



## Student Advisory Board Meeting Minutes

Date: Tuesday, August 19th

Kaplan Attendees: Amanda Bell, David Starnes, Vice-Provost (substitute for Dr. Vandebosch, Provost), Jessica Hill and Josef Zeigler

Student Attendees: Austin Mahoney, Jacelyn Serrano, Jason Tiller, Kyle Russell, Laken Marr, Marina McKenna and Michelle Brooker.

Time: 7 p.m. – 8 p.m. CT/ 8 p.m. – 9 p.m. ET

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Topic	Speaker
Provost Updates and Announcements <ul style="list-style-type: none"><li>Kaplan graduation was held in Chicago, IL on July 26<sup>th</sup>. David informed attendees that we had over 700 graduates and it was a great time for students and staff.</li></ul>	David Starnes, Vice-Provost
New Member Introduction <ul style="list-style-type: none"><li>Amanda welcomed Jennifer Williams and Jacelyn Serrano; two new members to the Student Advisory Board.</li></ul>	Amanda Bell
Student Operations/Introduction <ul style="list-style-type: none"><li>Josef introduced himself and provided a brief explanation as to what Student Operations does on a daily basis for Kaplan University. As an example, he described that for military students, Student Operations worked with multiple departments (e.g. admission, education advising) to ensure that the leave of absence policy was clear and universally understood.</li><li>Josef stated that he looks forward to working with the Student Advisory Board to improve the student experience.</li></ul>	Josef Zeigler
2014-2015 Leadership Election <ul style="list-style-type: none"><li>Amanda explained that there was one nominee submitted for the President position and one nominee for the Vice-President position. Since the nominees are unopposed, she asked that the group discuss these positions.</li><li>Austin Mahoney provided a brief explanation as to why he is interested in the Student Advisory Board, President position. He described his current membership and leadership position(s) with other student organizations and how this experience can be utilized.<ul style="list-style-type: none"><li>Michelle Brooker asked how Austin manages his time and efforts taking into account other group memberships. Austin responded that as a professional, he prioritizes well. He expects to be active in the Student Advisory Board regardless of leadership position.</li></ul></li></ul>	Amanda Bell

- Kyle Russell asked Austin for more detail related to his group involvement. Austin answered that he is a member on the Iota Sigma Tau Honor Society and Kaplan Institutional Review Board. Austin added that he believes he can balance his time well based on personal and professional experience.
- Jaclyn Serrano asked how much time Austin is willing to commit to the President position. Austin answered that he is willing to put aside time based on the committee needs.
  - Amanda added that at this time, the commitment would require about 1-2 hours per month.
- Laken Marr provided the group some background and her reason(s) for pursuing the Student Advisory Board Vice-President role. She was the President for many High School organizations and enjoyed the experience. She missed this experience in college and was excited to receive the Student Advisory Board invitation; returning to an extra-curricular activity. Laken added that she already receives questions and concerns from the student body.
  - Michelle asked when considering the academic attention required by School of Nursing students, how Laken plans to manage her time. Laken explained how her academic and work schedules are managed.
  - Jacelyn stated she is the Vice President of Educators club. She explained experiences related to the club and asked how Laken plans to manage last minute meeting preparations or changes to the schedule. Laken answered that she plans for these situations and will work with Austin to be prepared at all times.
- To allow for feedback from members not in attendance and to accommodate those who prefer to discuss questions or concerns more privately, Amanda encouraged outstanding questions or concerns to be emailed to: [academicgovernancecommittees@kaplan.edu](mailto:academicgovernancecommittees@kaplan.edu)
- Amanda will then follow up with Austin and Laken later this week to discuss leadership roles.

#### Focus Proposal Ideas for the 2014-2015 Student Advisory Board

#### Student Members

- Category 1: Communicating with the entire student body
  - Austin stated that after the committee produces a plan for moving forward, a Newsletter could be created as a communication tool between the committee and student body.
- Category 2: Increase/Improve student resources
  - Michelle suggested that the committee identify ways to communicate available services to new students e.g. career services.
  - Jessica Hill explained that a new system is on the horizon for Student Life which is expected to provide more information on current clubs and honor societies. She welcomes ideas and suggestions on how Student Life can improve visibility with the Kaplan student body.
  - Laken asked the group to consider ways they can help new students with sensitive topics such as time management, encouragement and the shock associated with becoming a (new or returning) student.
    - i. Austin added that providing this assistance can help students feel a sense of community, that social interaction is possible as an online student.

- ii. It was recommended that a Student Mentor program be created to help new students personally and academically. Students in their last few terms can provide encouragement to those students struggling in the first few terms. Jessica explained that an alumni mentor program is in the works which may directly or indirectly contribute to this conversation topic.
- Category 3: Student Advisory Board Presence
  - Michelle recommended that the Student Advisory Board have a Kaplan Facebook account. She explained that the committee can use this format to communicate events and resources. If the format is successful, they can discuss expanding to LinkedIn and Twitter.
  - Amanda stated that she will connect with the Kaplan Social Media group and provide an update to the group in the September meeting.

#### Open Forum

- Austin asked if the group was open to utilizing other formats for the monthly meeting.
  - Amanda stated that an Adobe room is available if the group wishes to try that instead of the phone line.
  - Jason Tiller encouraged the format be based on needs for each meeting.
- A student advisory board member asked for the status of the new Career Network. Amanda and Dave explained that they did not have an update but will follow up with Kaplan's Career Services for detail. Multiple members expressed interest in receiving a presentation and/or demo.
- Amanda encouraged members to be considering ways to improve their [website page](#).
  - Michelle asked if any students have filled out the form. Amanda explained that it is checked every Monday and to this date, no submissions.