Director’s Meeting - Final
January 15, 2009
Minutes

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Ben Hartley, Christopher Cameron

I. Admissions Update
Share NSSE and Admissions dashboard data with staff at your next meeting. Alicia will send an email educating staff on how to read and interpret the deviation from the mean. Based on NSSE and other data on Institutional Research homepage, how can we change our practices and/or be prepared to change our practices? For example, an incoming class of 30% first generation students and parents will require greater academic and social support mechanisms. Admission dash board is very positive: we are seeing growth in many states. First generation and diversity students are 30% and 425 respectively.

II. Interim Plan FY Seminars (09-10)
The interim FY plan as led by Robbie, Roberta, Hollie, and Tamara will be the plan that gets us to a real robust FYE.

III. Facilities Planning Group (Macro-view)
Master Planning Facility Group is Thursday, Jan 29. This tour is only with Directors. The Master Plan is not a personal wish list or as detailed as specific office real estate, rather it is place to put forward our needs at the macro level, such as expanding the Sports complex, creating new planning fields, or building multi-use facilities (e.g. academic advising office on first floor, then classroom, then residence hall rooms on top).

Mission and Identity Workshop on Feb. 12. All staff members (administrative assistants/office manager included) are expected to attend. Make plans to staff office with work-study students. Ensure your passport and shots are current in preparation for immersion trip. Be thinking of other available immersion programs (such as through church groups) should Fr. Ted be over-extended.

Fr. Ted will join us next time for the immersion trip discussion. The funding will not come out of pocket. The trip may be in conjunction with students but we’d have our own, separate experience. It will be dorm-style accommodations. Work varies from rebuilding homes, painting, repairing, hospice care, or working in a rectory with reflection and discernment each evening.

IV. Institutional Research (Projects/Responsibilities)
Review the Institutional Research homepage and data. Engage staff in discussion about how we can change our practice. Ask, “to what end?” so we (Student Affairs) can say, this was our measure, this was our outcome, and this is how we changed practice.

V. University Strategic Plan – Timeline/ Goals
Reference to Cissy’s e-mail regarding the concept of thinking boldly and play to win!

Between Jan. 22 and Feb. 20 Cissy will spend time looking at how the 2004 plan interfaces with the current. Directors will asked for to review/ comment.

Cissy’s report is due 2/20.
VI. Faculty Advisory Council
Identifying faculty and students who are influential yet not “the usual suspects” for upcoming Advisory Councils hosted by Cissy. Names are due at next Director’s meeting. Cissy will begin to host both a student and faculty Advisor Council monthly dinner.

Directors may submit as many names as they want and should be conscious of need for a diverse group. For students, we want to skew the population to FY and sophomores because they will be with us longer.

VII. Student Leader Advisory Council

VIII. SA Newsletter
During the meeting we agreed to assign Student Affairs newsletter article responsibilities to staff.

IX. Centennial Committee Appointments
Two volunteers are needed to participate on Institutional Advancement’s Centennial programming committee – We need good players with wide vision. Robbie and Chris will identify those two staff members to be on the University centennial programming committee.

X. Professional Development committee
Judy Deshotel
Andy Thon (May)

Please note Jan and Germayne are not running the retreat, rather shepherding the project under Robbie’s leadership.

XI. SA Retention Data
At department staff meeting have team begin tracking retention data for selected sub-populations below:

- OCC
- RL
- Counseling
- Career
- Ex: Student Leaders
- Learning Communities
- Early Warning – Robbie and Alicia will create a more formalized and action-oriented plan for following up with and supporting Early Warning students.

Track retention data from Fall 08 to Spring 09 for our sub-populations. In addition, have staff imagine “who or how” to use data (such as through the Admissions application) to systematically plan for the engagement of students.

For Early Warning, more detail and accountability is needed in terms of who is in charge of follow-up. Perhaps an organizational chart of checks and balances would be useful.

XII. Mid-year report

XIII. Leadership Awards
Robbie, Chris and Jessica will meet regarding leadership awards.
XIV. StrenghtsQuest
Chris, Hollie, and Ben will meet regarding StrenghtsQuest implementation. Also, we need to identify how your department can be promoting a Strenghts culture (e.g. having a Woo party).

The outcome remains that all FY will take Strengths and it remains a signature program; the onus is on us to promote the culture, not the student to take the assessment.

XV. Space Utilization
Robbie and Chris will discuss with Paul Fleming about when Thomas Hall needs to be cleared of old DSC furniture.

XVI. CDC Event Reminder

XVII. Training for Self-Managed Teams
If we are going to be truly transformational, it will take institutional commitment to change in ethos, attitude, systems and funding priorities.

XVIII. Additional Notes:
It was agreed to add more structure to Directors’ Meeting Agenda by having an “Old Business” section with “To Do’s, Reminders, and Radar Notes.” Betsey will include them on the next agenda.

Be reading True North – after spring break, we’ll have discussion groups regarding True North.