

**Minutes, Staff Advisory Group, 11/16/16**  
**Facilitator: Rebecca Shepard**  
**Minutes recorder: Sherry Ankeny**  
**Location: RM 212 Saisselin Art Building**

**Meeting minutes :**

**Minutes from September were accepted**

**\*Updates**

**1. Rebecca stated the campus-wide meetings were changed to every other month. The Steering committee will meet in the months between the campus-wide meetings to prepare.**

**2. Rebecca announced the Steering committee will be inviting guest speakers to talk about the area they work in to help inform others on campus of resources here on campus, debunk myths, explain processes or build relationships**

**\*Announcements/New topics:**

**1. Guest speakers : Jamin Totino, Director of Student Academic Services, and Julia Routbort, Associate Dean of Student Affairs, Health and Wellness**

**Highlights of discussion:**

SAS serves approximately 250 students with disabilities and nearly as many international students. The staff provides direct academic counseling and coaching to all interested Skidmore students with emphasis on students with disabilities, international students, student athletes and students of color. They work closely with the Office of Academic Advising (OAA) and the Opportunity Program (OP) to monitor student progress toward degree completion and to coordinate academic and personal intervention services when necessary. SAS coordinates the peer tutoring program for Skidmore across the curriculum. Peer tutoring is delivered as individual sessions and drop-in tutoring.

One of the major services provided to students with disabilities is alternative/accommodative testing. Over the past several years this has proven a major growth area and has gone from roughly 330 exam in the fall of 2013 to over 550 last spring. There are a total of 16 testing seats in the space, so at times, need to run services remotely.

The Student Assessment and Intervention Group (SAIG) is composed of a variety of Student and Academic Affairs staff and Campus Safety. Representatives meet once each week and as needed. The group has evolved from a threat assessment team to one that monitors student and campus issues and provides students with behavioral and academic intervention services.

**2. Lisa distributed a copy of the survey we look to send out campus wide. She was looking for input or suggestions. Due to time, there was not much discussion about the survey. Please email her with any thought or ideas.**

**[lchrste@skidmore.edu](mailto:lchrste@skidmore.edu).**

**\*Action Items:** There was little time for discussion on the Action items. The Steering Committee will meet in December to plan for the January meeting

**In the near future, the survey will be sent to all staff. (before January meeting?)**

**Future Agenda items:**

**1. Have a speaker in to discuss Skidmore's Sexual and Gender Based Misconduct policy and procedure. (Jamin and Julia)**

**Next meeting date and location: January 18<sup>th</sup> 3-4 in the Media Viewing room of the Library**

**Attendance:**

**Rebecca Shepard  
Jamin Totino  
Julia Routbort  
Lisa Christenson  
Lori Dawson  
Idalia Sepúlveda  
Sherry Ankeny  
Jacqueline Pierce  
Patti Heritage  
Margie Jones  
Erin Dagle  
Jesse Wakeman  
Barbara Beck  
Alex Chaucer**