

Stephen F. Austin State University
Staff Council Meeting Notes
Tuesday, December 10, 2024
10:00 a.m. – 11:58 a.m.
McGee Business Building (Room 133) and Zoom

Attendees:

Attending Representatives	<input checked="" type="checkbox"/> Chair: Ryan Dietrich <input checked="" type="checkbox"/> Parliamentarian: Heather Hawkins <input checked="" type="checkbox"/> Treasurer: Choya Coleman <input checked="" type="checkbox"/> Secretary: Emily Keller <input checked="" type="checkbox"/> Gina Ajero <input checked="" type="checkbox"/> Heather Catton <input checked="" type="checkbox"/> Walter De La Cruz <input checked="" type="checkbox"/> Crystal Deckard <input checked="" type="checkbox"/> Sabrina Delaney <input checked="" type="checkbox"/> Nicole Ivancic <input checked="" type="checkbox"/> Chase James <input checked="" type="checkbox"/> Alison Johnson <input checked="" type="checkbox"/> Steve Laurent <input checked="" type="checkbox"/> Tim Lewallen <input checked="" type="checkbox"/> Amy Mooneyham <input checked="" type="checkbox"/> Theunis Oliphant <input checked="" type="checkbox"/> Johnny Reed <input checked="" type="checkbox"/> Andrew Roybal-Cano <input checked="" type="checkbox"/> Ashley Schmidt <input checked="" type="checkbox"/> Shana Scott <input checked="" type="checkbox"/> Sydnee Seeton <input checked="" type="checkbox"/> Nadia Sifuentes <input checked="" type="checkbox"/> Leon Stefl <input checked="" type="checkbox"/> William Stelson <input checked="" type="checkbox"/> Brandon Stringfield <input checked="" type="checkbox"/> Enrique Venegas <input checked="" type="checkbox"/> Henry Wiederhold <input checked="" type="checkbox"/> Craig Yates
Not Present	

Meeting Minutes

Topic	Minutes
I. Call to Order	Time: 10:00 a.m.
II. Roll Call	Secretary Keller called roll. Individuals noted above were in attendance. No Proxies were noted.
III. Presentations	a. Dr. Andrew Dies (Assistant VP of Student Affairs and Dean of Students) and Megan Weatherly (Executive Director of Lumberjack Learning Commons) <ul style="list-style-type: none"> • Auto Registration Handout File • Auto-Registration of Incoming Fall 2025 students <ul style="list-style-type: none"> i. Objective <ol style="list-style-type: none"> 1. After incoming Fall 2025 First-Time, Full-Time Undergraduate (FTFTUG) students sign up for Axe'cepted Days (formerly Orientation), auto-register them into seven hours of coursework <ol style="list-style-type: none"> a. SFAS 1101 b. ENGL 1301 c. Appropriate MATH course for degree plan ii. Rationale <ol style="list-style-type: none"> 1. Internal, historical data indicate an average increase of 5 percentage points for students who complete SFAS 1101 versus those who do not. 2. Internal, historical data indicate higher average GPA and higher first-year retention rates of those students who complete core

	<p>math and one or both core English classes during their first year. (See Momentum Year dashboard)</p> <ol style="list-style-type: none"> 3. Many of our peer institutions have found success with similar initiatives and received positive student feedback on the process. 4. Dr. Weaver has communicated that it is his expectation that we will take on this project for the Fall 2025 entering class. <p>iii. Critical Tasks</p> <ol style="list-style-type: none"> 1. Develop programming structure to ensure this process is as automated as possible. 2. Ensure correct student placement into courses, thereby reducing work on advisors to re-advise. <p>iv. Considerations</p> <ol style="list-style-type: none"> 1. Current students continue to have “first dibs” when registration opens. 2. Scheduling students in specific majors around mandatory first-semester courses (e.g. music, art, forestry, etc.) <p>v. Proposed Process</p> <ol style="list-style-type: none"> 1. Incoming FTFTUG student signs up for Orientation, completes authorization form. (Orientation sign-up opens in January.) 2. TSI-liable students are removed from the auto-registration process and manually registered by Student Success Center. (This is the current process.) 3. Student is added to auto-registration queue and auto-registered for courses. (This will be a rolling process.) 4. Advisors conduct pre-orientation advising. (This starts as early as March.) <ol style="list-style-type: none"> a. Advisors guide students to change schedule if necessary, pending test (AP, TSI) scores and dual credit coursework. b. Student approves Advising Form, and advising hold is lifted. 5. Student can add/drop courses at will, within constraints of additional holds. <p>vi. Questions</p> <ol style="list-style-type: none"> 1. Representative Stefl: Did you mention that other institutions are doing this? <ol style="list-style-type: none"> a. Megan Weatherly: Yes, we’ve mostly talked about UTSA because they are also a Banner institution. Texas State has also been doing it. Multiple other institutions do it. The feedback that we’ve gotten from other institutions is that students have responded quite positively. 2. Representative Catton: Will this just be for the fall semester? <ol style="list-style-type: none"> a. Megan Weatherly: Right now, we need to just conquer the fall. 3. Representative Schmidt: How manual is the process and can AI be used to help?
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	<ul style="list-style-type: none"> a. Megan Weatherly: I think it will probably be more manual than what any of us want. b. Dr. Dies: Once we work the bugs out, the ultimate goal is for it to do its own thing. On the back end, advisors may have to tweak some things. <p>4. Representative Mooneyham: When does auto-registration happen, or how much in advance do they register?</p> <ul style="list-style-type: none"> a. Dr. Dies: They can go into the queue as soon as January when they sign up for the Axe'cepted Days, and then it would just go in line with when their regular advising period is, or registration period. b. Representative Mooneyham: Will they receive an auto email? c. Megan Weatherly: That's part of the big discussion we are having. TBD. d. Dr. Dies: A good indicator that they are not coming here is let's say we hit August 1st and that advising hold is still there, and they may not even come to their Axe'cepted date. There are some indicators that they decided to come, but then they changed their mind. e. Representative Mooneyham: Will someone auto-withdraw them? f. Megan Weatherly: We will run a script to drop them at a certain point in time based on certain criteria. I can't tell you what the criteria are. <p>5. Representative James: How much of this is custom programming? Can we undo it if it is poorly received? You said run a script, which means IT.</p> <ul style="list-style-type: none"> a. Megan Weatherly: The expectation is that they will be auto-registered for seven hours. Let's say a student comes in and they have dual credit English from another institution. They would just drop that English and pick up something else that they need for their degree plan. <p>6. Representative Hawkins: Does first-time include transfer?</p> <ul style="list-style-type: none"> a. Megan Weatherly: This is incoming first-time, full-time undergraduates. <p>7. Representative Schmidt: Is the script all-encompassing? Or, is it like there's a script for A to B, and then C?</p> <ul style="list-style-type: none"> a. Dr. Dies: A lot of it will be based on what the students come in with. PMO has decision trees and a student will get plopped into that. b. Representative Schmidt: Regarding categorization, maybe last name or something like that. If something happens, at least it's only for this group and not the entire string. c. Megan Weatherly: I don't think it's going to be segmented by something like alphabetically. We've also
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	<p>talked extensively as a group about what sorts of equity issues are we creating? The students who tend to sign up for orientation first are probably the students who need the least help getting to graduation in a timely manner or correct interpretation of a degree plan. So we've talked a lot about what does that mean in terms of equity? Right now, the decision is to move ahead and do them in the order that they register for Axe'cepted Days. We're also trying not to have to reprogram everything next year. That is high on IT's mind as they think about this program structure and the products being onboarded. Like, will Degree Works change what we do and how we do it?</p> <p>8. Representative Lewallen: Regarding SFAS 1101, what is the current percentage of incoming freshman taking SFAS 1101?</p> <ul style="list-style-type: none"> a. Megan Weatherly: 45%. b. Representative Lewallen: What is your estimate when this program is initiated? c. Megan Weatherly: We budgeted for 90%. d. Representative Lewallen: Will this be expanded to faculty? e. Megan Weatherly: We've gone to the colleges and the feedback we've gotten for years is that they want more emphasis on meta-majors. We said we need help staffing this, and they have really banded together and said, "Tell us how many sections we need and we'll start working to find people to teach them." We know we will have a lot of new people teaching SFAS 1101. We've done a bit of a curricular overhaul and identified specific topics that must be covered. We're developing supplemental materials that we can hand any new and incoming faculty member. It's not mandatory, but it is to have them be as enabled as possible in order to successfully deliver the content. f. Representative Lewallen: Are you looking to see if you can find staff members to? g. Megan Weatherly: The colleges are wanting to lean more heavily on faculty. I think it is going to continue to be a split. I don't know what the proportion of that split is going to be. The SFAS 1101 team usually does a call for interest in the spring. Let me check in with them and see when we're anticipating that. Some colleges have asked for a list of people who have either taught it before, or are interested in teaching it. So we have promised colleges that we will provide that. <p>9. Chair Dietrich: If a staff member is interested in volunteering for a class, do they reach out to the dean of the college?</p>
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	<p>a. Megan Weatherly: Start with the Student Success Center. They can reach out to Raquel Skidmore or Lydia Richardson. It's not a volunteer thing. They are compensated for it.</p> <p>10. Representative Schmidt: Is training provided?</p> <p>a. Megan Weatherly: Yes.</p> <p>11. Representative James: How transparent will we be that this is happening?</p> <p>a. Megan Weatherly: The acknowledgement form is an entire page. The data is very compelling on what happens when institutions do this.</p> <p>b. Dr. Dies: I think we start socializing it in the comms plan with Admission once they're accepted. Be on the lookout for X, Y, and Z.</p> <p>12. Representative Roybal-Cano: Will there be a devoted website or webpage that we can point people to?</p> <p>a. Megan Weatherly: Andrew and I both sit on the Comms team, so I think that's something we can take back to the Comms team.</p> <p>13. Representative Coleman: Just to clarify, what does the process look like for the student?</p> <p>a. Megan Weatherly: Applied, accepted, registered for orientation, and then they go into the queue. Different colleges handle advising differently. Some colleges start advising as early as March. We've got to be respectful of the timeframe built, so we're still kind of working out the nuances like that. There is really good representation on this committee. We were very intentional about it. We're socializing this starting this month. If you are with a group that you believe it would be helpful for us to chat with, we'd love to talk. We don't want anybody to be surprised by this.</p> <p>14. Representative Catton: What if you have a group of students who may not register for the Axe'cepted Days like full-time international students who are not in the U.S.?</p> <p>a. Megan Weatherly: Great question. Let's talk about that. We need to find a way to get them in the queue.</p> <p>15. Representative Roybal-Cano: I know it is up to seven hours of coursework. Does that mean we are still auto-registering for less if they have already fulfilled one of those requirements?</p> <p>a. Megan Weatherly: Yes.</p> <p>16. Representative Hawkins: Will SFAS 1101 still be 1 credit hour?</p> <p>a. Megan Weatherly: For this year, yes. There is discussion of SFAS 1101 becoming a 3 hour course and moving into the core curriculum potentially.</p>
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IV. Meeting Minutes	<p>Posted minutes from the last meeting up for approval.</p> <ul style="list-style-type: none"> • Change date to November 12 • Motion to accept the minutes as revised by Representative Delaney • Seconded by Representative Stelson • Approved with no abstentions
V. Officer Reports	<ul style="list-style-type: none"> a. Chair – Ryan Dietrich <ul style="list-style-type: none"> • Attended Employee Advisory Council meeting • Employee Advisory Council will meet again in February • Will meet with Second Century Committee this Friday • Attended Faculty Senate’s December meeting • Working to set monthly meetings with key stakeholders b. Secretary – Emily Keller <ul style="list-style-type: none"> • The next Staff Council meeting is February 11, so we will not meet in January. c. Treasurer – Choya Coleman <ul style="list-style-type: none"> • We did not have any November expenses, but we do have some upcoming expenses, including polos. • I am waiting on an estimate for name tags. • We are in the process of having our comment boxes rekeyed. • We are waiting on confirmation for some expenses for the Staff Recognition Committee. d. Parliamentarian – Heather Hawkins <ul style="list-style-type: none"> • Will discuss attendance bylaws later in the meeting.
VI. Committee Reports	<ul style="list-style-type: none"> a. Executive Committee <ul style="list-style-type: none"> • We spoke about the Faculty Senate meeting. Dr. Weaver discussed the 3 committees that were formed. • We discussed the various vacancies. We had 2 category vacancy and 1 category 70 vacancy. • We discussed the Translation Network. • We discussed getting input on potential speakers from representatives for February meeting. b. Nominations & Elections Committee <ul style="list-style-type: none"> • Nothing to report c. Communications Committee <ul style="list-style-type: none"> • We have met to discuss what the Communications Committee is responsible for. We have done some research to see what other Communications Committees do. We are looking at a web presence and social media presence. • I am working with Staff Recognition to highlight news and events. d. Worklife Committee <ul style="list-style-type: none"> • Nothing to report e. Staff Recognition Committee <ul style="list-style-type: none"> • We have met a couple of times. The date will be Wednesday, April 23 from 2-4pm. We have secured President Weaver’s attendance. We have secured a location in the STEM Atrium. • We are hoping to obtain the list of recipients from HR soon. f. Bylaws Committee <ul style="list-style-type: none"> • Nothing to report

VII. Unfinished Business	<p>a. Translation Network</p> <ul style="list-style-type: none"> • Discussion about where Translation Network currently is <p>b. Attendance Bylaws</p> <ul style="list-style-type: none"> • Parliamentarian Hawkins: We will not vote today. This is how the bylaws currently read, and these are the proposed changes. Unless there are suggestions, we will meet and vote next time. <ul style="list-style-type: none"> ○ Discussion regarding whether proxies should have voting rights ○ Discussion regarding potential verbiage changes <p>c. Vacancy Updates</p> <ul style="list-style-type: none"> • Category 70: Alison Johnson • Category 30: Nicole Ivancic • Category 30: Steve Laurent
VIII. New Business	<p>a. Salary Compression</p> <ul style="list-style-type: none"> • Representative Coleman: We did have a previous discussion in closed session prior to today.
IX. Closed Session	
X. Adjournment	<p>Approved with no abstentions</p> <ul style="list-style-type: none"> • Motion to adjourn the meeting by Representative Schmidt • Seconded by Representative Stelson <p>Adjourn Time: 11:58 a.m.</p>