

# ACADEMIC SUPPORT SERVICES AND PLANNING COMMITTEE MEETING MINUTES

**March 2, 2020**

**12:00 PM – 1:00 PM**

**Warren Lawless Conference Room, AAC**

MEMBERS: Keith Boyer, Yvonne Drechsler, Linda Flores, Edward Goering, David Shofler, Kimberly Walker, Jonathan Daitch (ex-officio)

SECRETARY: Alyssa Rodriguez

Topic	Proposed Discussion	Notes	Recommendation
<b>1. Call to Order</b>	Meeting was called to order at 12:00pm		
<b>2. Minutes 02/03/20</b>			
<b>3. IT</b>	Dr. Flores was informed that Lecture Hall East and West from the Health Sciences Center will be renovated with more up to date technology.		
<b>4. Operations – Survey Analysis</b>	Dr. Houston-Brown’s office put together all the results, including the comments, from the survey that the committee compiled last year. The data was consistent with what the committee had previously talked about, especially in regard to Facilities, Human Resources, and IT. Dr. Houston-Brown said that he would follow up with each of these sections and provide the feedback. If there are any issues with IT, they are open to communication and are willing to come in and meet with us.		
<b>5. SGA Program Review</b>	Similar to the program review that the committee did for IT last year. Our role as a committee is to do periodic reviews of different programs as they come up. Even though SGA is more of a student organization, we are looking at how any of this could impact the faculty. The committee is supposed to give the Provost a summary of the key findings such as their strengths and areas of weaknesses. The only faculty related part would be if you were a faculty advisor for a student club. Communication ensued with perhaps getting input from the individual colleges or if SGA had their own handbook for us to look at. If we were going to make a proposal, possibly it would be to have something more organized like a handbook. Future improvements	<b>Dr. Boyer will write up the feedback and share it with the committee in the OneDrive folder for input.</b>	

	<p>are vague, concrete examples would be good to help with annual improvement. Disseminating information and communication was one of their weaknesses, Sharepoint was mentioned as their primary communication. Faculty advisors should be kept more in the loop. In addition, their leaders need to be made aware of all their rules by reading the Student Body Constitution of Western University of Health Sciences and the Student Body Bylaws of Western University of health sciences.</p>		
<b>6. Other Business</b>	<ul style="list-style-type: none"> <li>• There is a new strategic planning committee for research and unfortunately, they did not select people that are necessarily in all of the representative committees.</li> <li>• Dr. Boyer met with Beverly Guidry and Christy Ho from Student Affairs and Josh McFarland, VP of Finance, in regard to food options on campus. The biggest part of the issue is that the university has an exclusive contract with Outtakes which means that we can't necessarily open up another shop on campus. The food trucks are only available if it's a student government type of fundraiser. Good news is that they are considering other vendors for the library renovation/enhancement. There will be self-service food, prepared daily and in a vending machine or similar. They will be meeting with OIRE to prepare a survey to analyze what the food needs are, are they being met, and how to address it.</li> </ul>		
<b>Next Meeting</b>	March 2, 2020		
<b>Adjournment</b>	The meeting was adjourned at 1:00pm		