

June 10, 2006

TO: Members of the Reorganization Evaluation Committee

FROM: Ruth Smith

RE: Minutes of the June 8, 2006 meeting in Adm. 1-45

Phyllis Sanders, Cori Scroggins, Mary Schmeer, Judy Smith, Tammy Parker, Carl Thameling, Camille Currier, Andria Price, and Ruth Smith were present. Bernadine Adams, Trevor Melder, and Jim Casey were excused.

The minutes of the May 1 meeting were approved with minor corrections.

A discussion followed concerning the results of the survey given to graduating seniors.

A number of topics were discussed:

- Advisors are not available for financial aid signatures
- The need for signs to create greater awareness of central offices (deans, etc.)
- The use of tribe accounts to notify students of central offices and where to find answers to questions.
- Communication needs to be better between Non-academic and academic offices.
- Address need for student copiers/Indian Express can be used a method of payment
- Be mindful of summer occurrences and the unavailability of department heads and advisors.
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The Committee recommended that the Administration address the following immediately in order to lessen the impact of confusion and uncertainty that seniors identified as problems:

- Send an email to all faculty and staff outlining the changes that were made as a result of the reorganization, including notice that departmental offices will not always be open and that students and visitors should first be sent to the offices of the academic deans if they need assistance from academic departments;
- Place on buildings and in central locations temporary signs indicating who the academic deans are and where their offices are located;
- Prepare temporary signs indicating what units are found in the buildings;
- Prepare a link on the Arrow system directing students to the offices of the academic deans as the first stop for questions concerning academics so that they may be redirected to the departmental offices which are open;
- Address the need for more copiers available to students in locations other than the University library;
- Arrange for Financial Aid to meet with advisors from all areas with pre-programs to inform them about the issue of academic compliance and the possibility of losing aid due to accumulating too many hours.

The Committee then discussed the new survey to be administered to faculty, staff, and administrators. The completed survey will be reviewed again by email. Once the survey is accepted it will be placed on the web. A general email should be sent to explain that those who wish to complete the survey may follow the procedure that was used for the voting for the mascot. Hardcopies may also be downloaded and returned to a suggestion box placed in the Administration Building or sent directly to Dr. Smith. The website will also contain a list of the committee members so that faculty, staff, and administrators may talk directly with them if they wish.

Dr. Smith will meet with President Cofer concerning the recommendations. The next meeting will be scheduled on Monday, June 19 at 2:00.