

# Student Services Committees

2017 - 2018

# CARE Team

## ► Purpose:

Meets weekly to centralize reporting and records about potentially concerning student and employee behavior; provides outreach, education, and training to the campus community regarding the importance of reporting concerning student and employee behavior; assesses long-term campus behavioral trends and outcomes.



## ► Representation:

The CARE Team is comprised of a multidisciplinary group of university personnel representing a variety of campus departments. Individuals selected from these areas have experience in law enforcement, threat assessment, medical and mental health evaluation, human resources, university operations, and student affairs. The members selected have regular contact with campus community members and hold positions that have multiple daily touch points with the majority of campus departments which will aid in assessment of persons of concern, and/or provide the authority to receive a CARE Team referral and take the appropriate action.

## Details

- ❖ Time Commitment:
  - 1 hour weekly
  - 5 additional hours
- ❖ Chair:
  - Dean of Students
- ❖ Selection Process:
  - Appointed by VPSS and Student Services Leadership Team - must serve in key area previously mentioned
- ❖ Members Selected When:
  - Changes in staffing occur
- ❖ Membership Rotation:
  - Changes in staffing

## ► Functions and Responsibilities:

- Collect and assess all reports of alarming behavior
- Determine effective response
- Implement plans to address concern
- Monitor effectiveness of response
- Prevent disruptive behavior and harmful incidents
- Connect campus communication to effectively detect behavioral patterns
- Utilize proactive approach in addressing concerning behaviors before situations become critical
- Prepare annual briefing portfolio

# Assessment Committee

## ► Purpose:

To work with all departments to ensure appropriate levels of assessment are being conducted and the results of the assessment are appropriately utilized. The committee will serve as a resource and support for all departments in Student Services and provide training and development opportunities

## ► Representation:

Committee members should include those who have an interest and the ability to learn more about assessment.



## Details

### ❖ Time Commitment:

1 hour bi-weekly

5 additional hours bi-weekly

### ❖ Chair:

Executive Assistant

### ❖ Selection Process:

VPSS and Student Services Leadership Team select members from pool of volunteers

### ❖ Membership Selection/Rotation:

Each July

## ► Functions and Responsibilities:

- Provide leadership and support for assessment initiatives
- Consult with departments on assessment projects, and annual plans & reports
- Provide feedback to enable continued improvement in the undertaking of quality assessment
- Review assessment processes annually
- Partner with Professional Development Committee and the Office of Institutional Effectiveness to develop opportunities related to assessment and program evaluation
- Facilitate communication and alignment of divisional and departmental assessment efforts throughout division and University
- Maintain and coordinate calendar to streamline projects
- Provide regular updates concerning timelines
- Maintain Student Services assessment website
- Prepare annual briefing portfolio

# Student Employee Learning Committee

## ► Purpose:

The "why" of student-employee learning outcomes embodies the idea that a job at ATU is more than just a paycheck. It is an opportunity to improve skill areas, develop existing strengths, and seek growth in new areas. This team will develop a division-wide program to positively impact and measure student learning through on-campus student employment within the Division of Student Services.

## ► Representation:

Membership comprises staff who currently supervise student employees or staff who have experience in student development theory and are interested in developing their skills in supervising student employees.



## Details

- ❖ Time Commitment:
  - 1 hour bi-weekly
  - 5 additional hours bi-weekly
- ❖ Chair:
  - Selected by VPSS and Student Services Leadership Team
- ❖ Selection Process:
  - VPSS and Student Services Leadership Team select members from pool of volunteers
- ❖ Membership Selection/Rotation:
  - Each July

## ► Functions and Responsibilities:

- Outline responsibilities for student employment within the division
- Recommend positions for the division based on division goals
- Identify relevant student outcomes for student employees (including graduate assistants) using NASPA/ACPA competencies, AASCU Values Rubrics, student development theory, and other appropriate resources
- Identify appropriate assessment approach (i.e. quantitative or qualitative) and instrument(s) - surveys, focus groups, etc.
- Develop training program and materials for supervisors and departments
- Consultations with Career Services
- Produce annual report of learning outcomes including overall GPA and retention rates



# Professional Development and Awards Committee

## ► Purpose:

To provide access to a range of opportunities for the intellectual, professional, social, and cultural development of the Division of Student Services staff, allowing them to increase in knowledge, enhance their professional competencies, and deliver exceptional service to the students of Arkansas Tech.

## ► Representation:

Membership is open to those who have interest in facilitating growth and development for the Division of Student Services staff.





## Details

### ❖ Time Commitment:

1-2 hours monthly

(once with subcommittee and once with large group)

5 additional hours each month

### ❖ Chair:

Selected by VPSS and Student Services Leadership Team

### ❖ Selection Process:

VPSS and Student Services Leadership Team select members from pool of volunteers

### ❖ Membership Selection/Rotation:

Each July

### ► Functions and Responsibilities:

- Committee divided into five subcommittees:
  1. Professional Development Team
  2. Awards Team
  3. Social Team
  4. Talent Development Team
  5. Current Trends & Issues Exploration Team
- Develop and implement professional development guide for divisional team members
- Partner with Assessment and Student Employee Learning Committee to coordinate division-wide training
- Develop and monitor fellowship program
- Provide training on Council for Advancement Standards (CAS)
- Establish and schedule CAS reviews on a calendar cycle
- Maintain list of professional awards and create and awards calendar
- Develop and implement internal awards program
- Develop and implement on-boarding template and process for all new team members
- Gather reports from staff for conference attendance, webinars, journal reviews, etc. and develop method to educate division about our field
- Prepare annual briefing portfolio

## Examples

Southern Methodist University: Student Affairs Committees (Graduate Assistant Experience, Talent Development, etc.)

Missouri State: Student Affairs Committees and Teams (Planning and Assessment, Friendraising, Social, etc.)

University of North Carolina Wilmington: Student Affairs Professional Development Committee

University of Illinois: Student Leadership Awards Selection Committee

NASPA: Excellence Awards

# Student Services GA Experience Committee

## ► Purpose:

The goals of the committee are to streamline the assistantship request process for departments, create consistent expectations for graduate assistants and supervisors, to develop more meaningful performance and experience evaluations, and to create a professional development program for graduate assistants.

## ► Representation:

Membership is open to those who have interest in facilitating the growth and development of our graduate assistants.



## Details

- ❖ Time Commitment:
  - 1-2 hours monthly
  - (once with subcommittee and once with large group)
  - 5 additional hours each month
- ❖ Chair:
  - Selected by VPSS and Student Services Leadership Team
- ❖ Selection Process:
  - VPSS and Student Services Leadership Team select members from pool of volunteers
- ❖ Membership Selection/Rotation:
  - Each July

## ► Functions and Responsibilities:

- Possible subcommittees:
  - Graduation
  - Professional Development
  - Onboarding
  - Recruitment
  - Evaluation Process
  - Practicum Experiences
- Develop recruitment plan for graduate assistants
- Plan and aid in implementation of training program for graduate assistants
- Develop and implement professional development opportunities for graduate assistants (i.e. mock interviews and workshops)
- Review and improve policies and procedures related to graduate assistants employed in the Division of Student Services (i.e. travel and attire)
- Prepare annual briefing portfolio

# Student Emergency Fund Committee

► Purpose:

To create plans for a student emergency fund program.

► Representation:

Membership is open to those who have an interest in helping students with high needs.



## Details

### ❖ Time Commitment:

1 hour monthly

1-2 additional hours each month

### ❖ Chair:

Selected by VPSS and Student Services Leadership Team

### ❖ Selection Process:

VPSS and Student Services Leadership Team select members from pool of volunteers

### ❖ Membership Selection/Rotation:

Each July

### ► Functions and Responsibilities:

- Develop and review emergency fund policies and procedures on an annual basis
- Provide an annual report on how awards were utilized and how dollars affected retention
- Provide oversight for the emergency funds process



# Student Services Accessibility Committee

## ► Purpose:

To provide ongoing advice to the Student Services Leadership Team, which will enable the division to ensure that people with disabilities are given access to division programs and services.

## ► Representation:

Membership is open to those who have an interest helping students with high needs in regard to their abilities.





## Details

### ❖ Time Commitment:

1 hour monthly

1-2 additional hours each month

### ❖ Chair:

Director of Disability Services

### ❖ Selection Process:

VPSS and Student Services Leadership  
Team select members from pool of  
volunteers

### ❖ Membership Selection/Rotation:

Each July

### ► Functions and Responsibilities:

- Assist in educating the division on ADA and disability issues
- Review programs for compliance with the ADA
- Review and make recommendations regarding compliant procedures and training programs
- Serve as an Emotional Support Animal Decision Committee
- Prepare annual briefing portfolio

# Student Wellness Advisory Committee

## ► Purpose:

To represent the wellness interests and needs of the students. The primary function of the committee is to foster communication with wellness program participants in order to seek their advice and assistance in maximizing the effective use of resources for wellness activities.

## ► Representation:

Membership is open to those who have an interest in supporting wellness activities.



## Details

- ❖ Time Commitment:
  - 1 hour monthly
  - 1-2 additional hours each month
- ❖ Chair:
  - Selected by VPSS and Student Services Leadership Team
- ❖ Selection Process:
  - VPSS and Student Services Leadership Team select members from pool of volunteers
- ❖ Membership Selection/Rotation:
  - Each July

## ► Functions and Responsibilities:

- Provide recommendations and advice for Wellness programming, planning, and operations
- Address policy issues
- Collaborate on projects and events with Wellness staff
- Develop strategies to promote health and wellness on campus
- Communicate important information to students, faculty, and staff
- Market and promote wellness programming and events across campus
- Encourage a campus-wide culture of wellness and academic-life balance
- Prepare annual briefing portfolio

# Social Media and Website Committee

## ► Purpose:

To oversee the continued development of a unified, interactive, branded approach to the website pages of all departments within the Division of Student Services.

## ► Representation:

Membership is open to those who have an interest in brand development via social media and websites.



## Details

- ❖ Time Commitment:
  - 1 hour monthly
  - 1-2 additional hours each month
- ❖ Chair:
  - Selected by VPSS and Student Services Leadership Team
- ❖ Selection Process:
  - VPSS and Student Services Leadership Team select members from pool of volunteers
- ❖ Membership Selection/Rotation:
  - Each July

## ► Functions and Responsibilities:

- Develop strategies and initiatives for divisional social media and website needs
- Work in partnership with MARCOMM to address social media and website needs
- Keep abreast of university MARCOMM developments to assist with division planning
- Inform division staff members about electronic services offered throughout MARCOMM
- Review reports from MARCOMM about divisional social media and website and make recommendations
- Partner with division web publishers to ensure page updates and development
- Prepare annual briefing portfolio



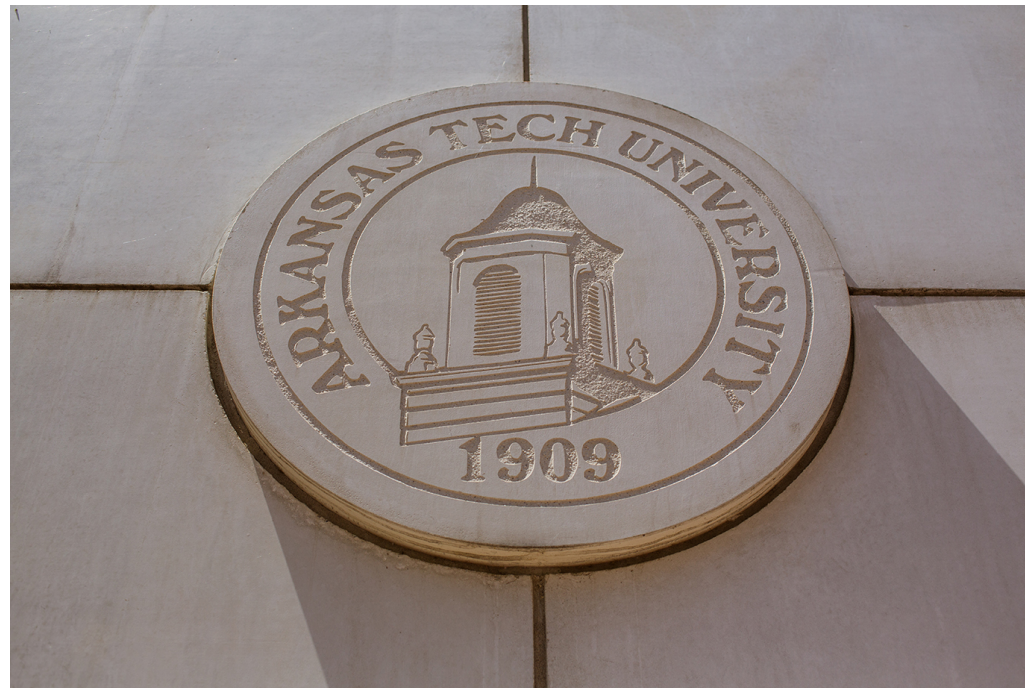
# Friendraising Committee

## ► Purpose:

To foster relationships with current and previous students to advance lifelong engagement with ATU via a systematic, integrated, and coordinated approach to friend and fundraising efforts across the Student Services Division.

## ► Representation:

Membership is open to those who have an interest in cultivating school spirit and engaging students after graduation.





## Details

- ❖ Time Commitment:
  - 1 hour monthly
  - 1-2 additional hours each month
- ❖ Chair:
  - Selected by VPSS and Student Services Leadership Team
- ❖ Selection Process:
  - VPSS and Student Services Leadership Team select members from pool of volunteers
- ❖ Membership Selection/Rotation:
  - Each July

## ► Functions and Responsibilities:

- Develop strategies and initiatives for fostering relationships with current and previous students
- Develop programs and services that enhance the identity of the Division of Student Services and ATU
- Cultivate loyalty and spirit among current students and graduates
- Provide opportunities for friends of the Division of Student Services to stay connected from admission to graduation and beyond
- Prepare annual briefing portfolio