

**Student Affairs Committee Meeting NOTES**

**Date: December 14, 2021**

Facilitator: [Redacted]

Note-taker: [Redacted]

Present: [Redacted]

Membership notes: One faculty and one student position unfilled

**IMPORTANT ANNOUNCEMENTS:**

**Next SAC meeting TBD: [Redacted] will request help with scheduling for Winter and Spring terms.**

Time	Issue/agenda item	Discussion	Decisions	Follow-up/Action Items
10:00am	Admin (All) <ul style="list-style-type: none"> <li>Approve November 18 meeting minutes</li> </ul>		<ul style="list-style-type: none"> <li>Approved minutes (in new format, non-redacted)</li> </ul>	
10:15	Proposed By-laws and other questions (All)	<ul style="list-style-type: none"> <li>Bylaws are out for review, but there will be another round for public comment.</li> <li>Self-study with bylaws is submitted in March</li> </ul>		<ul style="list-style-type: none"> <li>Members will work on fixing some verbiage that is vague.</li> <li>January meeting we will go over final version</li> </ul>
10:20	Student award nomination form (All)	<ul style="list-style-type: none"> <li>Student form, include email address of student</li> <li>Category: "Other reason, specified below" instead of "Not Listed"; add "Teaching"; change "Research" to "Scholarship"; add "Academic Achievement"</li> <li>Tell us why: specify a character/word limit; 250 words.</li> </ul>	<ul style="list-style-type: none"> <li>Add categories and questions as discussed</li> <li>Require name for nomination committee (no self-nominations) but allow public anonymity</li> <li>Change name to "SPH Shout-out"</li> <li>Try current selections for a year and see how it goes</li> </ul>	<ul style="list-style-type: none"> <li>[Redacted] (or can delegate someone else) will update form</li> </ul>

		<ul style="list-style-type: none"> <li>• Add categorical question before anonymous question “What is your relationship to the school?” student, staff, faculty, other (choose all that apply)</li> <li>• Discussion about anonymity, should it always be anonymous and nominator can tell nominee if they prefer?</li> <li>• Discussion about using term “award” since that implies competition or review; idea to use “recognition” or “shout-out” since it has informal meaning</li> <li>• Suggestion to not allow someone to nominate themselves, require nominator name to be submitted to committee, but still allow anonymous for public announcement</li> <li>• Hopefully this will inspire a faculty or staff shout out</li> </ul>		
10:45	Connection Initiative SPH Faculty Brown Bag form (All)	<ul style="list-style-type: none"> <li>• Description feels too loose/unclear.</li> <li>• Topic of Interest (optional)—unclear what we are signing up for; suggestion to add broad categories here (current research, career paths/background, Other = defined below).</li> <li>• Interest in people’s paths, and people’s work. Also specific experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Topic of interest = categorical (not optional): research; career path; other (defined below)</li> <li>• Add a box for description of topic</li> <li>• Remove availability. State that we want to offer these at a variety of times, we will be in touch about time.</li> </ul>	[Redacted] (or can delegate someone else) will update form

		<ul style="list-style-type: none"> <li>• If research, should have a description or at least the general field</li> <li>• If we are pairing faculty, we need to know general topic, and will help publicize</li> <li>• May be interest outside of SPH undergrad students (ie math majors for biostats)</li> <li>• Availability is hard with separate day/time fields, may depend on term. Suggestion to remove this field, we can coordinate with the person as follow up.</li> </ul>		
10:55	Chair-elect (All)	<ul style="list-style-type: none"> <li>• [Redacted] is at end of term, so we need chair-elect for next term</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Did not have time to discuss, will move to next meeting. Anyone who is interested should let [Redacted] and/or [Redacted] know.</li> </ul>