

Approved 03.03.2023

Meeting Minutes

Date: Friday, February 3, 2023

Time: 12pm-1pm

Place: WebEx Meeting Room: <https://purdue.webex.com/meet/sbuttes>

Committee Members:

Noor Borbieva, **present**
Stephen Buttes, Chair,
present
Kristina Creager (ex
officio), **absent**
Kerrie Fineran, **present**

Lynn Acevedo, PSGA,
2022-2023, **present**
Cutter Mask, PSGA,
2022-2023, **present**
Wylie Sirk, 2022-25,
present

vacant, 2021-24

Nashwan Younis, 2022-
25, **present**

Committee Charge and Discuss ([Senate Bylaws 5.3.4.2](#)):

- “**Responsibilities:** The Student Affairs Committee shall be concerned with:
 - the general social, cultural, and practical welfare of all PFW students.
- Specific non-classroom matters of concern shall include but not be limited to:
 - intramural and intercollegiate athletics,
 - counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations,
 - student government actions and recommendations,
 - extracurricular activities,
 - provision of equal rights and opportunities,
 - recruiting and placement policies,
 - and other matters which would enhance the university environment of the student for learning and living.
 - The Committee shall establish a Mastodon Athletics Advisory Subcommittee.”

1. Minutes from 11.18.2022 were approved

2. Agenda was approved.

3. Committee vacancy: Steve wrote to the first senator on the list potential replacements to fill the vacancy on the committee (11/10/22 email to committee). The senator declined but will consider participation on the committee in the future should vacancies open. Steve will continue down the list to seek to fill the vacancy.

4. The committee discussed a proposal to change the campus solicitation policy from active to passive. Student representatives gave an overview of the Student Government response to this inquiry, and potential positive and negative impacts were discussed. Some issues highlighted in the discussion were how a change could demonstrate care for students; how the change could impact otherwise legitimate activities (e.g. petition campaigns for ballot access); and the potential need to distinguish between internal and external groups. Steve will summarize the

PFW Senate Student Affairs Committee

comments, circulate to the committee for review, revision and approval before sending the off the committee's response to the questions.

5. The committee discussed the following questions regarding committee operation. While some issues were highlighted (e.g. the need to improve communication), the Vice Chancellor's inability to attend this particular meeting signaled the need to return to these questions in our next meeting:

- [SD 22-16](#): discuss the relationship between the Senate and Office of Enrollment Management and the Student Experience (OEMSE)
- What is the role of this committee in improving the working relationship between the Faculty and OEMSE?
- What operational procedures within our committee can improve communication, cooperation and collaboration so that shared governance works?

Several committee members expressed the need to provide the Vice Chancellor formal space within the agenda to report on items relevant to the committee's charge. There were questions regarding what items should be included in such reports. The items listed in the committee's charge would be the relevant items to include in a report on activities.

It was concluded that these open discussions and sharing of information would enable the committee to be proactive in its work and to identify areas of policy or other actions relevant to the committee's responsibilities.

Meeting adjourned at approximately 1:02pm.

Minutes
Student Affairs Committee
WebEx
11.18.2022

In attendance

Noor Borbieva, 2021-24 **present**
Stephen Buttes, 2022-25, Chair **present**
Kristina Creager (ex officio) **absent**
Kerrie Fineran, 2020-23 **absent**
Lynn Acevedo, PSGA, 2022-2023 **present**
Cutter Mask, PSGA, 2022-2023 **present**
Wylie Sirk, 2022-25 **present**
Nashwan Younis, 2022-25
present
vacant, 2021-24

The meeting began at approximately 12:07.

There were two items that were under discussion for the day (mentioned in emails sent to the committee on Nov. 10 and Nov., 15, 2022):

1. A replacement member for the currently vacant spot on the committee (committee alerted to this topic in a Nov. 10, 2022 email)
2. A discussion of the Greek Life Feasibility Study announced via a special edition of Inside PFW on November 15, 2022 (committee alerted to this topic of discussion in Nov. 15, 2022 email)

The committee discussed potential processes for identifying a replacement member of the committee. The committee agreed that the process outlined in the Nov. 10, 2022 email to the committee is agreeable. Steve will contact the senators on the list of eligible senators included in that email, beginning with the first listed. Steve will also mention the vacancy during good and welfare at the Senate if we have not identified a replacement member before then.

The committee then turned to the Greek Life Feasibility Study. Some faculty members on the committee expressed concern about the lack of consultation with this committee given that the issue falls squarely within its responsibilities and especially given that there were opportunities (multiple meetings) to share with the committee major initiatives that would be taking place in the Office of Enrollment Management and the Student Experience. The committee discussed our first meeting where we outlined major areas of the committee's charge where we should direct our committee activities. The Greek Life Feasibility issue was not mentioned.

Several committee members cautioned that it was still too early to know what the process of consultation was or is and that we should be cautious in expressing our concerns about the consultation process.

Student members on the committee shared their experience in consulting with the Office of Enrollment Management and the Student Experience on this issue. Vice Chancellor Surface consulted with the Executive Officers of Student Government approximately two weeks prior to the special edition of Inside PFW announcing the Greek Life Feasibility Study. Student Government review the survey questions and expressed approval of the survey questions. They did not express approval of a Greek Life Feasibility Study.

Student officer in SGA highlighted a variety of concerns in their discussions with Vice Chancellor Surface:

- the Greek system often brings to campuses a series of dangerous and problematic behaviors

- there are equity and inclusion issues at play in the Greek system because there are often costly dues and exclusive activities that would lead to some portion of the student body being excluded from significant social activities

After some discussion of the best path to explore these sets of concerns, the committee concluded that we should draft a memo summarizing our concerns and findings and send it to the Executive Committee, deferring to them to charge this committee with any work or activities in this area of faculty responsibility.

Steve will draft the memo and circulate it to the committee before sending it to the Executive Committee.

Meeting adjourned at approximately 12:37pm.

Meeting Minutes

Date: Friday, October 14, 2022

Time: 12pm-1pm

Place: WebEx Meeting Room: <https://purdue.webex.com/meet/sbuttes>

Committee Members:

Noor Borbieva, 2021-24
Stephen Buttes, 2022-25, Chair [in attendance]
Kristina Creager (ex officio) [in attendance]
Kerrie Fineran, 2020-23 [in attendance]
Lynn Acevedo, PSGA, 2022-2023 [in attendance]
Cutter Mask, PSGA, 2022-2023 [in attendance]
Wylie Sirk, 2022-25 [in attendance]
~~Tanya Soule, 2021-24 [resigned]~~
Nashwan Younis, 2022-25 [in attendance]

Committee Charge and Discuss ([Senate Bylaws 5.3.4.2](#)):

- **“Responsibilities:** The Student Affairs Committee shall be concerned with:
 - the general social, cultural, and practical welfare of all PFW students.
- Specific non-classroom matters of concern shall include but not be limited to:
 - intramural and intercollegiate athletics,
 - counseling, orientation of new students, scholarships, loans, conduct and discipline, health, living conditions, student political activities and organizations,
 - student government actions and recommendations,
 - extracurricular activities,
 - provision of equal rights and opportunities,
 - recruiting and placement policies,
 - and other matters which would enhance the university environment of the student for learning and living.
 - The Committee shall establish a Mastodon Athletics Advisory Subcommittee.”

1. Approval of Minutes from 09.23.2022

- Minutes were approved

2. Approval of Agenda

- Agenda was approved.

3. Welcome to Lynn and Cutter: thoughts on areas of committee charge

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4. Update?

- Committee response to [SD 21-35](#): “Public Sharing Information about Deaths of Faculty and Staff at PFW”
 - Noor presented a summary of what the committee learned in its previous meeting. We discussed the resolution language, made some minor modifications to clarify aspects of the conversation from the previous meeting (e.g. the timeliness of the university learning of a student’s death) and voted to approved the document (final version included below)
 - The document will be sent to the Executive Committee
- Committee response to COVID-19 data
 - Noor brought back a document the committee worked on in spring 2022 related to COVID data, student attendance and student mental health (see below). There was mention of a related “for information only” item that was listed on the Senate agenda for the October meeting that has the potential to affect discussion of this.
 - The committee will discuss this document again after Noor verifies whether it had been forwarded from the committee in spring 2022. We will discuss this again at the next meeting.

5. Follow-up: external group review process (postpone until after Senate discusses New Business resolution)

- The committee agreed to wait until the new business item related to this issue (introduced at the October Senate meeting) had been fully discussed and addressed.

6. Follow-up: committee activity prioritization and work (teams/working groups):

- Issue Gathering Processes for the Committee
- Scholarship Processes/Software
- Mental Health/Counseling Services
- Student Participation in Civics-Related Matters
- Student Engagement in Extracurricular Activities
- Other Teams/Working groups?

During this section of the meeting:

- The meeting was running short on time, so Steve said he would assign committee members into pairs to work on these topics for discussion at the next meeting.

Meeting adjourned: shortly after 1pm

MEMORANDUM

TO: Fort Wayne Senate
FROM: Student Affairs Committee
DATE: Oct. 14, 2022
SUBJECT: Public Sharing Information about Deaths of Students at PFW

WHEREAS, SD 21-35, "Public Sharing Information about Deaths of Faculty and Staff at PFW," passed by the Fort Wayne Senate on April 11, 2022, directed SAC to develop a set of recommendations for the campus regarding how to best handle the process for student deaths,

WHEREAS the current policy surrounding student deaths is the "Protocol for Response to the Death of a Student" (attached below) and the Committee reviewed the policy, and

WHEREAS, the university does not always receive timely notification of student deaths; and,

WHEREAS the current policy was judged sound by Committee members, who believe it appropriately balances potential legal issues, the community's need to be informed about deaths of its members, the rights of the deceased's loved ones to privacy, their ability to make autonomous decisions about how to recognize the deceased, and the need to ensure that those most impacted by the death receive appropriate support; and

WHEREAS the current policy refers to the "Vice Chancellor for Student Affairs and the "Dean of Students,"

BE IT RESOLVED that Student Affairs Committee recommends that the university continue to follow the "Protocol for Response to the Death of a Student" unchanged unless otherwise directed by the Purdue University President, Purdue Board, PFW Chancellor, or the PFW Policy Committee; and

BE IT FURTHER RESOLVED that where the policy document refers to the "Dean of Students," the Committee suggests this refers to the Director of the Office of Student Conduct and Care and where the document refers to the "Vice Chancellor of Student Affairs," this refers to the "Vice Chancellor of Enrollment Management and the Student Experience."

Approving:

Noor Borbieva
Stephen Buttes
Kerrie Fineran
Lynn Acevedo
Cutter Mask
Wylie Sirk
Nashwan Younis

Opposing:

Abstention:

Non-Voting

Kristina Surface (ex-officio)

PFW Senate Student Affairs Committee

Purdue Fort Wayne Office of the Vice Chancellor for Student Affairs Protocol for Response to the Death of a Student

While this protocol provides a guide response to word of the death of a student, it is recognized that each situation is unique and may require slight variations in order to assure sensitive, supportive, and thorough institutional action.

1. Information regarding the death of a student should be reported to the Office of the Registrar. That office will then implement their Procedures for Handling Deceased Students Files.

2. University Police has procedures in place for responding to and reporting incidents involving students. Those procedures supersede this protocol when the University Police is the law enforcement agency responding to situation involving the death of a student.

3. The Vice Chancellor for Student Affairs will make the initial contact with the student's family on behalf of the institution. Others should hold off being in touch with the family until they are sure that the VCSA has made the initial contact.

4. The Vice Chancellor for Student Affairs will notify the following:

- a. Chancellor
- b. Dean of Students
- c. Communications & Marketing
- d. International Education (if an international student)
- e. Athletics (if a student athlete)
- f. Dean of the student's major college
- g. Registrar
- h. Financial Aid
- i. Bursar
- j. Chief of Police
- k. Academic Ceremonies

5. Dean of Students will inform the following of the death of the student and offer information on how students affected by the student's death can access support:

- a. Faculty teaching courses in which the student was currently enrolled
- b. Chair of the student's major department
- c. Student Assistance Program
- d. University Housing (if the student was a resident)

5. The Dean of Students will work with the Student Assistance Program and other appropriate campus partners to help assure that counseling support is available to students affected by the death.

6. Decisions regarding whether or not to pursue a posthumous degree are handled in accordance with the Posthumous Degree Policy.

Approved: 12/10

Updates made:

PFW Senate Student Affairs Committee

To: Fort Wayne Senate Executive Committee
From: Student Affairs Committee
Regarding: "Leveraging Covid-19 Data" review and findings
Date: xx/xx/2022

In Spring 2022, the Student Affairs Committee reviewed documents provided by Dr. Jeff Malanson, director of the Office of Strategic Planning. The documents, collected under the title "Leveraging COVID 19 Data," were the results of an internal study conducted by Dr. Malanson's office, to collect and analyze how different university units adapted to challenges created by the COVID-19 pandemic. One focus in the documents is the new challenges students faced during the pandemic and how units responded. Twenty-two university units responded to the call for reports and the collection includes individual reports as well as analyses and summaries completed by Dr. Malanson's office.

The Committee reviewed the findings in these reports. It notes that the data speak to two of the PFW Strategic Plan's four Aspirations: "Champion Student Success" and "Enhance Quality of Place." It also noted that the overwhelming take-away from these reports is how much effort and care faculty have put into responding to the pandemic in such a way as to ensure student success and well-being. The Student Affairs Committee felt the report confirmed conventional wisdom on our campus that faculty truly care about students, are expert teachers, and that they are devoted to doing what is best for students, even if that means additional time, effort, and thought.

SAC offers the following recommendations regarding what the reports reveal about how faculty can support student success as the university moves out of the pandemic crisis.

ATTENDANCE POLICIES

1. During the pandemic, many faculty instituted more flexibility in their attendance policies, but some are now reverting to earlier practices. Although attendance is important, "Leveraging Covid-19" findings suggest it may be appropriate for some faculty to maintain flexible attendance policies, allowing students to determine how to prioritize attendance in relation to other challenges they face.

2. Faculty that use attendance in calculating grades should ensure they are applying these policies consistently to students. Inconsistent policies is one of the most frequent complaints the Student Affairs Office hears from students. Toward creating more consistency, faculty are reminded that the Disability Access Center can assess students' health and mental health challenges and determine whether a student faces a situation that requires additional flexibility. Faculty who are approached by students about leniency because of a health or mental health issue should encourage their students to go to DAC to ask about an official accommodation letter. DAC is the only office on campus that is authorized to ask for medical information and documentation from students, so they are best positioned to determine whether students are dealing with a health (or mental health) issue that merits more

3. "Leveraging Covid-19" revealed that during the pandemic, many faculty were willing to add additional materials to their courses to accommodate students who had trouble attending class in person. These materials included recording lectures and creating discussion boards. Some reports indicate that some faculty are scaling back these practices. Students have reported that even as Covid-19 conditions are relaxed, they really appreciate having these additional resources. Faculty should consider continuing these enhancements permanently.

SUPPORTING STUDENT MENTAL HEALTH

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4. As many faculty are aware, many PFW student face mental health struggles, some of which were intensified during the pandemic. “Leveraging Covid-19” confirmed the value of maintaining a tone of patience, empathy, and compassion when dealing with PFW students. Treating students with kindness first, even if they present with possible disciplinary or academic deficiencies, can go far toward helping every student succeed. For our most vulnerable students, even a little bit of institutional “friction” can be enough to lose course.

5. Faculty should communicate to students that students may bring up to them personal challenges they face, such as mental health and family issues. At the same time, faculty are not counselors and should not offer therapy to students. Instead, faculty who hear from students about mental health struggles, family emergencies, and related struggles should immediately contact the CARE team to submit a CARE referral. Faculty can also encourage students to make use of the newly-expanded walk-in counseling hours at the student health clinic.

TEACHING ONLINE

6. Students communicate consistently that they prefer in-person educational experiences to being on-line. Nevertheless, on-line teaching is an important part of many faculty members’ jobs. Faculty are encouraged, whenever possible, to explore ways to incentivize active participation when teaching online, so that students are engaged.

RESOURCES

SAC offers the following best practices and other resources for faculty who would like more guidance and support as they navigate this part of the pandemic.

Disability Access Center:

Ryan McCombs, M.A. (He, Him, His)

Director, Disability Access Center

Purdue University Fort Wayne

Walb 113 | O:260-481-6658 | F: 260-481-6018 | mcombsr@pfw.edu

CARE team

Abby D. Blackmon

Director of Student Conduct & the CARE Team

Deputy Title IX Coordinator

Office of the Dean of Students

Walb 111 | 260-481-6592 | abby.blackmon@pfw.edu

CELT list of pedagogical resources: <https://www.pfw.edu/offices/enhancement-learning-teaching/pedagogical-resources/>.

[list some best practices and other published resources on student success, online teaching, pandemic teaching, etc.]

PFW Senate Student Affairs Committee

Meeting Minutes

Date: Friday, September 23, 2022

Time: 12pm-1pm

Place: WebEx Meeting Room: <https://purdue.webex.com/meet/sbuttes>

In Attendance:

Noor Borbieva
Stephen Buttes, chair
Kristina Surface
Kerrie Fineran
Wylie Sirk
Tanya Soule
Nashwan Younis

The meeting began at approximately 12:05pm.

The meeting opened with introductions before moving to the listed agenda.

1. Approval of Minutes from previous meeting (?)

- **The minutes for the previous meeting were not immediately available, but Noor will send those minutes to Steve to be circulated and approved at the next meeting.**

2. Approval of Agenda

- **The agenda was unanimously approved.**

3. Review Committee Charge and Discuss ([Senate Bylaws 5.3.4.2](#))

- “Responsibilities: The Student Affairs Committee shall be concerned with:
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 - and other matters which would enhance the university environment of the student for learning and living.
 - The Committee shall establish a Mastodon Athletics Advisory Subcommittee.”

Each committee member shared areas of the committee charge that merit the committee’s attention over the coming year. Below are the items mentioned:

1. **The committee should continue discussions of student mental health and wellness**

PFW Senate Student Affairs Committee

- a. Committee members discussed the mental health impact on students and staff of the recent demonstration on campus by the external group “Created Equal,” which displayed graphic photos
 - b. There was a suggestion that the committee could discuss review processes, standards of conduct or other measures to ensure that university decisions to bring external groups to campus do not have ill effects on “the general social, cultural, and practical welfare of all PFW students.”
2. The committee should review existing processes for awarding scholarships and having departments announce student scholarships as well as conduct a review of the software and processes being utilized to connect students with scholarship opportunities.
 3. The committee should review the factors contributing to the perceived drop off in student participation in extracurricular activities and student government and develop any recommendations to address the phenomenon to increase student engagement.
 4. The committee should participate in the review of policies currently being drafted in the Office of Enrollment Management and the Student Experience on student absences as well as any needed review of PFW’s shift to self-operation of counseling services, which is planned to be in place in Spring semester or no later than August 2023, pending hiring and solutions to other operational matters.
 5. The committee should review current processes and develop improved processes for gathering committee-relevant issues from faculty, students and staff to aid the committee in completing its work effectively.
 6. In the spirit of the Purdue Board of Trustees’ efforts to increase student knowledge of civics and democratic governance through the civics literacy requirement, the committee should explore how it can help support student knowledge about democratic processes by connecting students with information about voter registration, polling locations and, potentially, explore providing students transportation to early voting locations, thus “enhanc[ing] the university environment for learning” material related to a graduation requirement and contributing to the “provision of equal rights and opportunities” to participate in that area of learning.
4. [SD 21-35](#): “Public Sharing Information about Deaths of Faculty and Staff at PFW”
- “BE IT FURTHER RESOLVED, that since the university also refuses to acknowledge deaths of students, the Senate Student Affairs Committee works to develop a set of recommendations for how to best handle that process for student deaths, regardless of the circumstances surrounding such deaths.”

The committee discussed SD 21-35 and received from Krissy a link to the current “Protocol for Response to the Death of a Student” (see below). After some discussion of the issue and some of the obstacles and issues present when working to ensure that students and their families are treated equitably in any university process, Noor volunteered to write a paragraph summarizing the current university protocols and practices. This summary will be forward to the Senate Executive Committee as a Senate Reference report on how we have fulfilled our charge in SD 21-35.

5. Other items?

Kerrie needed to leave the meeting at 12:56 to travel to another meeting, and briefly after she left the committee discussed the Question Time session from the 09.12.2022 Senate Meeting. Steve suggested inviting the Women’s Studies Executive Committee to discuss concerns about the process for approving external groups to come to campus to provide services directly to students. The consensus was that this invitation should wait until we have time to discuss the issue more fully in another meeting.

The meeting adjourned at approximately 1:02.

PFW Senate Student Affairs Committee

Purdue Fort Wayne Office of the Vice Chancellor for Student Affairs Protocol for Response to the Death of a Student

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5. The Dean of Students will work with the Student Assistance Program and other appropriate campus partners to help assure that counseling support is available to students affected by the death.

6. Decisions regarding whether or not to pursue a posthumous degree are handled in accordance with the Posthumous Degree Policy.

Approved: 12/10

Updates made: 2/2020