MINUTES
Commission on Student Affairs
341 Squires Student Center
October 16, 1997
3:30 p.m.

Present: Ms. Jenne Ginther, Ms. Susan Anderson, Mr. Markus Grafe (for Mr. Are Andresen), Mr. Adam Boitnott, Ms. Kelli Campbell, Mr. Raphael Castillejo, Dr. Lanny Cross, Ms. Melinda Crowder, Ms. Lauren Esleeck, Mr. Duncan Neasham (for Ms. Tekisha Everette), Ms. Judy Fielder, Dr. Cathy Goree, Ms. Erin Graham, Dr. Martha Johnson, Ms. Krista Johnston, Mr. Rajiv Khosla, Mr. Anurag Maheshwary, Ms. Arlene Merino, Mr. Steve Schneider, Ms. Amelia Clark (for Dr. Delores Scott), Dr. Edward Spencer, Dr. Brian Warren, Ms. Jean Marie Whichard, Mr. Brian Wiersema, Ms. Sarah Wikstrom

Absent: Mr. Chris Fannin, Dr. Louis Gwin, Mr. Michael Herndon, Ms. Gerri Johns, Dr. Johann Norstedt, Dr. Andy Swiger, Mr. James J. Von St. Paul

Guests: Dr. Susan Brooker-Gross, Ms. Wanda Dean, Dr. Julie Sina, Ms. Mary Thompson

1. Call to Order. Ms. Ginther called the meeting to order at 3:30 p.m.

2. Approval of Agenda. Motion was made and seconded to approve the agenda. Motion was approved by unanimous vote.

3. Announcement of Approval of October 2, 1997 Minutes. Ms. Ginther announced that the minutes of the October 2, 1997 meeting had been approved electronically.

4. Unfinished Business.

There was no unfinished business to report.

5. New Business

A. Presentation regarding Student Services Databases.

Dr. Susan Brooker-Gross, coordinator of the Student Systems Project Team, briefed the Commission on the new Student Systems Project. She reported that the project goal is to implement an integrated student financial and academic information system that supports university goals. The project will evaluate and support current processes as the relevant parties deem appropriate. Where critical processes need to be revised, the project will support those revised processes. Functionality over and above current practice will be supported in the project to the extent possible. The functions/modules which are to be included in the system are general student, recruiting and admissions, financial aid, catalog and timetable, registration, teaching load, academic history, degree audit functions, and in conjunction with the Finance team, student accounts. She stated that the Planning Team provides direct support to the several integrated modules within the student project scope. It includes liaisons to functional offices who act as team leaders for that area, as well as technical support and key personnel from related offices and projects. The Steering Team provides advice and guidance to the project through all phases of process analysis, development, training, and implementation.
Dr. Brooker-Gross asked for a volunteer undergraduate student representative who would be interested in working on the project to serve on the Steering Team. She also reviewed the time line for completion of the project. The student records should be put on the new system in the summer of the year 2000.

Ms. Wanda Dean, University Registrar, reported that the Office of the Registrar will be looking at different ways to enhance the system already in place. For example, one of those enhancements would be the electronic transfer of transcripts.

Dr. Julie Sina, director of Financial Aid, reported that their office will begin training for the new system and will plan to bring students in to look at what is being put together. She reported that there are several things which will have an impact outside the new system -- such as new tax laws, and on the State level, the satisfaction academic policy which State Council of Higher Education is currently discussing. She indicated that in terms of the new system, they would like to have CSA members become involved. Dr. Sina also briefed the Commission on how in-state and out-of-state financial aid is distributed. She indicated that the deadline for applying for financial aid is March 1, and it is critical that applications are received by this date.

Ms. Mary Thompson, University Bursar, reported that her office collects data from all the various systems, and is responsible for sending out all bills. She stated that the new environment should be able to give students access to their information, be able to provide students with a comprehensive bill, and to bill more frequently. Also, the new environment will enable them to provide students with more current information. She indicated that the general accounts receivable and student accounts receivable systems are a problem for students because of the long lines at the windows, but they are working to eliminate these problems.

Dr. Brooker-Gross indicated that she would be glad to discuss the Student Systems Database Project or answer any questions from CSA members. Her telephone number is 231-2366 and her e-mail address is srb144@vt.edu.

Following the presentation, questions were entertained from Commission members.

After discussion regarding an undergraduate volunteer to serve on the Steering Committee, motion was made that the Commission members will ask for volunteers from their organization to serve on the Steering Committee, and the organizations in turn will nominate a member to volunteer. Those individuals will be asked to attend the November 6, 1997 CSA meeting to make a presentation on their interest in serving. Motion was seconded and passed unanimously.


Mr. Schneider distributed copies of a resolution by the Student Government Association, The Student Organization Verbal Freedom Act, for first reading by the Commission. The resolution will be placed on the CSA agenda for second reading on November 6, 1997.

6. Announcements.
Mr. Schneider announced that the Blacksburg Transit System has been asked to extend their route to include Wal-Mart and K-Mart. There will be a meeting at 7:30 p.m. on November 12th at the Blacksburg Transit Office. Those interested in attending this meeting and voicing their support should meet outside Squires Student Center.

Mr. Schneider announced that there will be an electronic mock election for the Gubernatorial, Attorney General, and Lieutenant Governor races on October 27 and 28, through the SGA home page.

Ms. Graham announced that the deadline for nominations for membership has been extended to October 29.

Ms. Ginther announced that one of the issues she would like CSA to focus on is student advising at Virginia Tech. She asked if anyone is interested in working with her on that issue, please e-mail or call her.

7. Adjournment.

The meeting adjourned at 4:30 p.m.

Respectfully submitted,

Betty Eaton
Recording Secretary