Ozarka College
Student Affairs Committee Minutes
November 27, 2007

Call To Order:
The Student Affairs Committee met on Tuesday, November 27, 2007 at 11:00 a.m. in Room M204 in the Main Building. The meeting was called to order by Samantha Thornsberry.

Members Present:
Zeda Wilkerson          Joyce Baker
Michelle Cooper         Karin Brown
Samantha Thornsberry

New Business:

The focus of this meeting was to discuss the purpose and responsibilities of the Student Affairs Committee and to begin reviewing areas where action could be implemented. The committee agreed that responsibilities 1 and 5 would be our immediate focus, in order to coordinate student organizations and events that may have a direct effect on students while on campus. The Committee reviewed the revised “Committee Membership” document sent out by Dr. Johnston, as well as the “Student Affairs Committee Charge,” “Student Organization Calendar of Events,” and the “Student Affairs Fundraiser/Project Application” forwarded from Judy Cannady, the previous Student Advisory Committee Chair.

The following actions were discussed and committee members were given assignments in order to gather information and to initiate the implementation of a “Student Events” Calendar:

1. The committee felt it was necessary to develop a “Student Events” calendar that would be accessible to students, staff, faculty, and the community. The purpose of this calendar would be to help coordinate campus events so that student organizations are more aware of projects on campus, in order to alleviate duplication, but primarily to keep students informed of what is happening on campus. Michelle Cooper agreed to talk with Computer Services about how this calendar could be either developed or coordinated with the general Ozarka calendar.

2. The committee made a list of all the student organizations and groups on campus, and Zeda Wilkerson agreed to contact them:
   Student Council--Joanna Fulbright and Ron Helm
   PBL--Steven Baltz and Brad Hollaway
   PTK--Melissa Martin and Tracie Morris
   HOSA--Ruby Johnson
   Feature Teachers of American--Michelle Cooper
   Student Ambassadors--Zeda Wilkerson
   Christian Student Group--Ron Helm
Library--Mary Ellen Hawkins
TRIO--Deltia Shell
Career Pathways--Kim Lovelace
Kids Academy--Amy Pinkston

Information that we need from each group includes:
1. Name and e-mail for the main "contact person"
2. What activities has their group completed this semester (fall 07)?
3. What activities does their group have planned for the rest of the academic year (spring 08)? We need exact dates!
4. Remind sponsors or advisors to fill out the Project Application, paying particular attention to the dates of events.
5. Inform all groups that we are coordinating dates to go onto the calendar that are specifically "coded" as Student Events.
6. Remind advisors/Sponsors that they need to fill out the “project application” as completely and specifically as possible. Advisors are then to turn in completed applications to the Vice President of Academic Affairs, who will then seek approval for the project from the Administrative Council. Once approved, the VPAA will inform the advisor/sponsor, and then he/she may contact Kim Whitten should a public relations announcement be necessary.

3. The committee had questions regarding whether or not Student Affairs had a budget to work with. Joyce Baker agreed to discuss this with Ron Helm and/or Tina Wheelis. Joyce will report back to the committee at our next meeting. The committee went on to discuss various student services that could be offered as a way to promote and encourage outreach efforts on all three campuses and in the community.

4. The committee raised questions regarding the coordination and implementation of the new Student Surveys that were administered this semester. The main questions posed were whether or not this survey will fall under the direction of the Student Affairs committee, as it has in the past, and whether the Student Affairs Committee will be privy to the information derived from the evaluations. Karin Brown agreed to visit with Dr. DeLong and to report back to the committee at our next meeting with possible answers to our questions.

5. The committee agreed to elect Zeda Wilkerson as chairperson and Samantha Thornsberry as Secretary.

6. The next meeting was planned for this coming March (spring 08).

Adjournment:
With no further business, the meeting was adjourned at 11:50.

Samantha Thornsberry, Secretary
Zeda Wilkerson, Chair