

**STUDENT AFFAIRS COUNCIL**  
**Meeting Notes**  
**October 25, 2004**

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**Attendance:**

**Roxanne Atter**   **Kate Barry** (for Sonya Christian)   Sonya Christian   **Debby Ganser**  
Donna Koechig   **Shirley Lukacs**   **Theya McCown**   **Tony McCown**  
**Mary Parthemer**   **Susan Reddoor**   **Dan Timberlake** (for Donna Koechig)  
Nadine Williams (for Dan Timberlake)

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**AGENDA:**

1. **Decision-making Process**

Discussion: Consensus model with goal of no objectors- “everyone can live with it”. If can’t reach Consensus, timely, administrator makes decision.

2. **Selection of a chair & announcement of vice-chair**

Discussion: It was offered and agreed to that nominations would be accepted and that the nominator(s) and nominate(s) would talk about their reasons and interest in chairing the committed.

Decision:

Chair:

Tony McCown

Vice-Chair:

Donna Koechig

Dan Timberlake

until her return

3. **Resolution of Meeting Schedule**

Discussion: Everyone is able to meet on the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month from 1-2:50 pm. Kate Barry will check with ET about that meeting being moved to accommodate the council.

Decision:

2<sup>nd</sup> & 4<sup>th</sup> Mondays 1-2:50 pm unless ET is unable to reschedule.

Nadine Williams must leave at 2:00 each Monday but since she is a temporary member, we decided to keep the time.

#### 4. Scope of Work

Decision: Tabled until council has a better sense of the knowledge of the council members and the scope of the work being done.

Invite experts as needed once clearer about information needed.

#### Decision:

Chair & Vice Chair will cluster the items within Student Affairs by the framework used in the SAGA report (chronology and functionally)

Look at it from:

- What is needed at Each step?
- What are the current Barriers?
- What systems exist (academic, social & student services)?
- What options exist for improvement (success models, research, best practices, reports, etc)?

**Focus: Student Success**

#### Discussion:

- Chair and Vice-Chair will work together to set the agenda with input from council members. tm.
- Council needs to stay at policy level. Student comments and complaints need to be assessed with policy issues discussed by council and operational issues sent to department. kb.
- What role should students/experts play in council:
  - Provide “gallery time” (open forum) for students and interested people to communicate with council? tm.
  - Use on-line communications? Concerns about time and current information. tm.
  - Experts based on position instead of “gallery time” with examples of ASLCC VP, public safety, financial aid reps. tm.
- Should experts be added? Should they be rotating or permanent? tm.
- Student Affairs Council should make a plan by looking at current information (reports, department plans, etc) and looking at the accreditation standards. dt/kb.
- Need to define “Student Affairs” broadly to include all student affairs:
  - a. Financial Aid
  - b. Counseling
  - c. Academic Advising
  - d. TRIO
  - e. Enrollment Services
  - f. Safety
  - g. Disability Services
  - g. Testing
  - h. Women’s Program
  - i. ASLCC
  - j. Multicultural Center
  - k. Co-op Ed
  - l. Student Life & Lead.
  - m. Tutoring
  - n. International Students
  - o. Childcare
  - p. Student unions/clubs
  - q. Library
  - r. Student Code
  - s. Technology
  - t. Distance Learning
  - u. Scholarships
  - v. Students First!
  - w. Bookstore
  - x. Food Services
  - y. Student Health
  - z. Complaint Process
  - aa. Student Media
  - bb. Commuter Affairs
  - cc. Communication
  - dd. Orientation Program
  - ee. Substance Abuse
  - ff. Employment Service
  - gg. Career Center
  - hh. Workforce Network
  - ii. Cost
  - jj. Student space/climate
  - kk. Recreation Sports
  - ll. HS Relations
  - mm. Athletics

nn. Activities                      oo. Retention  
pp. Satellite Campuses      qq. Access  
rr. Admissions

- Anything not in the classroom and some classroom issues too (evaluations, classroom climate)
- Non-Lane services:
  - Language/interpreter services
  - Housing
  - Email
  - Greek Affairs (fraternities, etc...)
- Cluster services into 5-6 categories based on:
  - Existing model
  - Chronologically
  - Functionally
  - Urgency
  - Flowchart

5. **TO DO**

1. Everyone get a copy of the Governance Notebook
2. Look at the Charter
3. Read Standard 3 from the Self-Study (focus on strengths and challenges)
4. Read the Shared Governance Report from Spring 2004
5. Read the SAGA Report (focus on 6 areas and look at the model)

6. **Next Meeting**  
**November 8, 2004 from**  
**1-2:50 pm**