Date: December 4, 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

Old Business

- Reviewed college council recommendations
- Web pages
- Discussed safety issues
- Discussed student engagement

New Business

Addition of College Council Recommendations

1. That an IT person in the university or college be retained/hired to develop a smart phone 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.

2. An hour at a spring college meeting be dedicated to ALICE training for faculty and be placed on the agenda again in subsequent years at the beginning of the academic year.

3. An hour at a spring college meeting be dedicated to Threat Assessment training for faculty.

Faculty Training on Student Safety Issues

While the committee was informed that SAC cannot move forward on any initiatives until after recommendations have been approved, members reviewed links on the student safety web page and discussed how best to present these to faculty at department meetings, in the case approval went was granted.
It was agreed that only two 15 minute sessions would be needed, one to present the overview of issues/links and a second session to cover in more detail some of the safety issues such as emergency preparedness and Lifeline Enterprise app download and use.

Judy mentioned that she came across some information on the UT police page that offered training on emergency preparedness but she could not locate it again. Lisa will contact the chief to ask about this. No committee members knew of any procedures in case of fire, bomb threat, shootings, etc. and no one knows who creates these procedures or if there is a contact person in our building who knows.

Judy also noted that procedures need to be in place to ensure students with disabilities are taken care of in emergency situations and no one is aware if there are any procedures in place currently for this purpose.

Lisa mentioned that Virginia Tech has paid out huge sums of money in lawsuits for their lack of prevention on safety issues. Because of this, she recommended that faculty receive training in Threat Assessment so they would know how to identify students with potential problems and what steps to take to get them help. She also noted that in most school incidents, there have been warning signs that a person was having problems and might be a danger to others or themselves but no one took these signs seriously or knew how to handle them at the time.

Members reiterated that faculty awareness of safety-related issues is of critical importance considering the incidence rate across the nation and that we should begin training for ALICE, threat assessment, and student safety issues at the first department meetings in January if approval is granted. It was agreed that the student affairs web pages should be made accessible before any training began.

Committee members agreed and would be ready to present at the January department meetings (Ruslan & Rachel – EC, Judy & Reatha – C&I, and Lisa, Libbey, & Boris – Foundations) if approval is granted.

Other Safety Issues

Lisa mentioned that our building does not have evacuation maps like those found in business. Perhaps the UT Police or someone else in emergency preparedness can find out if these should be posted.

Members agreed that brochures should be printed and made available in the building for faculty and students and posters posted in every classroom with emergency numbers (see at the top of the
safety web page) in case of emergencies. Again, this depends on council approval and if any funds are granted for this purpose.

Rachel suggested that a link to the student safety web page be printed on the brochures and posters.

Lisa asked if the safety page could be redesigned so that it would be more user-friendly. Judy said that she thought that the dean was going to have the college website redesigned.

Libbey said that she was on the committee to redesign the college website. The redesign would not be comprehensive since they had to use the college templates and if we wanted a brand new design, it would have to be outsourced and funded by the college. This is how the College of Law was able to redesign their website. Libby also mentioned that for marketing purposes, the committee conducted a survey to see how many students used the college website. Only two students had visited the website for any purpose. She suggested that we need to find better ways to engage students or to motivate them to use the website.

Ruslan suggested a college mobile app be developed since this would more accessible to most students and faculty. The app could include a calendar of events, links to safety-related phone numbers, etc. Members agreed that this should be a new recommendation to council.

**Student Engagement**

Ruslan agreed if college council grants approval, that he would oversee a college quiz bowl/jeopardy event.

The committee brainstormed how to make this an engaging event and to solicit student participation. It was agreed that funds are needed to provide winners with gift cards as an incentive. Rachel believed that an iPad, gift card to Barnes and Noble for textbooks, or gift cards would motivate a lot of students. The committee is excited about the prospects of engaging students in some fun college-wide things.

Rachel asked if in the first two weeks of the spring semester we could hold a welcoming-back event for students. We might provide food, t-shirts, etc. to get students together. The committee agreed this was needed and suggested hot dogs or pizza. Libbey agreed to help with this event. Again, this is contingent upon whether the committee is given any funds.

**Meeting adjourned:** 11:00am