

CAAHE Conference 2006 Student Services Business Meeting – June 2006

Topics Discussed

1. **Study groups** – how they work, how they are set up – what is the role of the faculty and what is the role of Student the Services department
2. **Attendance:** What are the policies - Who monitors attendance - how do other schools handle
 - a. Business travel
 - b. Military etc
 - c. What is the role of the instructor and what is the role of the student services staff**Online learning** – used in tracking attendance?
3. **Information Sharing** -Can other institutions share the following
 - a. Student Handbook
 - b. Forms
 - c. Policies and Procedures(Ask institutions to provide electronic version for everyone to share)
4. **Orientation Class**
 - a. What is the role of student services
 - b. Who teaches the class
 - c. How is it set up
 - d. How can other institution implement the same class
 - e. Is the class for credit?
5. **Online Orientation** - How does that work? How to best monitor that all students get an orientation?

Quarterly Calls

Reason: Offering new ideas and doing something interesting and innovative incorporating with what institutions are doing

1. Suggested Topics
 - a. How can we build a sense of community for the students
 - b. Tutoring programs – How they can help improve Retention
 - c. Retention!!! Retention!!!!

Submitted by Happiness Mapira, Director of Student Services, St. Gregory's University, and Student Services Commission Chair