

## **Minutes Student Affairs Committee -- December 1, 2005**

Present: Judy Hughey, Mary Heller, Ann Knackendoffel, Keith Powers, Jane Fishback, Bob Shoop, Megan Walters (grad. stu. rep), Ashley Arndt (UG student rep.)

Absent: Clark Harris

### **1. Approval of minutes from Nov. 3, 2005 meeting**

Approved (Motion made by Mary seconded by Jane )

### **2. Old Business**

Review and Revisions of the COE Handbook - this is underway and will be shared when it is done.

Update on Graduate Council, Student Affairs Subcommittee Proposal on Advising Requirements -because some individual advising problems have been brought up at the University level, Graduate Council is considering implementing some requirements for advising at the graduate level. This has generated many differing opinions as to how it should best be addressed and soon it will voted on to decide if the proposal should be a requirement or an option.

### **3. New Business**

Outstanding UG student awards; Clark was not present at the meeting and there was no report.

Outstanding Graduate student awards; Jane received 2 masters one doctoral nominations All are strong candidates.

Outstanding Future Teacher Award - Keith said two were selected and turned into Pam today.

### **4. Ed. Council / Undergraduate Concerns** - -No concerns reported.

### **5. Graduate Student Association /Concerns** -

Jane reported some of her students in the Adult Ed. program don't feel part of the communication loop in the College of Education. One of the issues seems to be with e-mail addresses. Most of those students use a district or personal e-mail address and rarely, if ever, access their K-State e-mail. This is a problem too with online courses and distance ed. in general where the students are as directly connected with K-State. Several solutions were discussed including providing directions to students about how to have their K-State e-mail forwarded to their primary e-mail account, having students in those classes provide their primary e-mail to the instructor of the class or their advisor so that it can then be compiled in the Department Office for communication purposes. Bob expressed that he thought it was ultimately the students' responsibility. This discussion also generated more discussion about how our College of Ed. webpage needs to be both accessible and user friendly. At the end of the discussion, all agreed that this would be a good topic for further discussion and should be on the agenda at the next graduate faculty meeting (whenever that might be). Also, individual faculty members who had concerns or ideas for the COE Webpage should talk to Mike Ribble so these can be addressed as the new webpage is being designed.

### **6. Election** - This was Judy's last year as chair. Ann nominated Keith Powers.. Jane seconded. Keith was named the new chair of the Committee by acclamation. Sincere and heartfelt gratitude was expressed for the leadership and hard work Judy gave to the Committee in her role as president.

### **7. Other** - Martha Gage (KSDE) asked Bob to write another standard for the State on ethics. Legislation will be initiated for teacher ed. to have a unit on in ethics for anyone applying for teacher licensure. Mary brought up an issue regarding the Distinguished Cooperating Teacher Award - Gail Shroyer and Sally Yahnke are concerned that only USD 383 teachers will be nominated and will receive the award. There was some discussion if we should we rotate every other year where one year it might be designated for a local teacher and the next to a teacher not in Manhattan. This appears to need more thought and should be placed on the February agenda for further discussion.

### **8. Next Meeting** Feb. 2, 2005, 8:30am, BH 368

Respectfully submitted by Ann Knackendoffel, SAC Secretary

Cc: Kathy Brown