CCASA Meeting Minutes  
Wednesday, April 2, 2014, 8:30-10 am, SALT Center, Room 106  
Co-Chairs: Russel Potter and Laurel Grigg Mason

Present: Phillip Medlock, Cassandra Hirdes, Irene Delgado, Aaron Reynolds, Stacey Buchman, R Scott Johnson, Stephanie Maxwell, Rebekah Salcedo, Dorothy Glennon, Barb Collins, Diedre Lamb, Nancy Stiller, Russel Potter, and Laurel Grigg Mason

1) Guest Speaker  
2) College and Department Updates

**Guest Speaker**  
Brian Seastone, UAPD Chief of Police  
621-3507  
621-UAPD  
seastone@email.arizona.edu

UA Campus Emergency Response Team (UA CERT)  
cert.arizona.edu

- Role is to manage and supply resources in the event of an incident
- 2 components
  - Executive Policy Group - formulates policy decisions and recommendations and submits them to the president for final approval. They set the tone of how we will respond to incidents.
  - Most departments are represented in some fashion including undergraduate and graduate students to assist in response operations.
- Emergencies can’t be managed alone. It requires the cooperation of a lot of different agencies and people. UAPD works closely with TPD and other entities.
  - Police respond to the emergency, but other personnel take over non-emergency services, such as evacuating areas, blocking streets, releasing information, and fixing utilities.
- Person with best ability to manage each type of incident is assigned as the person in charge.
- Colleges and universities may be targeted because they are relatively open environments without a lot of restrictions or protections.
  - Departments should develop continuity of operations plans to include:
    - Communication and evacuation procedures and identify essential personnel and key leaders
    - UAPD/UA CERT will come to departments to do security surveys with employees and help establish plans to make work places safe
    - Plans should be updated once a year and sent to UAPD
    - [http://cert.arizona.edu/continuity-operations-plan](http://cert.arizona.edu/continuity-operations-plan)
• UA CERT and UAPD would also like people to think about emergency preparedness at home. Power outages are a significant threat. What will you do without access to cell phones, ATMs, food, electricity, water? Plan ahead by having a stash of food, water, and cash.
• Efforts underway to improve visibility of UAPD and community outreach
  o Hosting brown bag lunches to discuss incidents
  o Officers will be more visible throughout campus

Ombuds Program – Nancy Stiller
• Conflict resolution program for faculty, staff, students, and community members with UA related disputes.
• Office in COMM 104
  o 60% are students
  o 30% faculty and staff
    ▪ co-worker and supervisor issues
    ▪ tenure
  o 10% community
• Free Event
  o Kenneth Cloke
  o World renowned conflict resolution consultant
  o Series of talks in the Tucson community
  o UA talk = “A Systems Approach to Addressing Conflict in the Workplace”
    ▪ April 18th
    ▪ 8:30-11am
    ▪ SUMC, Tucson Room
  o Register to attend at https://events.r20.constantcontact.com/register/eventReg?oeidk=a07e925bj4s75434ac8&oseq=&c=&ch=

College of Engineering – Phillip Medlock
• Currently working on fall class registration
• No longer taking change of major forms from students outside of the college
  o Will accept new majors throughout summer and the first month of the fall semester

Think Tank – Cassandra Hirdes
• Grad Test Prep programs
  o LSAT – currently in progress
  o GMAT – starting this summer
• SAT/ACT prep will be through Arizona Youth University throughout summer

Office of the Registrar – Irene Delgado
• Brand new verification of enrollment letter available for students to print from UAccess
  o Now includes authenticity statement and the Registrar’s signature on letterhead
• Working on integrated GRO request process through UAccess
  o Will hopefully be ready for presession
System will qualify them automatically and mark their courses
Available at the time of registration rather than at the start of classes
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 Works with dynamically dated courses
 If class is dropped prior to start of semester, will not count as a GRO attempt

College of Letters, Arts, and Sciences – Aaron Reynolds
• Currently working with 3 degree programs
  o Bachelor of General Studies (BGS)
  o Global Studies
  o Interdisciplinary Studies (IDS)
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 No longer taking new students as this is being phased out

International Student Services – Stacey Buchman
• Fall Orientation - Aug 12-14
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 Students will meet with advisors on the 14th, except for Eller & College of Science
• Career Services Workshops geared toward international students have been well attended
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 Resume Writing
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 Interview Skills
• New course offered this fall will help non-native English speakers with language skills for an academic setting
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 ENGL 255

College of Social & Behavioral Sciences – R Scott Johnson
• Priority Registration
• American Indian Studies is moving to SBS from the Grad College
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 Plan to expand academic opportunities in this area

College of Humanities – Stephanie Maxwell
• COH Student Ambassadors Program
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 Opportunity for majors and minors within the college
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 Can get internship credit
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 Deliver presentations at recruiting events and interact with prospective students
• Proposed mandatory re-orientation program in the fall to
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 Advisement Report reading
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 Email etiquette
• New 200 level writing courses required for ENGL and Creative Writing majors

Office of Scholarship & Financial Aid – Rebekah Salcedo and Dorothy Glennon
• Summer Financial Aid application is open now
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 Grant aid is awarded on a first-come, first-served basis
• Continuing students’ fall awards will be finalized at the end of April
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 Prioritizing awards in this order: incoming freshmen, incoming transfer students, then continuing students
• Offering scholarships to transfer students to encourage enrollment
• Involved in orientation and yield events
  o Refer students back to OFSA for questions about scholarships and aid

College of Pharmacy – Barb Collins
• Priority Registration
• Admitting class of 2018
  o 100 students will be admitted by June 1\textsuperscript{st}
• White Coat Ceremony – Friday, April 4\textsuperscript{th}
  o For all 3\textsuperscript{rd} year students

Disability Resource Center – Diedre Lamb
• Getting ready for final exams
  o Deadline = May 2\textsuperscript{nd} at 5pm, but students are encouraged to submit their requests now

SALT Center – Laurel Grigg Mason
• Pre-College Summer Program planning is moving along
  o July 12\textsuperscript{th}-26\textsuperscript{th} at San Diego State University
  o All staff members have been hired for teaching and academic support positions
  o Applications are coming in steadily
• Fall 2014 applications are strong
  o Will be starting a waiting list soon
• Graduation Brunch will be on Friday, May 16\textsuperscript{th}