Student Affairs Committee Meeting Minutes
Judith Herb College of Education

Date: November 13, 2014
Notes recorded by: Reatha Harrison
Final minutes typed by: Judy Lambert
Members present: Judy Lambert, Ruslan Slutsky, Lisa Kovach, Reatha Harrison, Rachel Grimm, & Boris Cameron, Libbey McKnight
Meeting location and time: 2090 GH at 10:00am

A. Elect SAC secretary – Reatha Harrison was elected
B. Introduce student members and Libbey McKnight
C. Review old business to update new student members
D. Items in progress – setting up a pages for the college website and related issues, ways to get students for student showcase, discuss recommendations to college council, planning college-wide student engagement activities
E. New business - see meeting minutes below
F. Recommendations for College Council

Old Business

Reviewed unfinished business for new student members:

- Development of web pages on safety issues, student engagement, student organizations, and student showcase
- Need for college-wide emergency plan
- Training for faculty on safety issues

New Business

Student Affairs Web Page Development

Members reviewed the web pages that Judy has created thus far on student safety, engagement, organizations, and showcase.

Lisa noted that the link for anonymous reporting of bullying was not listed on the page. Judy agreed to get this listed.
Members also agreed that a link on the college website menu (left side of page) should be listed as *JHCOE Student Affairs* and when this link is clicked, it should take the viewer to the page where the other four page links are listed (engagement, showcase, organizations, safety).

Judy noted that the student organizations that are currently listed on the student organizations page were taken from a list that the merged college put together several years ago when Judy was also SAC Chair. Libbey mentioned that the Dean asked Josh to update a page that already listed student organizations on the college website. Several years ago, the SAC compiled the list of organizations and sent it to Eric and Josh to be posted on the college website somewhere. However, the new version of the student organization page was created because the previous page, if it does exists, could not be found anywhere on the college website. SAC looked for this page during the meeting and also could not locate it. Consensus was that listing this page under the umbrella of student affairs might make it more accessible and that it needed updating.

Members agreed to recommend to council that when the web pages are completed, they be linked on the main menu of the college website. Judy already has permissions and will keep these pages updated.

*Faculty Training on Student Affairs Using the Web Pages*

It was agreed that the SAC will recommend to College Council that the newly-designed Safety page be used as a resource for faculty training and that Department Chairs be asked/highly encouraged to allow 15 minutes of each department meeting for this training to be conducted by an SAC representative. It was agreed that this is probably the most feasible way to provide faculty training on safety issues that are critical in times when violence is happening across the nation on a regular basis, as well as other student affairs concerns.

If approved, SAC will plan a schedule of training topics to be offered in the spring semester.

Lisa commented that this training is of critical importance and pointed to the statistic that since 1900, there had been at least one instance of violence at each year at some US university. She noted that faculty should know the warning signs reported by the Threat Assessment Team that a students is experiencing problems and might be a potential danger. Members also mentioned that all students should have ALICE training and Judy mentioned that they did in EDU 1000.

The committee also agreed that faculty need to have phone numbers in the form of posters or handouts easily accessible in every classroom in case of emergencies.
Student Showcase

Judy mentioned that she had only one response from the email that was sent to all faculty to provide names and descriptions of students who they would like to showcase, thereby indicating a need to use a different strategy to obtain student information.

Ruslan suggested that it might be more successful if we get the information directly from students. He also suggested that we ask Kathy Shultz to send out an email to all students notifying them of the student showcase web page and asking them to send in their name and description of activity they want showcased, along with a picture to a member of the SAC who would then discuss and approve these at the next SAC monthly meeting before posting.

Rachel also suggested that on the student showcase page we could put a contact link for students to send in their information to the SAC.

Lisa noted that a student showcase should be viewed as an excellent marketing tool for the college especially as student accomplishments are prominently displayed.

Ruslan mentioned that we need to have students complete a release form to have their photos posted on the college website. Judy believes that Josh has this and will ask him to provide us with the form.

Members agreed that SAC should refrain from posting any student information on Facebook due to legalities and because this information will be connected to the FB audience where the college has no control or rights after posting.

Student Engagement

Judy noted that there was currently nothing on the engagement page because she had been informed by Josh Spieles that the college already has a Facebook page that was used to advertise general events and information. To prevent redundancy and added work, Judy asked Josh if the FB page could be embedded on the student engagement page and he said this possibly could be done.

It was mentioned by Reatha that since social icons for FB, Twitter, etc. are linked to many websites these days, it might be that students don’t even click these links on the college website, and hence, will never look at the college FB page. Perhaps a link or embedding on the student engagement page might be more accessible to a wider audience.
Some SAC members did not know a college FB page existed and/or also did not know who to send information to for posting on the FB page. Libbey informed members it was Josh, showing that faculty need to be made aware of this outlet for advertising events. Again, this is something that SAC reps could mention at department meetings during the training sessions.

Student representatives agreed that the student engagement events discussed by SAC would be beneficial for bringing students together. Rachel noted that students like herself who are from out of town, need venues to socialize and get connected with other students. Lisa also noted that a sense of connectedness was needed for students to feel a strong identity within the college.

Libbey shared the list of things students suggested at the homecoming college event that they would like to see including the items below. Libbey also stated that the turnout for the college event was low and that might be because students could not attend on that day. Rachel mentioned to remedy this we could do some of the events twice a day (11am and 4pm) to solicit wider participation.

- Taco Day
- Resume Builder (Libbey noted the software the college is purchasing to help with this)
- More social events for students
- Coffee and donut day
- Bring in Harry Wong (Committee really liked this idea!)
- Alice Training
- Have students meet with previous students in the LAMP
- Breakfast social or pizza day, taco day, donut day

It was agreed by SAC members that we should begin immediately trying to build connectedness on a regular basis through offering simple monthly gatherings, with food, and that this be one of our recommendations to council. Connectedness could include students and faculty. All members agreed to participate in the planning and implementation of these SAC sponsored events.

Ruslan again described the Quiz Bowl as a form of student engagement and student reps believed there might be good participation if well-advertised and organized. Members discussed how faculty could provide questions and students would be encouraged to work in cross-disciplinary teams to be most successful at answering questions across the different specialties/programs. This would create another venue for developing connectedness across our college. Reatha noted that some incentives for winners might get even more participation. Consensus was that funds are needed to purchase trophy or other prizes for winning teams.

Committee members agreed that these kinds of student engagement (monthly gatherings, Quiz Bowl) would require funds from the college for implementation and that this should be one of the recommendations to college council. Consensus was that a minimum budget of $5000 would be needed for monthly gatherings and quiz bowl.
The committee was also very interested in having a college-wide large-scale event in which the public (local school districts, TV stations, etc.) is invited, perhaps as a yearly event. This event could be used as a marketing strategy to engage our alumni, students, faculty, community, and media in our college and in educational issues and improve the public perception of our college as suggested in the college strategic plan. While the college might not have the funds to bring in Harry Wong, Libbey mentioned that in 2010 as part of Charlene Czerniak’s UT3 grant, Chelonnda Seroyer (coauthor with Harry Wong) was brought in and was very engaging. The event was highly successful and well attended. Nitschke Hall on the engineering campus was suggested as a possible venue that could accommodate a large event such as this. The committee agreed that we recommend to council that this event be planned by the dean’s office. Libbey agreed to help with the planning since she has expertise in event planning. She will investigate options for us in this regard.

Meeting adjourned: 11:00am