

Student Affairs Council
Minutes: March 03, 2017
1:00-3:00pm in the 02/213

Attending: Kerry, Kyle, Kristina, Sue, Fiora, Tim, Casey

Excused:

Recorder: Leanne

Guest: Ian

Quorum 7/10

Agenda Item	Notes	Actions
Past meeting minutes	<ul style="list-style-type: none"> • Minutes from February 3, 2017 meeting • Minutes from December 2, 2017 meeting 	<p>Motion to Approved Fiora 2nd by Casey Approved 5-0-1</p> <p>Motion to Approve Casey 2nd by Sue Approved 5-0-1</p>
Agenda Changes	<ul style="list-style-type: none"> • No agenda changes 	

Policy review

- Student Communication Policy - Ian Tech Council
 - Students are being assigned a Gmail account which will be the official way the college will communicate with the students.
 - Messaging about the Gmail has already begun, more detailed messaging will follow in the next few weeks.
 - New policy defining electronic communications to conduct official college business.
 - SAC council had questions about employee options with Gmail/G Suite.
 - Feedback is welcome to anyone in IT or Bill Schuetz.
 - Questions about service offices being able to see/show students what they experience: a few staff accounts or a test account that could be used.
 - IT wanted to make sure it is working for students and will be taking a close look at whether or not changing from GroupWise to Gmail would work as an employee based platform.
 - Non-credit Continuing Ed will not have automatically assigned Gmail, there is an option. ABSE, ESL and Intl' programs will also have Gmail accounts.
 - Messaging about Gmail are forth coming, digital signage, to faculty.
 - If help is needed contact: SHed (students), ATC (employees).
 - Suggest special messaging to online - will students understand that this will be their default email?
 - Cutoff date is April 12th, if a student has not set up their account they will be redirected to do it before they can move forward.
 - Texting and FERPA, Yes Texting is also included under the FERPA laws and should be adhered to.
 - Students requesting to opt-out: they cannot opt-out.
 - Student policy - recommend add relationships to the student code of conduct. Perhaps language such as "violation of this policy and these procedures could be subject to the student code of conduct."
 - Concern about the vague language in the employee policy regarding "timely" response to student email.
 - Need to update askLane
- **Student Government** – consideration if the proposed changes should be reconsidered. Motion to approve and forward on to College Council.
- <https://docs.google.com/a/lanecc.edu/document/d/1YrZyROIIVeOEj>
- **Admissions policy** - it was suggested that we add to the policy, more definitive procedures around which programs would have selective admissions.

Approved 7-0-0

**Motion to Approve by
Fiore, 2nd by Sue
Approved 7-0-0**

**Motion to Approve by
Casey, 2nd by Sue.**

- **Admissions Policy**

https://docs.google.com/document/d/1TK5tbjC0oucAJ684_uwh_F4C5dZdWol1iUctwUaZd4E/edit

7-0-0

<p>Appointment by position</p>	<p>Discussion as to whether we should considering appointing members by position to expand representation across the institution such as non-credit students/programs (i.e. ABSE, ESL)</p> <ul style="list-style-type: none"> ● Kerry shared results of discussions with other managers - possibilities with a possible staff member from Continuing Ed, student in ESL/ABSE. Having members from any of the groups could add insight from their particular population of students & staff. ● Role a member, full member would have (full voice and vote) ● Consideration of High School Connections staff ● How to select members - work through manager recommendations (student recommendations could come from staff/faculty to manager) ● Motion to seat 3 (2 students, 1 employee) positions by appoint from non-ASLCC represented students/programs. <ul style="list-style-type: none"> -representation of International -why define 2 students 1 employee - we have already seated 1 employee by position, so this would result in 2 and 2 ● Recommend to college council to recommend that other councils utilize positions by appointment include areas of the college not well represented, especially with credit and non-credit students. <ul style="list-style-type: none"> -how to identify committed students -do students, employees know what councils are doing - invite students to come 	<p>Motion to Approve by Kerry, 2nd by Tim Approved 7-0-0</p> <p>Motion to Approve by Kerry, 2nd by Sue Approved 6-0-1</p>
<p>SAC Strategic Plan Development</p>	<ul style="list-style-type: none"> ● Approval of Philosophy Statement as written. https://docs.google.com/document/d/1wtIk7lyU4TA7HH4Ss7B70IaIVjPNFTCoYUJqrIoAlTs/edit <ul style="list-style-type: none"> ○ Review of Proposed plan (attached with agenda) ○ Student administration- about process with students <ul style="list-style-type: none"> ■ Student Services - student satisfaction, business practices ■ Student Development - human development, psychology ■ Student learning unit - persistence, retention and completion ○ Kerry will draft this section ○ Councils have the role of strategic plans ○ Managers have to operationalize it and have the accountability ○ Kerry would like to ask the ASA Leadership Team to embed into annual plans how unit are going to help meet strategic plans ● Plan to elicit feedback <ul style="list-style-type: none"> ○ visit other councils ○ work session ASLCC ○ visit with specific departments/divisions: Athletics, ESL, ABSE, 	<p>Motion to Approve by Kerry, 2nd by Tim</p> <ul style="list-style-type: none"> ● Approved 7-0-0 ● Review draft at next meeting

Additional items Information Sharing Future Agenda Items Membership 2016/2017	International, Student Affairs ○ Open sessions (include food) ○ Social media (draft up on the SAC web area so we could link); blog? ○ Survey Monkey/Qualtrics ● How to implement ○ Embed in annual planning with ASA	
	●	●
	●	●
	● Transcript notation (Carl) ○ Plagiarism ○ Positive outcomes: PTK	●
	● VP Academic and Student Affairs 1 – Dawn DeWolf ● Executive Dean of Academic & Student Affairs 1 – Kerry Levett ● Classified 2 –Fiora Starchild, Sara Fox ● Faculty 2 - Casey Reid, Kristina Holton ● Managers 2 – Sue Norton, Carl Yeh ● Students 2 – Bobby Kirkpatrick, Tim Bruno ● Additional members by position 0-4 – Christina Walsh ● Recorder – Leanne Guthrie	●

NOTE: Documents for the meeting are available on the SAC portal of OrgSync.

Adjourned at:

Next meeting: March 3, 2017

Adjourned: 3:03