

Student Affairs Committee

April 15, 2011

Minutes

Absent:

Representative from the Department of Health Policy & Management

In Attendance:

Bruce Levin (CFH)

Donna Haiduven (Global)

Hana Osman (EoH) Temporary Committee Chair

Michelle Hodge (Administration)

Todd Williams (Administration)

Yiliang Zhu (Epi/Bio)

The meeting was convened at 1:00 p.m.

The minutes of the March 25, 2011 meeting were approved.

Welcome to new members and to returning members

Michelle Hodge and Todd Williams were welcomed to the committee.

Review the mission of the SAC – Faculty Governance Manual

<http://health.usf.edu/publichealth/facultyaffairs/pdf/Gov%20Man.pdf>

Copies of the Faculty Governance Manual were distributed to each group member. The portions of the manual addressing the Student Affairs Committee were reviewed. There currently is no student member representative serving on the committee. The committee Chair will contact administration to follow-up on the appointment of a student representative.

SAC website update

<http://health.usf.edu/publichealth/facultyaffairs/studentaffairs.htm#>

Dr. Osman reported that the website was updated to reflect the current composition of the SAC membership.

Dr. Haiduven reported that she served on the SAC in the recent past and that she had records of the committee's work related to student awards and scholarships. Dr. Osman will follow-up with Dr. Abbott to inquire about the availability of meeting minutes from the September 9, 2007 and the February 15, 2008 meetings.

Recruitment & advisement update from administrative staff

Ms. Hodge reported that her job includes responsibilities related to student recruitment and pre-admission advisement. She attends the APHA and the FPHA annual meetings for student

recruitment purposes. She is also responsible for organizing new student orientation twice annually; she organizes special events; and she plans graduation activities with the assistance of other staff and faculty members as needed – the next graduation is scheduled for May 4, 2011.

Mr. Williams reported that the number of applications and admissions to the CPH has slightly declined over the last year, but the doctoral applications have increased. Dr. Zhu commented on the natural fluctuation in the number of student applicants and stated that one year's decline is not statistically significant.

Dr. Zhu expressed concern over the delays that frequently occur in the admission of international students due, in part, to the process of grade verification through third party organizations such as *Academic Evaluation Services, Inc.*, *Josef Silny & Associates, Inc.*; *International Education Evaluators*; and *Lisano International* among others. Dr. Zhu proposed, and the committee members concurred, to recommend to Dr. Wathington that the admission process be revised so that the third party verification of transcripts from an international applicant be assessed on a case-by-case basis by the department/program to which the potential student applies for admission, and that the department/program retain the right to request such a verification when/if needed. The justification for this recommendation is that under the current procedure, the department SAC does not review the applicant's application until the transcript verification is complete, therefore there is a delay in accepting potentially qualified students, which can result in the student accepting admission to another college of public health that may not be limited by the transcript verification process. If the affected department can review the SOPHAS application sooner, the admission of qualified students can occur more timely before the student accepts admission to another college of public health.

Old business

Dr. Osman reported that there were two issues that surfaced related to the student scholarship awards. One student was initially awarded the wrong dollar amount, this was corrected; and one student was not able to accept the award because the award conflicted with receiving student loans. Before the next student scholarships are awarded in 2012, this committee needs to review the process of awarding cash scholarships to students who are receiving student loans.

New business

Ms. Hodge recommended that each department communicate with accepted students by letter to start the welcoming process timely and to encourage the accepted students to enroll in the College. Each department currently has its own procedures of communicating with applicants who have been accepted by the departments' student affairs committees.

The meeting was adjourned at 2:20 p.m.

Respectfully submitted by Hana Osman, Ph.D.