

STUDENT AFFAIRS COMMITTEE MEETING MINUTES

February 21, 2013
1:30
Deans Conference Room 102

Meeting called by:	<u>John Krstenansky</u>	Type of meeting:	<u>SA Committee Mtg on ACPE Standards 17 & 19</u>
Facilitator:	<u>John Krstenansky</u>	Note taker:	<u>Cindy Obregon</u>
Timekeeper:	<u>N/A</u>		
Attendees:	<u>John Krstenansky, Stephanie Anderson, Hasan Koc, Janet Wolcott, Scott Perry, Chad Butler, Megan Delong, McKinzie Miracle, Kim Patton, Terri Moran, Jennifer Kennedy, Lisa Frazier, Samantha Vickers, James Frazier, Robert Jensen, Paul Sellers, Cindy Obregon</u>		
Please read:	<u>Copies of Standards 17 & 19 handed out at meeting</u>		
Please bring:	<u>N/A</u>		

AGENDA ITEMS

Topics	Presenter
✓ Standards 17 & 19 need to be updated with completion submitted by Mid-March for inclusion in the final draft of the ACPE document for their April visit. Different sections are being assigned and there will be a timeline given to have each completed.	Krstenansky
✓ Not all SA committee members are being recruited to work on the documents, this meeting is to make all members aware of the task assigned to this committee to complete and determine who will be working on the assigned tasks. A lot of information hasn't changed much but some items will need to be updated to accommodate new policies and the like. Our task is to find these documents and compile the data to include in the Standards.	" "
✓ The two source documents we will be working with are MUA as the original application and MUP will be the updates.	" "
✓ Standard 17: Admission Criteria, Policies, and Procedures - has been assigned to: John Krstenansky, Lisa Frazier, Samantha Vickers and Jennifer Kennedy You will need to go over the Standard to identify items that are missing, need to be updated and identify the source of the documentation to be included. Deadline for submission is March 5 th . <i>In the handout this Standard starts on page 55 – 59.</i>	" "
✓ All information will be put into a shared file for easier access by all. Krstenansky will create a Google document if there are no objections to avoid any conflict in different versions.	
✓ Standard 19: Progression of Students – S. Anderson will be primarily responsible for this one along with the assistance of Paul Sellers, Robert Jensen and Terri Moran. Deadline for submission is March 5 th . <i>In the handout this Standard goes from page 61 – 63.</i>	" "
✓ Students that have been assigned to the task groups we will ask that you proof the documents and give feedback on items and give us input on any ideas we may have missed. Vickers was asked if there were any preferred days and times for the students in the event we might need to call future meetings to discuss more assignments as needed. Tuesday and Friday mornings were the preferred days/times. Communication of these future meetings will be via email for any delegation of tasks.	" "
✓ Most of the missing information will be likely to come from the Office of Student Affairs as a lot of it is data that has been acquired over the past year. Admissions data, averages, PCAT scores and the like.	" "
✓ You will see handwritten notations on these handouts made by G. Anderson to indicate places we need to go and what he feels needs to be addressed. These are items he and Yingling feel need to be looked at specifically. Krstenansky will send the link out to all committee members for review.	S. Anderson

He doesn't off hand see anything that will present a privacy issue, if anything comes up he will not include that in the shared link. So even if you aren't assigned a Standard if you find something that may need addressing, please bring that to our attention.

- ✓ Any questions about the task being presented? Wolcott pointed out this is the document used by the team coming for a site visit to review in advance to make sure we are complying with the Standards set forth and to inform us if we are not in compliance. Krstenansky
- ✓ For those that are not assigned a certain task but want to communicate their ideas or suggestions, please do not change any of the documents for either Standard in the shared link. Contact Krstenansky or S. Anderson with any information you feel should be included and they will determine the merit of the idea/suggestion. “ ”
- ✓ For updates or submissions in the documents Koc suggests using different colors to draw attention to the updates making it easier for review. Koc
- ✓ Final draft is due sometime the week of March 11th so our 5th deadline will give us some room for changes and proofing needed before final draft. S. Anderson
- ✓ Kennedy was asked where we stand on numbers for the incoming student applicants for Class of 2017. As of today we have 7 declined, 13 accepted, mid 30's for offers. March 7th is the next scheduled interview date. There is a meeting scheduled for Friday to review 18 applicants for the possibility of inviting them to the next scheduled interview date of March 28th Kennedy
- ✓ We will have another member for our next monthly meeting. It is stated in our By Laws that we are to include a preceptor. Rob Stanton will be working on this and provide us with the new members name sometime soon. Krstenansky
- ✓ Meeting is adjourned at 1:45 PM “ ”

OTHER INFORMATION

Observers:	<u>None</u>
Resources:	<u>Handout of the Standards 17 & 19 for review</u>
Special notes:	<u>None</u>