**Committee Name: Student Affairs policy committee**

**Meeting Date: August, 23, 2013**

**Meeting Location: Atkinson 104**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Doreen Sams, Chair | P | Caitlin Mullaney |
| P | Mandy Jarriel, Vice Chair | P | Amy Pinney |
| P | Nicole DeClouette, Secretary | A | Sarah Rose Remmes |
| P | Victoria Ferree | P | Tim Smith |
| P | Gail Godwin | P | Evelyn Thomas |
| P | Bruce Harshbarger | P | Stephen Wills |
| P | Daniel McDonald |  |  |
| Guests: Cathy Crawley (Director of Financial Aid)  Andy Lewter (Dean of Students)  Suzanne Pittman (Assistant VP for Enrollment Management) |
|  | *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 was called to order at 2:04 pm. |  |  |
| **II. Approval of Agenda** | Amy moved to approve the agenda and Daniel seconded the motion. Agenda approved.  | Approved |  |
| **III. Approval of Minutes** | Minutes Approved. No changes or additions.  | Approved |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
|  **1. Adderall Abuse** | Gail spoke to Dianne Chamblee. Dianne said that they had originally planned the education/presentation as a one-time event but that it would be easy to give the materials to people teaching the Freshman seminar so that it would be taught each fall.  | Committee Members recommended that this is a School of Nursing project now and is no longer under the purview of SAPC. SAPC will continue to be supportive. | Gail will go back to Dianne and tell her that while SAPC is supportive, the Adderall abuse project is now in the hands of the nursing program.  |
|  **2. Student Emergency Fund** | Cathy Crawley talked about the account that she established two years ago. It currently has approximately $2,000, not enough to advertise it widely at this point. It is currently called the Foundation Need-Based Scholarship (by financial aid) but it is called Student Emergency Fund (by SGA). At some point, the fund may need to be re-named so that there is consistency and name recognition. Anyone can refer students to Cathy. She will determine need based on federal guidelines/methodology (GC’s cost of attendance is just over $24,000. Based on income and assets contained in the student’s FAFSA, federal guidelines estimate family contribution to determine if the student has need. Then a number of need-based funds are available). Cathy will continue to look at Federal and State funds available to help students first. A scholarship would mean that Cathy would have to adjust the Federal calculations. Eventually we will want to do a campaign to inform faculty about the Student Emergency Funds (SEF) because many will want to contribute. Faculty should be able to designate on their annual contribution forms that they want their contributions to go to this fund. The fund needs to be more transparent. Before we begin public relations (PR) to faculty, we need to figure out exactly how much money is in the account (F20835). We need to make sure that the funds that Student Government Association (SGA) raised are in the account and are being used for the SEF. There is concern that the money might not be getting to the right place, perhaps because the names are different (*Foundation Need-Based Scholarship* and *Student Emergency Fund*). It may be possible to have the SEF be it’s own account under one name.Students need to be protected from having to go through so many people when they are in an emergency situation. There should be general guidelines about what constitutes an emergency, but we don’t want them to be too stringent so students are excluded. Cathy writes the recommendations to the foundation. Bill assured Cathy that he will base the funding on her recommendations.  |   | Cathy will go back and talk to Bill to gain clarification on where the funds are that SGA contributed.  |
|  **3. Corporate Sponsorships** |  No updates. |  |  |
| **4. SGA Survey on Common Planning Time** | The problem is that the common meeting time was previously Mondays and Wednesdays at 12:30 but it was moved to Fridays at 2 p.m. (for the past two years). SGA meets Fridays at 2 p.m., so students cannot come to SAPC meetings. (Are we breaking committee bylaws by not meeting at times when students can come to SAPC meetings?) Students are frustrated that the time was moved and student groups are fighting for large meeting spaces at the same times as other registered student organizations (RSO) and faculty meetings. The change came when the former Provost who was under pressure to bolster the use of classroom space (e.g., we are getting dinged for not using classroom space in Macon because they sit empty during the day). Classroom space may need to be coded better. SAPC may want to address this. RPIPC is also looking at this.RSO meeting attendance is way down. Can SGA come up with a summary of the survey that they can share with others? It may make a difference if this came from students. It was recommended that the students move forward with this, with SAPC’s support. The recommendation would be from the provost to the president. Victoria will make an appointment with the provost and invite her to our next SAPC meeting. Victoria will email Dee once she has met with the Provost. | It was recommended that the students move forward with this. | Victoria will meet with the Provost and will invite her to the next SAPC meeting. |
|  |  Suzanne Pittman shared what her office is doing to promote student retention:-- Centralized Advising for Student Success: brought the academic advisors together so that they can now work together more seamlessly on the 2nd floor of Lanier. They also teach the freshman seminar. Last year, retention rose to 86%.-- Targeted support for sophomores: during the sophomore year, they are trying to transition students to become more independent. They sent letters home to parents informing them of issues that 2nd year students typically experience and the resources and supports that are available for students. They also sponsored a welcome back Ice Cream Sundae Sunday (350 students attended). Sophomores will also be invited to the majors fair.-- System for detecting students who may be in trouble: students may experience a disastrous semester but may not be on anyone’s radar screen because their overall g.p.a. is still fine. The change in mid-term grade codes for faculty to use in reporting student progress will be more useful for advisors. -- Student Success Collaborative: MapWorks has been discontinued. It will be replaced by the Student Success Collaborative (to be piloted this spring). It is based on a predictive model that looks at indicators of future success based on academics only. Advisors will be able to use this data in working with students to prevent them from being in a major where they might not be successful. Advisors will also draw on the purpose papers that freshmen write to inform this collaborative.-- Advisement: They are looking at how advisement might extend into the last two years of college instead of relying solely on faculty advisement. Faculty would still be integral to mentorship and coaching of students. They are hiring seven professional tutors and they will pilot this for the next two years. The goal is to keep students on track and keep them here.-- Complete College Georgia: Push to get student to complete college in four years. They will look at offering summer classes online during the summer as a way to keep students engaged with GC. The purpose of the summer classes will be to offer students what they need instead of losing them to other colleges. -- Recruiters and reviewers of application materials are trying to make sure that they admit students who really want to be at GC (versus the ones who plan to stay for two years than transfer).  |  |  |
| **V. New Business**Actions/Recommendations | No new business. |  |  |
| **VI, Member Reports**  | No updates. |  |  |
| VII. Next Meeting | October 4th - Atkinson 104 |  |  |
| VIII. Topics for Discussion |  |  |  |
| IX. Adjournment | Adjourned at 3:14 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 |  |  |  |  |  |  |  |  |  |  |
| Mandy Jarriel | P | P |  |  |  |  |  |  |  |  |  |  |
| Nicole DeClouette | P | P |  |  |  |  |  |  |  |  |  |  |
| Victoria Ferree | R | P |  |  |  |  |  |  |  |  |  |  |
| Gail Godwin | P | P |  |  |  |  |  |  |  |  |  |  |
| Bruce Harshbarger | R | P |  |  |  |  |  |  |  |  |  |  |
| Daniel McDonald | P | P |  |  |  |  |  |  |  |  |  |  |
| Caitlin Mullaney | R | P |  |  |  |  |  |  |  |  |  |  |
| Amy Pinney | P | P |  |  |  |  |  |  |  |  |  |  |
| Sarah Rose Remmes | R | A |  |  |  |  |  |  |  |  |  |  |
| Tim Smith | P | P |  |  |  |  |  |  |  |  |  |  |
| Evelyn Thomas | P | P |  |  |  |  |  |  |  |  |  |  |
| Stephen Wills | 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