Fayetteville State University
Students Affairs and Services Committee

Meeting Minutes
September 10, 2009

Opening:

The regular meeting of the Students Affairs and Services Committee was called to order at 2:15 pm September 10, 2009 in Lauretta Taylor Building, room 230 by Committee Chair Pius Nyutu.

Present:

Carson, Monica – Student Government Association
Craddock, Amy – Criminal Justice Department
Gillis-Ollion, Marion – SAC’s Office
Lopez, Xenia – Psychology Department
Nyutu, Pius – Psychology Department
Robinson, Angel S. – Student Government Association
Simmons, Sharonne – Graduate Student of Educational Administration
Thompson, Dorothy – Department of Residence Life

1. Report from SAC’s Steering Committee:

- The Steering Committee was held September 4, 2009 which consist of all leaders of each committee representing SACS.
- The Steering Committee will meet the 1st Thursday of every month.
- There will be a training session for those who are chairing and those on the writing committee. The session will consist of learning how to put all information into online documents. All documents referenced in the report will have a link available that will access the document. This training will be held September 24, 2009.
- The question came up in the Steering Committee how to contact satellite FSU campuses and the answer was to contact the person who is responsible here at the university.
- A new structure will be used to refer to the departments instead of names because the person may not be in the department when the documents are submitted.

2. Update from Subcommittees
Standard 3.9.1 (Student Rights) was updated by Dr. Nyutu and Ms. Thompson

- We need to evaluate where the information is located and how it is accessed by the student. We need to evaluate whether it conforms to educational standards. Does it meet the needs of all the students? We need to describe the procedures that students are made aware of information. How are students rights addressed?
- We will get this information from the student handbook, the catalog, UNC Board of Governors and the Code of Student Conduct and other sources as well.
- We discussed ways to disseminate information to the student by email.

Standard 3.9.2 (The Institution protects the security, confidentiality, and integrity of its records.) updated by Dr. Nyutu.

- Describe the definition and policies of student records and find out where it is located. This standard will require visits to offices. Evaluate if the policies are in federal regulations.
- Describe how records are stored and disposed. We have to research the rules and regulations on recordkeeping.
- Discussion arose about how secure the Banner Program regarding protecting student information.
- We need to find out where all of the records are kept for each department.
- We need to gather a list of questions and present to the SAC’s department. They will in turn give it to the specific departments to answer questions that apply to their department. If we read the documents and do not find the information, we will have to visit that department for the information.

Standard 4.5 (The institution has adequate procedures for addressing written student complaint and is responsible for demonstrating that it follows those procedures when resolving student complaints) was updated by Dr. Craddock and Ms. Lopez. All topics listed below were covered.

- They will identify the scope of complaints from each department.
- Academic
- Nonacademic
- Obtain policies
- Identify Communication Methods.
- Obtain documentation of how documents are being handled.
- Person/Offices to be interviewed.

Standards 2.10 and 3.93 will be discussed at the next committee meeting.

3. Develop a Plan of Action
• Each committee will work on assigned standards.
• We should present a draft of document at the next committee meeting.
• Ms. Sharonne Simmons was added to the sub-committee Standard 4.5.
• Dr. Nyutu will follow-up with committees that did not

Any Other Business

• Ms. Sharonne Simmons was newly added to the committee to represent the graduate student population. We also are hoping to add one more graduate student to the committee. She introduced herself and everyone welcomed her to the committee.
• Mr. Roosevelt Wright, Board of Trustees may not be joining the committee because his time is coming to an end with the Board of Trustees. Dr. Nyutu left it up to him to decide whether he wants to join the committee with the time he has left.
• Dr Nyutu contacted Dr. Gillis-Ollion about adding another faculty person to the committee so that we would be well represented by everyone at the university.
• Each sub-committee will keep notes of each meeting.
• Dr. Ollion explained the SAC’s survey that was used for 2000 SAC’s. If you find that you are not able to locate any information, you can create a survey using Qualtrics.
• Students are allowed to contact SAC’s directly if they have any complaints about the university.
• The final SAC’s report will be placed on a DVD with all documents linking to an area in the DVD.

Adjournment:

Meeting was adjourned by Dr. Nyutu. The next general meeting will be at Lauretta Taylor Building, room 230 on October 2, 2009 from 2:00 – 3:30 pm.

Minutes submitted by: Dorothy D. Thompson

Approved by: