Organizations

Judy showed the current list of student organizations to committee and asked how we might get an updated list of organizations to put on web page. It was suggested that we might ask faculty at department meetings.

Student Showcase

Judy and Rachel updated the committee on the discussion with College Council about the student showcase. Council concerns were:

[We are most interested in HOW specifically your committee will do this. How will you get students nominated? What information will be displayed? What does the release form look like? Where will the information be displayed? What will it look like? What is its purpose? Are there examples of where this is working effectively?]
Committee Discussion:

Solicitation of students would come from college faculty who would notify any member of the SAC about a student and their accomplishment. The committee would look over submissions at their monthly meeting and any student who has a noteworthy accomplishment should be posted as a way to market the exemplary things JHCOE students are doing. The committee was adamant that we should not establish specific criteria or a rating scale to evaluate student work so that all students who accomplish something of worth could be showcased.

The information (student photo and description of accomplishment) will be displayed on the Student Showcase page (subpage to the SAC page) and Judy will handle the technical uploading of photos and descriptions. Judy will also work with Josh Spieles to see if we can get these posted on the college home page. If not, Judy can post these on the SAC showcase page. Rachel mentioned that when she was searching for a university to attend, she visited the JHCOE web page and if she had seen this kind of showcase it would have impressed her and helped her make her decision.

The purpose of a student showcase is to show off the accomplishments of the college’s students as a way to advertise and market the college to the general public and to improve the public perception of the college.

See sample photo above of how the College of Engineering features faculty, students, alumni, etc. on their college home page.

See release form attached.
ALICE AND THREAT ASSESSMENT
Lisa notified committee via email that she met with the Dean to schedule ALICE and Threat Assessment training was scheduled for the March college meeting. Judy asked if we could notify faculty that the ALICE training would be held after the college meeting so that we could get greater attendance. This resolves recommendations #2 and #3 SAC forwarded to College Council Dec. 4, 2014 and recommendation #2 forwarded on Nov. 13, 2014.

CLASSROOM SAFETY POSTERS
Judy informed committee that the Dean approved expenditures for the classroom safety poster (Recommendation #3 and #6 Nov. 13, 2014). She showed the committee a first draft of the poster that contained safety instructions for faculty along with UT Police phone number and phone numbers to refer distressed students for help. She will email the poster to SAC to get feedback on any changes/additions that are needed. Judy will then have UT print shop print one copy of the poster and show members at the February meeting. Once a final version is approved by the committee, she will email it to Kathy Schultz to send to print shop as instructed. The committee has not discussed how to get these hung up in classrooms.

OTHER SAFETY INFORMATION FACULTY NEED
Judy showed the committee other materials (brochures) that all faculty should have in their offices (How to recognize a distressed student, what to do with disruptive student, etc.). We discussed how to get these materials printed so that we can provide a copy for all faculty.

ADVERTISE SAC WEB PAGES AT DEPARTMENT MEETINGS
Rachel and Judy noted that while the College Council wanted the ALICE and Threat Assessment training to be held at the college meeting, we were free to ask department chairs to allot SAC 10-15 min. at department meetings to advertise the new SAC web pages. Committee decided we should do this and determined this would be a good time to get other materials in their hands and to show faculty how to download the Lifeline mobile app.

DISABLED STUDENT EVACUATION
Judy informed committee that safety materials on the UT website mentioned a “building coordinator” but no one knows who this is for Gillham Hall or exactly what they were supposed to
do. Also, the safety information she has found gave faculty the responsibility of getting disabled individuals out of a classroom in case of an emergency. Reatha noted how this might be difficult or impossible for wheelchair-bound students in the case of a fire where elevators cannot be used. Boris agreed to contact the Accessibility Office to ask them if they have official policies/procedures for getting disabled students out of building in the case of an event such as this.

CELL PHONE USE IN EMERGENCIES
Discussion was held on the availability of cell phones in classrooms since this is the quickest way to receive UT Alerts. If a campus emergency happened, you cannot hear the loud speaker from inside the classroom and if cell phones are not allowed out in a classroom students would not receive the UT Alert. Ruslan mentioned that we should ask the UT Police about putting out major alerts on cell phones the way Amber Alerts are sent out with a loud buzzer. If they could do this, even if students had their cell phones put away, they could still hear an emergency alert buzzer. Judy noted that it might be a good idea to ask faculty, especially those who do not allow students to have their cell phones out in class, to take their cell phones to class with them to get emergency alerts. At least an alert would be received by one individual.

Unfinished Business

1. Finalize Student Welcome Back Wednesday Event
   a. Promote with flyers (Reatha), emails, notification to student organizations
   b. Create raffle form (Reatha)
   c. Food purchases
   d. Collect community donations for food and raffle (Rachel & others)
   e. Contact rep from UT Police to see if someone can attend (Lisa)
   f. Contact rep from UT counseling center or Student Affairs to see if someone can attend (Judy)
   g. Solicit helpers (college ambassadors) and gather more items for raffle (Libbey)
2. Student organizations (all SAC members need to ask for information at department meetings)
3. Ask for Student Showcase approval from Council (Judy)
4. Send out email to notify faculty of upcoming ALICE and Threat Assessment training in March (Lisa)
5. Contact UT Police to find out who our building coordinator is and what they are supposed to do (Lisa)
6. Follow up with UT Police about getting a cell phone buzzer alert like Amber Alert (Lisa)
7. Get feedback on classroom safety poster, print copy (Judy), send to Kathy Schultz (Judy)
8. Follow up with Accessibility Office on disabled student evacuation of building (Boris)
9. Print safety brochures for faculty to hand out at department meetings

Meeting adjourned: 11:30am