**Committee Name: Student Affairs policy committee**

**Meeting Date: November 15, 2013**

**Meeting Location: Atkinson Hall 104**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Doreen Sams, Chair | P | Caitlin Mullaney |
| R | Mandy Jarriel, Vice Chair | P | Amy Pinney |
| P | Nicole DeClouette, Secretary | P | Sarah Rose Remmes |
| R | Victoria Ferree | P | Tim Smith |
| P | Gail Godwin | P | Evelyn Thomas |
| P | Bruce Harshbarger | P | Stephen Wills |
| R | 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 1:32 pm. |  |  |
| **II. Approval of Agenda** | Agenda approved.  | Approved |  |
| **III. Approval of Minutes** | Sarah Rose moved to approve the minutes and Caitlin seconded. All voted in favor of approving the minutes. | Approved |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **a. Operating Procedures** | Operating procedures have been rewritten, approved, and posted on the website. We can now remove this off the agenda. |  |  |
| **b. Student Emergency Funding/Helping Hands Hardship Fund/Kroger Participation Program** | Dee tried to get her Kroger card connected with the Helping Hands Hardship Fund but was unsuccessful. Dee will work with Kate Pope to get this resolved. Once resolved, we will market this to faculty. Dee will re-send the instructions for signing up. Meanwhile, if someone gets the website to work, please let Dee know.  |  | Dee will work with Kate Pope to resolve the Kroger website connection problem. Dee will also resend the instructions for people to sign up.  |
| **c. Vet Center** | Doc St. Clair was unable to make the meeting today, so we had to table the discussion. Dee talked to Bryan Marshall and Bob Duesing and they are both supportive. There is also a faculty member in A & S who is individually supporting vets on campus. Dee has been trying to contact him. |  |  |
| **d. SGA survey** | No one reviewed the survey data. Dee offered to look at it over the break and summarize the data that pertains to our committee.  |  | Dee will summarize the survey results and report back in January.   |
| **e. Student Retention**  | See below (under Pounce) |  |  |
| **f. Corporate sponsorships** | Gail contacted someone at General Mills but she has not heard back from them. |  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **a. Active Military Attendance Policy** | Mandy sent information she found on the Class Attendance Policy from the undergraduate catalogue. There is no military related policy. Without a TDY policy, faculty members individually determine whether or not students can make up the work they miss. This disadvantages our military students (and future military students). The committee suggests making an amendment to the class attendance policy (e.g., “*Likewise if a student is representing the United States military for Temporary Duty Yonder (TDY), the instructor will not penalize the student for those absences, and the students should consult their instructor before anticipated absences.”).* Dee will talk with Kay Anderson about the specific language that should be used.Short term TDY is not usually more than a week at a time. If students are deployed for longer periods, they may need to arrange to take incompletes. This will be one step in the direction of GC being viewed as a military friendly campus.  |  | Dee will talk to Kay Anderson about recommended language use.  |
| **b. Future SAPC meeting days/times** | The committee decided to change the meeting times to 1:30 pm to accommodate the students who have to leave to be at SGA meetings at 2 pm. Changing the committee meetings to other dates is also not an option because SGA meets every Friday.  |  |  |
| **c. Member Reports** | None  |  |  |
| **d. POUNCE for freshman**  | Evelyn raised a concern about a student worker who was closed out of classes This is the first year that freshman Pounced for the whole year (so they are already registered for classes). After the seniors, juniors, and sophomores registered, there were some classes that were already closed. This likely only affects a few students (those who are third semester freshman), but it could be a retention issue too. Steve Wills volunteered to talk to Kay Anderson and Suzanne Pittman about this and report back in January.  |  | Steve Wills volunteered to talk to Kay Anderson and Suzanne Pittman about this and report back in January. |
| VI. Next Meeting | **January 24, 2014 Atkinson 104** |  |  |
| Topics for Discussion | Vet CenterActive Military Attendance Policy |  | Mandy will have to facilitate the January SAPC meeting because Dee will be out of town. |
| VII. Adjournment | Adjourned at 2:25 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 |  |  |  |  |  |  |  |  |
| Mandy Jarriel | P | P | P | R |  |  |  |  |  |  |  |  |
| Nicole DeClouette | P | P | P | P |  |  |  |  |  |  |  |  |
| Victoria Ferree | R | P | R | R |  |  |  |  |  |  |  |  |
| Gail Godwin | P | P | R | P |  |  |  |  |  |  |  |  |
| Bruce Harshbarger | A | P | R | P |  |  |  |  |  |  |  |  |
| Daniel McDonald | P | P | P | R |  |  |  |  |  |  |  |  |
| Caitlin Mullaney | A | P | R | P |  |  |  |  |  |  |  |  |
| Amy Pinney | P | P | P | P |  |  |  |  |  |  |  |  |
| Sarah Rose Remmes | A | A | R | P |  |  |  |  |  |  |  |  |
| Tim Smith | P | P | P | P |  |  |  |  |  |  |  |  |
| Evelyn Thomas | P | P | P | P |  |  |  |  |  |  |  |  |
| Stephen Wills | P | P | R | P |  |  |  |  |  |  |  |  |
| Andy Lewter | 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