

Student Affairs Council
Minutes: April 7, 2017
1:00-3:00pm in the 3/216 (Boardroom)

Attending: Kristina, Kerry, Christina, Bobby, Kyle, Casey, Fiora

Excused: Carl, Sue

Recorder: Leanne Guthrie

Quorum: 7/10

Agenda Item	Notes	Actions
Past meeting minutes	<ul style="list-style-type: none"> ● Minutes from March 17, 2017 meeting ● https://docs.google.com/document/d/1Q2AaFRp3KxiUx72sOqxiVyrMavVSutWkLIFXARjA0p8/edit 	<p>Motion to Approved Kyle 2nd by Christina Approved</p>
Agenda Changes Student Messaging	<ul style="list-style-type: none"> ● Kyle let our Council know that there is a recurring concern raised Tech Council that students receive too many emails from the college. <ul style="list-style-type: none"> ○ We have 2 master student emails, 1 on the college side and 1 on the student government side. Everything else is either opt in or pre populated. ○ Christina let us know that from the Student Government side it messaging will be every other week. From Student Life & Leadership development there will be 1 weekly message about what is going on, on campus and resources for students ○ In other groups and organizations within Orgsync they do not have the ability to message out to the entire student population, just those within their own student portal, and that students can unsubscribe from those emails ● Kyle also shared that there is a conversation at Tech Council about if , in light of the new student Gmail, there should be Gate Keepers to email the whole campus, and if so, how many there should be <ul style="list-style-type: none"> ○ There’s also been a question about if training on effective emails should be provided ○ Request that the folks on this council who regularly send broad campus emails connect with Bill Schuetz to figure out what, if any policies are procedures should be in place. ○ Kerry said that Christina would be that point person and questioned if Tech Council is the decision maker on who can communicate to students. ○ Kyle stated that's why Tech Council would like the Chair or Co Chair meet with Bill to ensure a broader conversation. 	
Policy review	<ul style="list-style-type: none"> ● Student Travel. 	<ul style="list-style-type: none"> ●

Assessment

- Kerry tried to connect with Dawn Barth who is our Risk Manager, she needs to be involved in the conversations about Student Travel policies and procedures.
- Possible invite Dawn DeWolf to the next meeting to hear her perspective on what the college uses concerning risk and student travel. Insurance, liability, behavior.
- Guest – Tammy Salman
 - https://www.lanec.edu/sites/default/files/conversation/sla_planning_context_3-1-17.pdf
 - Tammy Salman - Faculty coordinator for Student Learning Assessment and Curriculum Development. Tammy works with the design and development of Curriculum processes.
 - The Assessment Team is an advisory group to the college and also provides funding for assessment projects and helps faculty.
 - We will be doing Coffee Talks throughout the month of April
 - The conversation on assessment of student learning, we have not elevated our data, we have not spent enough time thinking about how our students are learning.
 - Some of the questions we are looking at are; How do we design our courses and student development, how we are doing on our student learning, how are we teaching our students and how are we being effective. How to come up with plans for the future and line it up with our Strategic Plans
 - Learning Council is supporting the assessment planning and wants to come up with a 5 year plan. Which will need to be submitted to our accreditors.
 - How does Student Affairs Council help in supporting?
 - Talking about assessment outside of the classroom, Student Affairs has a project team that will be working with the Student Affairs Transformation and will be mirroring some of the work that the A - Team is doing. There will be an afternoon work session during Spring In-service on getting some documented processes for mapping core learning outcomes to course outcomes.
 - In Student Affairs we are going to work on developing a plan to where we are assessing 1 or 2 core learning outcome a year. Starting with engaging next year and try to have a plan developed and ready to go for our mid cycle report.
 - How are we connecting with the general education & core learning outcomes?

	<ul style="list-style-type: none"> ▪ We would like any student no matter what their course of study to come out with knowledge & skills applicable to any career or further college. ○ How are the student experiencing their learning and subject areas? <ul style="list-style-type: none"> ▪ Could we have a monthly focus group of students with a different questions every month but keep the same student throughout the academic year? ▪ Could we include the satellite campuses as well as the online students? ▪ Could we work with Deans & Directors to come up with a diverse group of students to talk to? Could this be a joint project between Learning Council and SAC? 	
<p>SAC Strategic Plan Development</p>	<ul style="list-style-type: none"> ● Group work on identifying indicators. ● https://docs.google.com/document/d/1helKcyXlkgZHF1TJWNg_z9YcrGqYie49GStiV2IcSuE/edit#heading=h.gjdgxs ○ Before we can start sharing this out we have to decide on the indicators. Where do we take the plan and how do we get feedback? <ul style="list-style-type: none"> ▪ We have our 5 overriding directions, and we identified key strategies. ▪ The indicators are what we can measure specifically. What we don't know is who is going to measure them and who is going to operationalize them when we don't have operational control? ▪ Can we ask our Student Affairs functional unit to embed this into their annual plans? ○ Bobby suggested an Online Chat but there is no way to staff it. ○ Orgsync has a polling and survey tool, could we use that? <ul style="list-style-type: none"> ▪ How can we make students use it? ▪ Incentives? How big does the incentive need to be to get more than 50% participation? ▪ One of the incentive would be that students want to see something happening as a result of their participation. ○ SAC council review and discussed each of the 5 key directions and talked about how to develop specific indicators that were still missing. ○ Look at SENSE and CCSSE surveys questions at the next meeting. ○ Finalize feedback plan 	<ul style="list-style-type: none"> ● SAC council review and discussed each of the 5 key directions
<p>Planning Spring Agenda</p>	<ul style="list-style-type: none"> ● Review Action Plan 	<ul style="list-style-type: none"> ●

Membership 2016/2017	<ul style="list-style-type: none">• VP Academic and Student Affairs 1 – Dawn DeWolf• Executive Dean of Academic & Student Affairs 1 – Kerry Levett• Classified 2 –Fiora Starchild, Kyle Schmidt• Faculty 2 - Casey Reid, Kristina Holton• Managers 2 – Sue Norton, Carl Yeh• Students 2 – Bobby Kirkpatrick,• Additional members by position 0-4 – Christina Walsh• Recorder – Leanne Guthrie	<ul style="list-style-type: none">•
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Adjourned at:

Next meeting: April 21, 2017

NOTE: No SAC Meeting May 5. College is closed for Spring In-service