

Student Success Committee Meeting
Minutes
October 13, 2015 11:00am
University Hall Room 202

- I. Call to Order
 - a. In attendance, see last page
- II. Approve Agenda
 - a. Agenda Additions
- III. Old Business
- IV. New Business
 - A. Affirm/Elect Chair
 - 1. Nominations
 - 1. Barbara Serianni was the only volunteer/nominee
 - 2. Nomination made & seconded
 - 2. Discussion
 - 1. Gina Crabb noted Barbara's communication skills and attention to detail in preparation for this meeting
 - 3. Vote
 - 1. All ayes
 - B. Election of Secretary (responsible for committee minutes)
 - 1. Nominations
 - 1. Gina Crabb volunteered
 - 2. Nomination made & seconded
 - 2. Discussion
 - 1. None
 - 3. Vote
 - 1. All ayes
 - C. Elect two members to serve on University Scholarship Committee
 - 1. Nominated Rebecca Wells & Michael Sergi; seconded
 - 2. Discussion
 - 1. None
 - 3. Vote
 - 1. All ayes
 - D. Charges from Faculty Senate**
 - 1. Revise bylaws to reflect change in Enrollment Management ex-officio representation on committee.**
 - 1. By laws attached to the agenda were taken from the new website, and are old. Jenn Bailey noted that they were revised last year. Jenn and Delana will look for revised version. Once found, we need to check Senate minutes to see if the changes were approved. Barb will ask Kelly

Brooksher (last year's chair) as well. When we address this item add Trio Director and revise language as required. Bring back to the committee next month

2. Add student members
 - a. Barb will contact SGA and graduate student organization and ask for appointees
 - b. Update: Barb email SGA president re undergrad representative and Yvette Upton re graduate representative 10/13.
 2. **Review the report(s) and associated data on which the recommendation for changing to centralized advising at Armstrong was based.**
 1. Delana provided handouts for committee and doc file in email
 2. Gina needs to ask Senate on Monday to clarify purpose to guide our review. What would they like this committee to present to the Senate as a result of the review?
 3. Barb will provide review structure after the Senate meets and responds and email document to guide members' reviews.
 3. **Provide an update on the EAB Student Success Collaborative.**
 1. Delana provided handouts
 2. Delana will write summary to send that Gina can present to the Senate
 4. **Review job description for the new graduate admissions staff member to ensure duties are streamlined in order to facilitate graduate student admissions processing.**
 1. Position has been filled, George will send job description and Barb will forward to committee for review.
 5. **Draft resolution (or bill) with guidelines for students who change majors across colleges prior to completing 45 credit hours.**
 1. Ask Senate to clarify purpose, and what they mean by "guidelines".
 2. Consider providing benchmark document prepared by department heads
- E. Set next meeting day/time**
1. Barb will send out doodle for 1st week of December
- F. Gina will take the following to Faculty Senate:**
1. **Summary of EAB Student Success Collaborative status.**
 2. **Questions for Senate:**
 1. **Please clarify the purpose for this committee's review of the reports and data associated with the change to centralized advising and explain what information is desired in our report back to the Senate.**

2. Please clarify the following charge: “Draft resolution (or bill) with guidelines for students who change majors across colleges prior to completing 45 credit hours.” Identify the purpose for the resolution or bill and clarify the term “guidelines” as it relates to this charge.

Attendance 10/13/15

Name	College	Department	Present	Absent
Jennifer Bailey	CST	BIOL	X	
Dennis Barber	CLA	ECON	X	
Maya Clark	CHP	RHAB		X
Cynthia Costa	CLA	AMT		X
Gina Crabb (Senate Liaison)	CHP	NURS	X	
Ann Fuller		LIBR	X	
Nancy McCarley	CST	PSYC		X
Barbara Serianni	COE	CESE	X	
Michael Sergi	COE	AAED	X	
Rebecca Wells	COE	AAED	X	
Ex Officio				
Greg Anderson	Director of First Year Experience		X	
Delana Gljdosik-Nivens	AP for Student Engage/Success		X	
Georj Lewis	VP of Student Affairs or Rep		X	
Rock McCaskill	Registrar		X	
Kaye Oneal (rep by Tracy Hickman)	Director of Financial Aid		X	
Jonathan Roberts	Director of the Honors Program			X
Yvette Upton	Dean of Students, Student Affairs			X
Shannon Vo	Int Dir Academic Orientation/Advise		X	
Nashia Whittenburg	Director of Multicultural Affairs			X
	Undergraduate student rep			
	Graduate student rep			

October 18, 2015

Report to Faculty Senate from the Student Success Committee regarding the following charge: *Review job description for the new graduate admissions staff member to ensure duties are streamlined in order to facilitate graduate student admissions processing.*

Ten of ten members of the student success committee reviewed the job description for the recently filled position of Assistant Director of Graduate Admissions by completing a 5-point Likert survey ranking their level of agreement with the questions detailed in the table below. The number of responses at each level can be viewed below.

Question	# of Responses				
	1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree
The position summary clearly describes the responsibilities of this position.	3	5	1	1	0
The Principal Duties and Responsibilities section describes a role that is primarily focused on streamlining the graduate admissions process to support timely application processing & admissions.	2	2	1	5	0
The Principal Duties and Responsibilities sections describes a role that is primarily focused on recruitment and enrollment.	4	5	1	0	0
The requirements in the Minimum Qualifications section primarily align with skills needed for streamlining the graduate admission process to support timely application processing & admissions.	1	4	0	5	0
The requirements in the Minimum Qualifications section primarily align with skills required for recruitment and enrollment.	4	4	1	1	0
The requirements in the Preferred Qualifications section primarily align with skills needed for streamlining the graduate admission process to support timely application processing & admissions.	2	3	1	3	1
The requirements in the Preferred Qualifications section primarily align with skills required for recruitment and enrollment.	5	5	0	0	0
Overall, I believe that the job description for the Assistant Director of Graduate Admissions aligns closely with the need to improve the quality and efficiency of graduate admissions.	0	3	5	1	1
The position summary is well aligned to the details of the job description.	1	4	3	1	1

Summary

Seven of ten respondents do not agree that the job description aligns closely with the need to improve the quality and efficiency of graduate admissions. Eight respondents agree or strongly agree that the minimum qualifications described primarily align with skills required for recruitment and enrollment and all ten respondents agree or strongly agree that the preferred qualifications described primarily align with skills required for recruitment and enrollment. Respondents were mixed (about 50/50) that both the minimum and preferred qualifications primarily align with the skills needed for streamlining the graduate admissions process.

Respectfully submitted,

Barbara Serianni
Chair, Student Success Committee