

**Student Affairs Committee Meeting Agenda**

**Date: November 17, 2022 9:30 AM**

**Facilitator:** [REDACTED]

**Note-taker:** [REDACTED]

**Present:** [REDACTED], [REDACTED], [REDACTED], [REDACTED],

**Not Present:** [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]

**Guests:**

**ANNOUNCEMENTS:**

Time	Issue/agenda item	Discussion	Decisions	Follow-up/Action Items
9:30	Approve October Minutes	Next time the minutes will be ready to be looked at and approved.	Committee approved October minutes	Get Gmail addresses
9:45	Student Shoutouts - Chair update on access to data - Delegation of tasks for managing awards, communicating with students, liaising with [REDACTED]	[REDACTED] was told that the admin scrapes up the data  [REDACTED]: Suggested that we create a template for the emails that authorize them for X award [REDACTED]: [REDACTED] created one  Where does Qualtrics data go? How many recognitions are there?  Publishing on LinkedIn – [REDACTED]  Goal: Get shoutouts at graduation  Connection Initiative is next (January)		[REDACTED] to send email template

9:50	Review and discuss SAC's mandate from Senate? Admission issues from [REDACTED] [REDACTED]?	Next time		
------	---	-----------	--	--