Student Services Director’s Meeting
August 27, 2009

- Absent

- Business
  - Enrollment
    There have been a number of issues. The enrollment debriefing meeting happens at the end of September. Managers will be asked to do a self-appraisal of their department’s role in this process before we get to the big meeting.
  - Forum Participation
    Managers have been asked to submit names of staff who might be interested in attending a forum to give feedback on the results of the employee opinion survey.
  - Use of SUB for Meetings
    Please be cognizant of scheduling the SUB for on-going, regular meetings. This cuts into our ability to rent the space, and or use it for one-time-only events. Thanks.

- Updates
  - Seiter Hall
    Per Sharon…the group is meeting with the architect and a decision will be made within two weeks (hopefully) about who will reside in Seiter after the remodel and on which floor. The architects are discussing possibilities and speaking with appropriate department managers as necessary. More to come.

- Reminders
  - Personnel Requests
    Due September 15
  - Learning Outcomes
    Due September 15
  - Impact of Professional Development Day (Dec 11)
    Due September 15
  - Employee Evaluations
    Due October 1