

Delta State University
Student Engagement Committee
Tuesday February 27, 2007

Present: David Salinero, Paul Hankins, David Hebert, Elise Jenkins, and Paul Starkey

Absent: Corlis Snow

Meeting Time: 3:00-4:30

Minutes

The committee reviewed and approved the minutes from the February 20th meeting.

Introductory Letter

Dr. Hebert passed out a new draft of the letter introducing GST 600 to new faculty. The group decided to postpone editing the document until a later date.

Human Resources

Lisa Giger spoke to the committee about HR's services for new faculty. Below is a summary of the talking points.

- IHL has mandated that HR update its material to include such topics as sexual harassment and payroll schedules (among other topics).
- Most new faculty come unprepared to make the immediate HR decisions at the beginning of their tenure.
- There is no standard protocol for introducing prospective faculty to HR issues.
- While HR does not have a ready-made packet to send new faculty at the present, they hope to develop their web presence which would provide easy access to necessary information. Elise Jenkins suggested to Ms. Giger that a business student may be interested in helping with the web page development.
- To avoid confusion, the SEC and HR should coordinate so that new faculty do not receive the same information multiple times.
- HR plans on having its orientation session either on August 9th or August 10th.
- SEC tried to determine a documentation timeline for new faculty.
 1. Department recommends a new hire. An RNA (?) is requested.
 2. Once the RNA is signed by Dr. Hilpert, HR receives the paperwork and issues a contract.
- The SEC determined that there is no protocol for issuing letters of intent. Members agree that these letters should come from the departments and copies should be CC'd to HR so they can begin the paperwork for new faculty. Turnaround is usually 4-5 weeks between the submittal of the RNA and contracts being issued.
- Most paperwork for new faculty is completed by June 1. That should be enough time to send out all of the required SEC documentation. The SEC can get a list of new faculty from HR.

- SEC then created a timeline for when it would send out its material. The committee also agreed to send its documentation separate from HR in order to maintain its identity.
 1. The initial letter from SEC will be sent out during the first week of June.
 2. The invitation to the social and request for contact info will be sent out during the third week of June.
 3. Large packet including syllabus and other GST 600 documentation will be sent out during the second week of July.

NSSE/FSSE

Elise Jenkins reported on NSSE/FSSE status.

So far, only 3.24 % of potential respondents have filled out the survey. The last reminder will go out on April 10th.

Ways to increase response:

1. Teaming with SGA to increase usage of OKRA Mail.
2. Prizes will be offered.
3. Ads will be placed in the school newspaper.

FSSE is set and ready to go. OIT is straightening out email inconsistencies.

QEP Steering Committee

The revised QEP Steering Committee is set. SEC has tentatively set a meeting for March 27th, time TBA.

Logo

Elise Jenkins recommended that the SEC Logo needs an overhaul for something more effective. Members had no objections.