

## **Student Affairs Division Meeting**

**October 28, 2008**

**12:30-2:00 p.m.**

**KSC 212**

**Attendees:** Carol Myers, Cecile Babich Morrow, Chris Hunt, Corey Loucy, Ellen Hedlund, Esther Schon, Greg Silcox, Heather Kruse, Jim Rubin, Ken Clarke, Laurie Cigan, Norma Chandler, Richard Morales, Rick Cote, Rosemary Hooper, Shirley Green, Stella Napoles.

### **Introductions:**

- Cecile Babich Morrow, Ed.D. has joined our team as the Program Coordinator of Early College and Accelerated Associate Degree Programs

### **Welcome and Announcements:**

- Rick Sheets is returning to Learning Support Services as Director of Learning Support Center
- Trainings for iStartSmart are being developed/planned
- Advising component of the orientation process has changed. Students are now allowed to be advised prior to orientation.

### **Late Registration – Discussion on Elimination:**

- Registration in the first week of classes is considered late registration
- Student success is in jeopardy when missing the first few classes
- A policy where instructor must approve late registration would help with student success factor
- Students must have an option to enroll in classes to replace those classes that may be cancelled immediately prior to start date
- In the event of a class cancellation, there must be letters sent as well as calls made to contact students
- Increasing the amount of eight-week classes offered would greatly help
- Late registration does help increase FTSE

### **What does Positive Social Change mean to you – Presentation / Handout – Jim Rubin**

- Theory modeled by Astin & Astin which proposes that higher education institutions need to increase work in the community and begin demonstrating skills which actively promote the common good
- Is necessary in order to produce those same qualities and commitment from students who will move on to become the next generation of leaders and "effective social change agents".
- Astin & Astin list the 7-C's as values that an institution must take on in order to promote positive social change and are as follows: Citizenship, Consciousness of self and others, Congruence, Commitment, Collaboration, Common purpose, and Controversy with civility.
- This model focuses on each member being an integral part of the group. If all members are aware of and working toward a common purpose/goal, they are more likely to have internal motivation which allows all of them to exude leadership qualities.
- Focus: How are we as Student Affairs Personnel realizing the 7-C's and how can we merge the 7-C's into our departments

### **Out of Class Assessment Team:**

- Subcommittee includes: Paula, Ellen, Rick, Norma, Heather, Rosemary, Cecile, Shirley
- Learning Outcome Assessment has been addressed and is working; Program Outcome Assessment should be evaluated
- There has been confusion in the past regarding evaluations and learning outcomes . . . evaluations are self-reporting whereas learning outcomes are actual demonstrations of what has been learned.
- Presentation (handouts) - Norma
  - Rubrics are extremely useful and help to pinpoint what needs improvement in any area. Career Services is utilizing rubrics to analyze resumes and is finding they have been much more effective than the Career Seminar Evaluations used in the past.
- Presentation (handouts) – Rosemary Hooper
  - Keys to Effective Collaboration: supportive Vice President, director/coordinator of Assessment, Assessment committee, knowledgeable department level staff
  - Are students satisfied, learning, participating?
  - Six Learning Outcomes: Informed Reasoning, Effective Communication, Personal Responsibility, Pluralistic Maturity, Well Being, Civic and Community Engagement
  - Likert Scale for Strategic Assessment
- **Team Action Item** → Narrow down items for SA Division to focus on from the list of Learning Outcomes (handout)