

**COMMITTEE NAME: SAPC**  
**MEETING DATE & TIME: 11/01/19 AT 2:00 P.M.**  
**MEETING LOCATION: ARTS & SCIENCES 116**

**ATTENDANCE:**

<b>MEMBERS</b>		<b>“P” denotes Present, “A” denotes Absent, “R” denotes Regrets</b>	
P	Jamie Abby	P	Amelia Lord
P	Kevin Blanch	A	Ben McMillian
P	Angela Criscoe	A	Christopher Newsome
R	Paulette Cross	P	Amy Pinney
R	Sophia Gonzales	R	Joanna Schwartz
P	Monica Ketchie	P	Cameron Watts
P	Leng Ling	P	Diana Young
<b>GUESTS</b>			
<i>Italicized text denotes information from a previous meeting.</i>			
*Denotes new discussion on old business.			

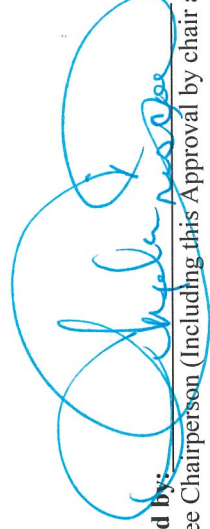
<b>AGENDA TOPIC</b> (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.)	<b>DISCUSSIONS &amp; CONCLUSIONS</b>	<b>ACTION OR RECOMMENDATIONS</b>	<b>FOLLOW-UP</b> {including dates/responsible person, status (pending, ongoing, completed)}
<b>I. Call to order</b> 2:01			
<b>II. Approval of Agenda</b>	Approved		
<b>III. Approval of Minutes</b>	Approved		

<p><b>IV. Old Business/Review of Actions/Recommendations</b></p>	<p><b>1. Bias Reporting</b></p> <p>Student complaint portal opened recently</p> <ul style="list-style-type: none"> <li>- Now viewable and active on Georgia College homepage</li> <li>- There is a variety of different categories that a complaint can be filed under</li> </ul> <p>More work will be done to better define the categories for complaints</p> <ul style="list-style-type: none"> <li>- Dean of students will review each complaint and refer it out to the best area of campus to handle the situation</li> <li>- The complainant will be able to have a follow up meeting with DoS for more information</li> </ul> <p>Must be mindful of protected speech</p> <ul style="list-style-type: none"> <li>- Some complaints will result in purely educational meetings</li> </ul> <p>Student government was involved as this form was put together</p> <p>This form can be used for anything because all reports are looked at.</p> <p>There is a tracking system in place to make sure that complaints are being resolved.</p> <ul style="list-style-type: none"> <li>- Institutional research tracking</li> </ul> <p>The “Other” category can be used as a catch all.</p> <p>The forms are tailored for each different category</p> <p>Current complaint form has “ticket” and “client” verbiage that is not ideal for the student forum.</p> <p>Committee likes the incident report and the umbrella submission to student life</p> <p>Looking forward to all new developments</p>	<ul style="list-style-type: none"> <li>- Further descriptions will be added next week</li> <li>- SGA has spoken with Senate but will put out more information for all of campus</li> <li>- All Student Org presidents have been notified but will receive additional information</li> <li>- Wording will be broadened in order to help students understand that the form can be a catch all</li> </ul> <p>Complaint form and incident report form are different and so distinction is wanted.</p> <p>The landing page with “ticket” language can become confusing</p>	<ul style="list-style-type: none"> <li>- check up on new wording sometime next week</li> <li>- keep up with and promote SGA materials that advertise this to campus</li> </ul> <p>Who refers other forms that do not enter student life</p>
<p><b>2. Zen-Den</b></p>	<p>Space for students to de-stress</p> <p>Possibly in Lanier 2<sup>nd</sup> hall for students to de-stress before or after tests</p> <p>Other universities also have something like this in place</p>	<ul style="list-style-type: none"> <li>- Do students want this and can we get a survey?</li> <li>- Pop up Zen-Den can be used as data collection</li> </ul>	<ul style="list-style-type: none"> <li>- SGA will look into student needs</li> <li>- Amelia will look into what other universities do</li> </ul>

	<ul style="list-style-type: none"> <li>- Understaffed in advisors, could that space house more advisors</li> <li>- Is that space going to be kicked out for more advisors</li> <li>- Library used to do this during finals</li> <li>- It is a low tech change and library would be open to hold a pop up</li> </ul> <p>Student Union is missing from our campus</p> <ul style="list-style-type: none"> <li>- Looking at the space in The Max</li> <li>- Practicality of how the building is being used now</li> <li>- What kind of alterations can be made?</li> </ul> <p>Consultants are coming to campus to see what changes should be made.</p> <p>What is the central location we can look at?</p> <p>Will students use this if in Lanier?</p>	<p>Should we move it according to time of year?</p> <ul style="list-style-type: none"> <li>- Advising during registration</li> <li>- Use different spaces to see what is more used</li> </ul> <p>Do a popup Zen-Den in the library with an exit ticket and attendance tracking</p>	<p>- the library will be looking into designing an exit ticket and looking for dates</p>
<p><b>V. New Business</b> Actions/Recommendations</p>			
<p><b>I.</b></p>			
<p><b>Other comments</b></p>	<ul style="list-style-type: none"> <li>- New counselor to be hired</li> <li>- A vehicle will be designated for counseling services to come to main campus when needed</li> <li>- DAAO software soon to come</li> <li>- Budget hearing on the 18<sup>th</sup></li> <li>- Jamie serves on Strategic Planning committee</li> </ul>		
<p><b>VI. Next Meeting</b></p>	<ul style="list-style-type: none"> <li>- Diversity Town Hall</li> <li>- Zen-Den</li> </ul>	<p>Jan 10<sup>th</sup> next meeting with an end of semester wrap up</p>	
<p><b>VII. Adjournment</b> 2:58</p>			

**Distribution (as determined in committee operating procedure – one possibility given):**

- First; To Committee Membership for Review
- Second: Posted to the Minutes Website



**Approved by:**  
Committee Chairperson (Including this Approval by chair at committee discretion)