Directors’ Meeting - **Final**
May 10, 2012
Minutes

Present: Cissy Petty, Robert Reed, Roberta Kaskel, Alicia Bourque, Mike Giorlando, Craig Beebe, Heather Roundtree, Ron Guillory, and Audrey Torres.

I. **NASPA Lead Institution on Civic Learning and Democratic Engagement**
Loyola University New Orleans as an institution has been asked among NASPA’s 25 lead institutions to encourage and support our NASPA members in connecting students' experiences acquiring and honing skills of personal and social responsibility to civic learning and engagement initiatives.

This is a great opportunity to serve as a lead institution in NASPA's work on this initiative.

The following has been asked, if we choose to commit:

- Share your thinking on strategies to infuse civic learning and democratic engagement throughout students' educational experience
- Address the topic in your goals and learning outcomes
- Collect and report data on the efficacy of your efforts
- Share your information broadly through NASPA and in this way serve as a model for your colleagues

Heather Roundtree will contact NASPA to collect the information and due date. Both Roberta Kaskel and Heather Roundtree will work together to ensure the success of this program.

For more details regarding this program and the *Crucible Moment* report go to: [NASPA website](http://www.naspa.org).

II. **Hurricane Procedures**
Robbie Reed met yesterday with Stephen Murphy, Emergency Manager for Loyola University New Orleans, regarding weather and how it will affect us this year. Currently, we are in an El Nino season – meaning cooler water, which is good news because we are scheduled to have fewer hurricane storms. They are predicting 10 storms two which will be major storms. However having an El Nino season there is the potential to develop regional pop-up storms in the gulf coast area – this means as a university we may have no or little time to react.

It is imperative for Robbie and Stephen to meet with Craig’s team some time in June. They need to be informed and trained for any weather emergency. There is an emergency plan set and everyone has to be trained to avoid any mistakes.

Ron Guillory has requested to be included on the Impact Weather distribution list.

For further information - Please feel free to watch it any time you want and also share it with whoever you like. The video runs just over 25 minutes.

You can also find the presentation at the following link:

http://impactweather.com/ppt/IWspringwebinar2012May2012show.ppsx

III. **Packport**
Craig will need any changes to the Packport by Thursday, May 17th. An email reminder will be sent out on Tuesday, May 15th.

Moving forward with all publications and marketing pieces – as a Student Affairs branding piece it should state “The Office of Student Affairs.” All Student Affairs branding products (i.e. Packport, iLive, Employola, etc.) are award-winning programs and we must continue to provide those award-winning programs with our branding name.

IV. **Family Weekend 2012**
Seth will provide the information and update the website. Currently, we are looking at Sept. 28-30th as a conjuncture will the ring ceremony.

V. **Measuring Motivation and Aspiration of First-Year Students**
Last week Roberta met with the Asst. Dean and Donna brought up the instrument for measuring high risk students. They said, “no” to all of the current plans. Cissy has a meeting on May 15th from 12:30-1:30pm with Dr. Voigt to discuss her position. Cissy would like to talk to Alicia and Roberta after her meeting.

Bottom-line the university has not been moving the retention numbers. We have been losing sophomores as in the past. Sal came into his position thinking he could make a difference in the retention numbers. In the past we’ve had a consulting firm analyze and make recommendations but we simply have to remember a good retention number means more operating money for all of us. On the flip side, a negative retention number will be very damaging. We need to be very aware and continue to be informed.

VI. **Beacon from CampusLabs**
Roberta and Liz will have a demonstration of Beacon, a Campus Labs tool that can support our student retention and provide an early warning system.

Liz has been looking at different retention software programs and Roberta has been developing a relationship with Campus Labs. They’ve decided to look at Beacon together and bring it to the table. Roberta would like the names of individuals that should attend the webinar. She will also include the Asst. Dean to attend the CampusLabs webinar.

For more information you can click on the link to Beacon:
http://www.campuslabs.com/products/beacon

Michael Wiseman of Campus Labs will conduct the web-based demo this Friday, May 18, at 9:00 a.m. He is also willing to have an additional meeting the first week of June; further information coming soon.

VII. **Data For Cabinet Mtg – Digital Vendor Authorization:**
The form is still in the stage of editing. Approval from the Provost is still pending – once it’s been confirmed our department has to be very careful to follow the policy. There are two very important points to remember – 1. Our department cannot go into a contract with a new
Always involve Brett Jacobs before signing and moving forward with a new contract.

Roberta Kaskel will follow-up with Brett Jacobs and Bill Bishop. She will send out a list of all the contracts that Student Affairs currently has to ensure we are in compliance.

VIII. Strengths – Campuses
Our first goal as Student Affairs is to support the implementation of the StrengthsQuest program at Loyola University New Orleans. The overall intention is to have our student experience StrengthsQuest through their interactions with each other and eventually with each of the university’s departments. Everyone, especially our students should know their top five areas and throughout the students’ 4 years on campus at least 3 strengths should be articulated in their lives.

This program is and will be our signature brand.

IX. Suggestions / Action Items:
1. Roberta Kaskel will follow-up with Brett Jacobs and Bill Bishop regarding the Digital Vendor Authorization.
2. Robbie - please update Ron Guillory on the Weather Impact distribution list.
3. Annual Report – Timeline has been provided. E-mail updates will be sent according to the timeline.
5. Heather Roundtree and Audrey Torres will work on getting a list together with everyone’s name and five strengths.

The meeting adjourned at 11:56am