**Student Affairs Staff Meeting Minutes**

**October 10, 2017**

**Next meeting November 14, 2017 at 1:00pm in J118**

**In attendance:** Michelle Wright, Brenda Hussey, Fran Spevak, Dustin Pierce, Wendy Morris, Jessica Russell and Catherine Carney

**Michelle Wright,** new Interim Dean for Charlotte Campus, led the meeting and will provide agenda for next meeting.

**We All Welcomed Michelle!**

**Department Reports**

**Catherine, Learning Resources**

* An order of replacement books is being reviewed.
* Presenting in many classes now
* Testing new circulation software for possible installation in six months

**Dustin, ASC**

* Recruiting tutors for all subjects, especially Science, Math, A&P
* Tutor training is now through Canvas
* Currently have eight tutors, with seven leaving in May
* Tutor.com on-line tutoring reports use by 140 students
* Michelle suggested campus wide effort to recruit tutors, mentees, student assistants, CAB members. Jessica will send email with plan of action.
* Jesse Ruth is Math IA; Dustin covers when needed.
* Tips and Strategies Workshop to be added (improve critical thinking/application)
* Sarah FT and Ginny PT in Writing Lab
* Sarah will add writing workshop
* Orientation schedules are posted.
* Workshop attendance has increased.
* Contacting Mark Trapani regarding need for upgrade or replacement of two main computers in front of ASC.
* TI83 and TI84 calculators are needed by many students.
* TI84 emulators being installed on computers
* Six TI84’s available for students to borrow for testing purposes
* Monica Moore reports that EAP testing will be available through Charlotte Testing soon.

**Jessica, Student Engagement**

* Doggy Palooza: Michelle (and all) thanked Jessica for this event and its success. It will be repeated.
* Assistance needed to promote all events. Jess will email plan of action for this along with plan for recruiting efforts of tutors, etc.
* Mascot has visited several times.
* Holocaust speaker, Max Weisglass
* Well received by large crowd
* Excellent audience participation/questions
* Haunted College
* volunteers and candy needed
* waiting for flyer from marketing, to distribute to public and to schools
* media announcements are scheduled

**Brenda**

* Jennifer Ramos, new manager of our bookstore, is promoting bookstore in conjunction with campus events. Please drop by to meet her and support her efforts.

**Fran**

* Submit additions/changes to power point slide show for TV to Fran.
* FYI: DVD’s can be shown on new small classroom computers by checking out device from Library.

**Wendy**

* Pinning ceremony is December 8th with 33-34 graduates.
* Location TBD
* Bobby Holbrook is the new Program Director of Nursing.