Diane went over the agenda and we decided to determine the monthly meetings near the end of the meeting. Diane read the purpose of the Student Affairs Committee and said we would discuss the 4th purpose further as it states the SAC is responsible for the scholarship process.

One purpose of the SAC is to hear student appeals and Rob had one to present. Mary asked and Irma clarified that an appeal may go first to a particular department and then come to the SAC. The case was heard by the SAC and the appeal was denied.

Emmie May explained that we are in the midst of transitioning the scholarship process and that we will pilot an electronic review of the six college-wide scholarships. She and Irma explained that the student applications are due November 3rd and the applications would be available for our review on November 17th. The committee will meet on December 2 at 11:30am. Our decisions will be due December 3rd. Irma explained that department chairs will be responsible for reporting the recipients of the department awards (December 3 for monetary scholarships and February 1 for non monetary scholarships). Reminders will be sent to students and to faculty to encourage strong students to apply.

We discussed the need to recruit 2 student members for the SAC and Mary and Diane will work on getting one undergraduate and one graduate student.

Irma is working with the help of department chairs on revising the website to determine what needs to be posted. She related the discussion from the ad hoc scholarship committee on the review of the scholarship process, including:

- Department chairs will report scholarship recipients
- A list of tasks in the scholarship process will be developed
- The purpose of the SAC will be revised to move the responsibility for the scholarship process to administrative staff rather than faculty
- Hold a college-wide scholarship ceremony this year and then consider other alternatives

We discussed that an Ed Tech student is preparing a audio-visual presentation on the donors for the upcoming ceremony. Chris suggested that if we do not have a ceremony we produce a nice publication recognizing donors and recipients.

We discussed how to revise the purpose of SAC and it was determined that Chris and Diane will draft a motion to change the By Laws, then present it to the SAC and then the steering committee. Then faculty votes on it.

We decided on a standing schedule of meeting the 3rd Tuesday of each month at 11:30am. Our next meeting is scheduled for October 21 at 11:30am.

The meeting was adjourned.  

Respectfully submitted by Christine A. Christle