

Meeting Minutes – University Senate

Student Admissions, Aid and Affairs Committee

Date: January 21, 2016
Time: 4:00 – 5:00 PM
Location: 272 Hillman Library
Facilitator: Robin Kear (Co-Chair)
Note Taker: Chyongchiou (Cho Cho) Jeng Lin (Co-Chair)

Attendees:

Elected members: Lance Davidson, Ray Jones, Robin Kear, Julius Kitutu, Steve Levine, Cho Cho Lin, Juan Taboas, Anna Mary Williford (online)

Student representative: David Gau, Julia Helgert, Nasreen Harun,

Staff Association Council:

Chancellor's liaisons: Mark Harding, Kenyon Bonner, Penny Semaia, Alberta Sbragia,

Senate Appointment:

Guests: Kim Barlow (Univ Times), Joe Kozak (GPSG), Stephanie Hoogendoorn (Office of the Provost)

Agenda Items

- 1. Discuss Sexual Harassment Training guidelines for faculty and staff from the Provost's office**
Definition of sexual harassment may depend on what areas people are from. International students may have difficulty in understanding sexual harassment issues. SAAA recommends more frequent training, repeated and short refresher annually. The committee votes to endorse the guidelines to the Faculty Assembly.
- 2. Existing graduate services by school - preliminary summary and next steps (Hoogendoorn)**
Thirty administrators were contacted and asked various questions related to graduate students including recruiting and admissions, orientations, student organizations, and communications. There were some issues identified already in the preliminary data, including a unified fall orientation, better career development and support, email communication, and updates to the grad studies website. Hoogendoorn will complete the analysis and report more details on a school-by-school review in next SAAA meeting.
- 3. Existing use of student affairs engagement by graduate students.** Kenyon Bonner reported on programs and services to students and their use by graduate students. Graduate students do use the counseling center (9.6% of all who sought appointments; 27.5% of all appointments), student health services (24% of use), the athletics centers (20% of visits), disability services, volunteer services, and career services. There has been shortage of staff in Counseling Center where the demand is increasing overall. There is a plan in place to increase the number of staff in the center. There are 519 undergraduate and 107 graduate student organizations. We could encourage more use of student affairs services by graduate students.

4. **Final results of the graduate student survey** – (Gau & Kozak)

Total participants are 665 students (6.65% of total population). The results did not change much from the preliminary report to the committee in November. There is still room for improvement in communication and awareness of services. Joe also looked at some other schools and services for graduate students. Others have more centralization, mentorship programs. A committee member asked for their final recommendations. Joe responded with:

- The ability to email all graduate students at once
- More professional development
- Centralized support

5. See Kim Barlow's University Times article 'Senate committee focusing on graduate student issues' on 2/4/16 <http://www.utimes.pitt.edu/?p=37992>

Discussion:

Major areas for discussion in February include:

- Centralized support for graduate services
- Communication (email capacity to reach all graduate students at once)
- Increase awareness of available services
- Increase professional and career development services
- Increase capacity of the counseling center
- An independent process for post-doctoral students to give feedback on faculty mentors

How can we make progress on these areas? Our committee will then decide on whether to take any recommendations to the Senate.

Action Item:

- Stephanie Hoogendoorn will report on the final results of interviews with the deans and administrators.

Next Meeting: Thursday, 2/18/2016, 4-5 pm, 272 Hillman Library