

Student Services Commission Meeting

MINUTES

JUNE, 14, 2007

10:15 AM

OMNI RICHMOND, VA

MEETING CALLED BY	CAAHE Leadership Meeting
TYPE OF MEETING	2008 CAAHE Conference Planning
FACILITATOR	Happiness Mapira
NOTE TAKER	Kimarie Whetstone
TIMEKEEPER	Kimarie Whetstone
ATTENDEES	Happiness Mapira (Chair), Linda Brobeck (Vice-Chair), Kimarie Whetstone (Secretary), Jodi Havranek, Deanna Boe

Agenda topics

50 MINUTES

STUDENT SERVICES MOODLE SITE

ALL

DISCUSSION		
	<p>We are really trying to get student services at different institutions to use this site. Since the CAAHE conference is for professional development, we could show how to use the site, address the online environment of the Moodle site, reference shared problems, learning opportunity, issue a certificate after completing three tutorials. Use this for new hires. Moodle can create certificates after a completed training. Moodle tracks who has completed the trainings. Create refreshers of some of the trainings people have already completed. Opportunity to connect to the people involved. Motivate people at the various sites to complete the trainings. Have the dean issue a certificate to say thank you or announce over the email that you have earned the certificate. This addresses involvement. Others may catch on. Also include in the email - If you would like to participate here is where you can log on and take the training and include testimonials. Build relationships. Share experiences.</p>	
CONCLUSIONS	<ol style="list-style-type: none"> 1. Certificates after three trainings completed – Moodle generates and tracks these, 2. Send recognition emails 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Send an email (SS listserv) to intro the recognition program that will be coming for completing the tutorials and list the students who have already competed it	Jodi	June 25, 2007 and 25 of ea month thereafter
2. Send an email to the Dean an email asking them to extend congratulations and suggest prof. dev credits	Happiness	June 25, 2007 and 25 of ea month thereafter
3. Hand certificates to the SS persons who attend the SS Conference and send to the IR Rep if they do not attend	SS Commission Officers Kimarie will generate	Nov 2007

10 MINUTES

TRADITIONAL STUDENTS IN NON-TRADITIONAL PROGRAM

ALL

DISCUSSION		
	<p>How do we bridge the gap of the traditional students and non-traditional students/program? Work experience Prerequisite skills</p>	
CONCLUSIONS	<ol style="list-style-type: none"> 1. Integrate solutions into ach initial course 	

Need solutions for how to reduce stress at work, increase staffing, distribute work load

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss solutions for dealing with burnout risks at conference.		

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	<p>5 year strategic plan</p> <ul style="list-style-type: none">o More involvement from Students Services staffo Connect alumni to the institution <p>2 year strategic plan</p> <ul style="list-style-type: none">o Bring connections back to all student services staffo Online resourceso Newsletter (topics required)o Profile from individual school newsletters