COMMITTEE: Student Scholarships, Fellowships, and Financial Aid Committee

MEETING DATE: November 26, 2012

PERSON PRESIDING: Judy Wagner, Chair

REGULAR MEMBERS IN ATTENDANCE: Michele Mendes, Carolyn Willis, Judy Wagner, Steve Cerutti

EX-OFFICIO MEMBERS IN ATTENDANCE: Julie Poorman, Aysel Morin, Cynthia Deale

OTHERS IN ATTENDANCE: Lori Lee, Faculty Senate

ACTIONS OF MEETING

Agenda Item: Approval of minutes

Discussion: none

Action Taken: Approved as written

Agenda Item: Update on administration of student survey

Discussion: Survey questions have been added from SGA and the committee. Survey is planned for 1-2 through 2-22.Email has been sent to SGA president Justin Davis. The committee is waiting to hear from him. Survey questions have been sent to IPAR and are in the "task flow." Committee is waiting to hear from IPAR and SGA president.

Action Taken: Committee has sent survey to IPAR and is awaiting approval. SGA president has been contacted and committee is waiting for a response.

Agenda Item: Final review of the primer

Discussion: Changes discussed

Action Taken: Final primer will be out together by subcommittee led by Julie Poorman
Note that in relation to the primer and the committee's charge that it was out to committee and approved. Proposed revisions to the committee charge were forwarded to Committee on Committees and approved.

Agenda Item: Review of January workshop handouts

Discussion: Discussion of guests and speakers. Anne Fisher is to speak on the COB application and provide a timeline handout based on COB "best practices." Provided feedback on handouts for quick reference, etc. for example, be certain to let people know that FAFSA means Free Application for Federal Student Aid, etc. Julie Poorman and Jeremy Jordan provided a Scholarship quick Reference guide for participants. The document was edited. The feedback form for the workshop was edited. For example—

made #4 into 4 a, b, and c. Discussed final speakers and panelists to be listed on the program. Speakers are to be: 1. Marilyn Sheerer, 2. John Fletcher, 3. Jeremy Jordan, 4. Representative from the Alumni Foundation (TBA through Sherrilyn Johnson), 5. Ann Fisher (COB best practices). John Fletcher will introduce the new Director of Scholarships; Julie Poorman will be on the panel. Kathie Hall will probably not speak.

Action Taken: Outlined list of speakers above. Feedback on editing of handouts was approved.

Agenda Item: Discussion of gaining permission to videotape

Discussion: Need to add a "permission to video" statement on the sign-in form at the workshop.

Action Taken: agreed to put statement on sign-in form

Agenda Item: Assignment of duties for January workshop

Discussion: discussion about need for water and handouts, etc. need a sign-in sheet, committee members are to sit together (Note: Workshop is scheduled for January 28 at 11 am in Mendenhall).

Action Taken: Carolyn Willis and subcommittee will help get ready for the workshop. Water will be provided to speakers. Judy Wagner will bring copies of the handouts for participants.

Agenda Item: Review of topics for remaining meetings

Discussion: Rubric is to be discussed in February. Need to invite new Director of Scholarships to come to a future meeting. Discussed having the committee participate in honors college scholarship selection process, etc. if able to do so. Discussed review of catalog.

Action Taken: Carolyn Willis and subcommittee will help get ready for the workshop. Water will be provided to speakers. Judy Wagner will bring copies of the handouts for participants. Judy Wagner will contact Kevin Baxter in the Honors College. The review of the connections in the catalog to the committee will be postponed until fall.

NEXT MEETING: February 25, 2013

ITEMS TO BE DISCUSSED: workshop evaluation, rubric (subcommittee is Michelle Mendes, Liza Wieland, Cynthia Deale)