In attendance: Hembree, Espitia, Ciraulo-Stuart, Reveles, Pan, and Echandia

Meeting Called to order at 1:30pm

**Old Business**

1) Appeals committee
   Committee members (CM) discussed our role in overseeing Appeals Sub-committee and the need for a document on the policy on appeals for each branch. Suggestion to announce at DAC a request for policy wording, as well as email the chairs. Also, discussed complications and differences between grad and undergrad programs, including university policies on grade appeals. Looked at the actual charge of SSOAR and discussed that even if there is a grievance sub-committee to oversee the college as a whole, need to see how different the procedures are for each branch and what policy statements are already out there. In addition, representation was discussed and how it will impact workload – including more meetings if there is a lot of appeals. Discussed the possibility of adjusting/modifying the charge. Will take back to chairs and DAC first.

2) Follow-up on grad student award nominations
   Graduation went well and the student speaker did a great job. Reinforces the idea we may want to address speaking role when selecting the student. We may want to take into account speaking at graduation in the nomination process. For Spring we will be choosing an undergraduate. We will need more information on them before we should select someone. For graduates, we should have an abstract of their thesis.

3) Committee vacancies
   Hembree has invited several ex-students to come to the next meeting as community members. Discussed difficulty of getting teachers and other educators to come since the meetings are in the middle of the day. Also, we should try to get community members that are former students, as well.

**New Business**

1) Strategies for recruiting
   Hembree suggested discussing different strategies for recruitment and picking one to do as an action plan. She mentioned that we need to look at the numbers in the college to better target recruitment efforts. In CHDV they are getting psych and former pre-Nursing students. Reveles mentioned that EDLP just sent out a mass flyer/brochure to former students. He mentioned the need for broad College-Wide recruitment that involves electronic billboards and other mass recruiting activities to reach out to a broader audience. Discussed student going to other programs (e.g. UDC cred+MA and Ed Admin from Sac County) because they sound better and how we need to
make Sac State’s advantages/strengths more visible. Discussed the need for us to differentiate ourselves from the other programs. Reveles stated that the programs need resources and support with their already well thought out recruitment strategies since they already know their client base well. Committee discussed actual charge of SSOAR to look at recruitment at a college wide level and come up with resources that can be available to the programs, including using existing resources and website (social media) to highlight the programs. Currently, website is not complete – lots of pages and programs missing. Need to better inform students about our programs. Another issue discussed is how “busy” the website is and the number of clicks required to reach programs and services needed by students. This is a problem for recruitment and advising. Discussed SSOAR committee asking Dean to put as a priority completing the website (allocate more resources?)

2) Recognizing student success
Hembree brought up that we need a policy in the college to grant Graduation with Distinction. Each branch or program needs a procedure for how to go about honoring graduate students. We should house these recognitions in this committee (SSOAR). Hembree will forward graduate with distinction information to this committee and graduate chair. She stated that this distinction should only be for about 10% of the students. This committee may just need to make sure that the students put forward by the programs met the requirements of the policy that was established. Website: http://www.csus.edu/acaf/academic%20resources/policies%20and%20procedures/Graduate%20Policy%20for%20Graduation%20with%20Distinction.html

3) Strategies for connecting with community members
Tabling until we have community members present.

Meeting was adjourned at 2:45pm

Next Meeting Thursday, March 20th from 1:30-2:45pm