**Committee Name: Student Affairs policy committee**

**Meeting Date: January 24, 2014**

**Meeting Location: Atkinson Hall 104**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Doreen Sams, Chair | R | Caitlin Mullaney |
| P | Mandy Jarriel, Vice Chair | P | Amy Pinney |
| P | Nicole DeClouette, Secretary | R | Sarah Rose Remmes |
| R | Victoria Ferree | R | Tim Smith |
| P | Gail Godwin | R | Evelyn Thomas |
| P | Bruce Harshbarger | P | Stephen Wills |
| P | Daniel McDonald | P | Andy Lewter |
| Guests: None | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| Agenda Topic | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 1:33 pm. |  |  |
| **II. Approval of Agenda** | Agenda approved. | Approved |  |
| **III. Approval of Minutes** | Minutes approved. | Approved |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **a. Active Military Attendance Policy** | Dee emailed examples of Active Military Attendance Policies from other universities. We need clarification on what it means to be military-friendly. What does it mean and what does it take to get on the military friendly list? Is there a process to go through in order to be listed? Is it as simple as a survey being sent out that colleges respond to? If so, can we take the survey?  How do we want to define military friendly at GC? Do we have a military bill of rights? Can we assess the perceptions of our current military students to get their insight into levels of friendliness? |  | Dee will find out what “military friendly” means.  Bruce will see if the survey was sent to the registrar’s office. |
| **b. VET Center** | Doc St. Clair was unable to attend the meeting today. |  |  |
| **c. SGA survey** | The report provided to the committee is not going to work because so much data is missing.  The change in meeting time came as a result of pressure to utilize space under the past provost.  Part of the pressure was a reporting problem (e.g., meeting spaces being coded as classrooms). Also, the Macon Center was counted even though it sits empty all day.  Has the change in common meeting time solved the problem of space utilization? What do the data say now? Will a new report on space utilization change the common meeting time again in the future?  The result of the change in meeting time is that RSO participation is down. Do we value having RSOs? Do students value having RSOs? We can create another survey and we can send it to Tom Miles to send to RSO advisers. The larger question is this… is the common meeting time going to change even if we produce the data linked to decreased participation in RSOs? If we go through this work and produce the data but nothing happens, then what is the purpose? Dee will talk to the Provost to see if she will consider changing the common meeting time. |  | Dee will talk to the Provost to ask her about the possibilities of changing the common meeting time. |
| **d. Student Retention** | This committee attempted to make a contribution to student retention but this issue exceeds the scope of SAPC.  SAPC will continue to address retention in all that we do (e.g., military attendance policies, VET Center, common meeting time, etc.) but will take student retention off as a line item on each meeting’s agenda. |  |  |
| **e. Corporate sponsorships** | Gail has had no luck. She will try to email one last time. |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **a. Sexual Harassment and the Syllabus** | Dee brought this issue to the attention of the committee. She experienced an incident with graduate students who were being harassed by a fellow student. At issue…the students did not know they had rights of protection.  Faculty can put a link to the student handbook in each of our syllabi and offer examples of what would “count” as harassment.  Bruce will send out a mass email to students at the beginning of each academic year informing students about the handbook and their rights of protection. He will draft a statement and bring it to SAPC for review.  Dee will check to see what orientation sessions graduate students go through when they begin taking classes at GC.  Male students should be sent to the Women’s Center, too, if they are being harassed. |  | Faculty add link to handbook in your syllabi.  Bruce will draft a statement to send to students.  Dee will report on the orientation that graduate students receive. |
| **b. Member Reports** | None. |  |  |
| **c. Other new business** | None. |  |  |
| VI. Next Meeting | **February 28, 2014 Atkinson 104**  **1:30 pm** |  |  |
| Topics for Discussion |  |  |  |
| VII. Adjournment | Adjourned at 2:28 pm |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Committee Name: Student Affairs policy committee**

**Committee Officers: Doreen Sams, Mandy Jarriel, Nicole DeClouettte**

**Academic Year: 2013-2014**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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| **Meeting Dates** | | **8/14** | **8/23** | **10/4** | **11/15** | **1/24** | **2/28** | **4/4** |  |  |  |  |  |
| Doreen Sams | | P | P | P | P | P |  |  |  |  |  |  |  |
| Mandy Jarriel | | P | P | P | R | P |  |  |  |  |  |  |  |
| Nicole DeClouette | | P | P | P | P | P |  |  |  |  |  |  |  |
| Victoria Ferree | | R | P | R | R | R |  |  |  |  |  |  |  |
| Gail Godwin | | P | P | R | P | P |  |  |  |  |  |  |  |
| Bruce Harshbarger | | A | P | R | P | P |  |  |  |  |  |  |  |
| Daniel McDonald | | P | P | P | R | P |  |  |  |  |  |  |  |
| Caitlin Mullaney | | A | P | R | P | R |  |  |  |  |  |  |  |
| Amy Pinney | | P | P | P | P | P |  |  |  |  |  |  |  |
| Sarah Rose Remmes | | A | A | R | P | R |  |  |  |  |  |  |  |
| Tim Smith | | P | P | P | P | R |  |  |  |  |  |  |  |
| Evelyn Thomas | | P | P | P | P | R |  |  |  |  |  |  |  |
| Stephen Wills | | P | P | R | P | P |  |  |  |  |  |  |  |
| Andy Lewter | | P | P | P | P | P |  |  |  |  |  |  |  |
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\*Member excused and sent an alternate \*\*Meeting Cancelled

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion