

Student Engagement Committee Minutes
January 23, 2013 1-3pm, ITV NM E132/FB C115

Present: Linda Beer, Beth Danberry, Jeanne Ender, Candy Laven, Lisa Schickling, Cassandra LaBairon, Ben Braswell, WC Sanders, Kayla Sandersfeld and Marilyn Weber.

Not Present: Rochelle Ament, Pam Becker, Amanda Behm, Heidi Beske, Erin Haroldson, Christina Hinz, Mitzi Kennedy, Donna Marzolf, Pat McAuley, David Miller, Darci Stanford, Tracy Stokes-Hernandez, and Xavion Turey.

Additions to Agenda: Linda Beer volunteered to put the Student Engagement Plan 2012-2015 and the Minutes on the SCC website. She plans to have this in place by the end of Spring 2013 term.

Approval of last month's minutes: The November 21, 2012 minutes were approved as submitted.

Retention Plan: Linda Beer reviewed the Student Engagement Plan 2012-2015. The plan lists the most recent committee members and staff and the future minutes will reflect member updates throughout the term of the Plan. There were no changes of objectives or action steps, but will include accomplishments and retreat initiatives. It is a strong, ambitious plan especially considering all the accomplishments made to-date. A motion was made to approve the Student Engagement Plan 2012-2015 as presented for finalization by Linda Beer, seconded by Lisa Schickling and approved unanimously.

Finalize Bylaws: Nancy Genelin and Linda Beer have worked to create the Student Engagement Committee Charter and Bylaws. President Stover has asked that these Bylaws be finalized and submitted spring 2013. The main change is to the responsibility definitions of Chairperson and Secretary and the articulation of these roles. Discussion followed concerning the requirements for permanent membership.

Changes made to the Charter and Bylaws will read:

Article II ~ Membership: Three to five members (at least one from Student Affairs and at least one member from each campus)

The Chairperson shall: Bullet 3) Be respectful to the views of the members;

Bullet 5) Exercise good judgment; Bullet 6) Exercise fairness and be reasonable.

Section B ~ Meetings: Paragraph 2) Invitations to meetings will be sent out to all committee members at least one week prior to meetings (when possible), with details provided pertaining to the Agenda and any supplementary information. The primary form of communication will be electronic (email and attachments).

Ben Braswell moved to approve the Student Engagement Committee Charter and Bylaws with the changes listed above, seconded by Marilyn Weber, and approved unanimously. Linda Beer will submit the Student Engagement Committee Charter and Bylaws to the Administration on behalf of the Student Engagement Committee.

Faculty Workshop Follow-up (Kayla, Ben & Pam)

Kayla Sandersfeld reported that the faculty workshop was a success. WC Sanders stated that the evaluations were positive, but there wasn't much detail requested in the evaluation form to help improve future workshops. Beth Danberry will bring the evaluations to the next meeting for review.

Forums vs Faculty/Staff meetings; clickers?

Ben stated that having a captive audience at the faculty workshop worked well in presenting the forum. He suggested requesting time at the Faculty/Staff meetings to cover forum topics and engage the audience. A list of Noel Levitz best practices was reviewed and it was suggested that several forum topics be selected to be presented at the monthly Faculty/Staff meetings including:

February 4:

Ask Anyone: Teaching Across the Curriculum, Ben Braswell
Student Affairs: Early Alert

March 25:

Ask Anyone: D2L Basics and Assistance: Juliann Brueske
Student Affairs: Advising Toward Graduation/Graduation Process

April 15:

Ask Anyone: Bookstore, Erin Kuiper
Student Affairs: Registration – Get Them Signed Up Before They Leave!

Membership List

Linda will contact members via email to ask who would like to continue to participate and be a member of Student Engagement Committee.

Budget Request

Marilyn Weber will bring a copy of budget guidelines detailing the initiatives that the Student Engagement Committee plans to support.

Darci's request – no further information has been received
FY 14 request for funds – none presented

Action Items:

Linda Beer will submit finalized Student Engagement Plan 2012-2015. Also, she will submit Student Engagement Charter & Bylaws. Linda will work on the forums from the Service area.

Ben Braswell will work on the forums from the Faculty area and Teaching Across the Curriculum.

Linda will send an email to current SEC members asking if they would like to continue participation and membership on the Committee.

Kayla Sandersfeld will contact Darci Stanford regarding her budget request.

Beth Danberry – provide copies of workshop evaluations at the next meeting.

Candy Laven – gather Ducks In A Row information.

Linda will write an article for connections regarding best practices in academic areas.

Meeting was adjourned. Next agenda topics will discuss AACC and retention rates.