

MSU  
Academic Affairs Council  
June 13, 2007  
Report

Present: Tania, Libby, Neil, Linda, Gary, JoAnn, John, Yueh-Ting, Sheila, Teresa

Scandanavia trip report

The trip was a success. MOU's were signed with Telemark University-Norway and Kristianstad University-Sweden.

The China study tour was a huge success. Libby has received lots of positive feedback. Students will be interviewed to for the media.

Foundations of Excellence In the First College Year-Dr. Rabe

MSU has submitted an application which is currently being reviewed. FOE is thorough guided self-study and improvement process for the first year that enhances an institution's ability to realize its goals for student learning, success, and persistence. This process fits well with Vision 2013.

Scholarship Award Notices

Letters have gone out. Students can accept and reject on-line. Next year Dale hopes to have the whole process on-line.

Successful First Semesters-John Girard

- Handout: *Population bulletin*. Stats indicate most first year freshman are not prepared for college Math, English, Reading, and Science. The question raised after reviewing the stats is should students take difficult classes in their freshman year of college? Maybe we look at how freshman may be more successful if they do not start out with the classes they struggled with in high school, but allow them to adjust to college life first. John will share this data with chairs and deans for their feedback on what MSU may do different to help our students succeed. Gary Rabe suggested the deans get a perspective from the chairs on what courses advisors are recommending to our freshman.
- First CONNECT was a success with 100 Freshman and 27 Transfers attending on 6/1/07
- Electronic brochure-when student inquires about MSU on line-they will be emailed an electronic brochure emphasizing what ever info MSU chooses to highlight. Data is sent to MSU and then MSU chooses the next step. A draft brochure should be available in July. MSU will be able to modify the text, pictures, etc. The cost is \$.17/email vs \$2.20(USA) and \$2.68 (Canadian) to mail out information. The process should go live September 1, 2007.

### State Fair July 20-28, 2007- John & Teresa

Enrollment Services staff will not be available to set up for the fair due to the CONNECT session. We need to know what our focus is while at the fair (recruiting, branding, department representation, Student Government, etc.) Six daily passes are given so volunteers get in free. A tentative volunteer schedule has been started. The Deans agreed to find help find volunteers for specific days. Teresa will send each Dean a detailed message on available shifts, instructions, etc.

### Biodemo data updates-Tania

Aug 21<sup>st</sup> -24<sup>th</sup> laptops will be set up in buildings for *Update Your Digits Day* to get students to update their addresses, email, and phone numbers. Billing address can only be changed by MSU staff. Advertising will include table tents, posters, an ad in the Red & Green, as well as the Registrar newsletter. All personnel should be proactive and asking those who walk in our offices if they have updated their information.

Tania is looking into holding training sessions once a semester for Administrative Assistants on PeopleSoft issues, customer relations, etc.

There was a security breach with a third party service provider and Financial Aid had to send letters to five MSU students instructing them on what actions to take to protect themselves. There are areas on the MSU web site that ask for information that is not secure. Notification will be coming out that this data must stop being collected until this is fixed. Please remember to lock up Electronic and hard copy files every night in your offices.

### Library: Sheila

Handouts were provided to the group on The Information Commons: a scalable, one-stop shopping experience for students and faculty. A Commons can include a help desk, coffee shop/kiosk, technology assistance, and opportunities for faculty to bring in a class, and much more. The goal is to make the Library inviting to students. Sheila is researching how this could be incorporated in our library.

### Area Reports:

- The Marketing Committee is looking for ideas for 2007-2008; lots of pictures are needed for advertising. Contact Teresa with your ideas, events, and contacts.
- Commencement booklet will be going online
- Course equivalency reference sheet will be published on the web for advisors
- August 17 is New International Student Orientation
- Kelly Buettner-Schmidt has been hired as the new Nursing Chair