Minutes from the meeting on May 19 were reviewed and approved without additional changes.

**AGENDA ITEM 1: STUDENT LOUNGE IMPROVEMENTS UPDATE**

- Dr. Raber reported that NCSSS had approved the purchase and installation of a microwave oven for student use in the lounge. Additionally, new carpeting and a bulletin board for announcements would be installed. Plans are in place to hang the class photographs once the new photograph has been framed. Dr. Raber also related that, in light of the cost and difficulty of adding a wireless connection and printer in the student lounge and the availability of numerous other printers on campus, the addition was not feasible at this time. MSA members agreed that the couch should be moved back to its original position.

**AGENDA ITEM 2: ORIENTATION**

- Dr. Raber detailed changes in the CUA-wide orientation schedule. All activities for the NCSSS orientation will take place on Sunday, August 29. Dr. Raber has contacted John Sawyer, a CUA administration official, to obtain more specific information about events before and after the NCSSS orientation, such as the graduate student barbeque. Dr. Raber will request the use of the Life Cycle Institute auditorium.
- MSA’s presentations to incoming students will follow the same schedule as last year.
- Kate Seldon questioned if breakout sessions would again be held for smaller groups in Shahan Hall following the larger assembly. Dr. Raber confirmed that they would be held.
- Mike Jokich raised the question as to how many MSA advisors would be needed, to which Dr. Raber responded that six or seven advisors should be present. Everyone agreed that last year’s advisors played an instrumental role in fostering a feeling of encouragement and warmth while lessening initial anxiety.
- Kate Seldon suggested that some of the informational handouts should be given to students through the mailbox system in order to prevent immediately overwhelming them with too much material to process.
- Dr. Raber announced Dean Zabora’s enthusiastic support for purchasing a promotional item to be given to new students at orientation and to alumni at special events. All members present reviewed possible items from two catalogues, considered costs and designs, and voted to purchase white plastic water bottles with red trim and “National Catholic School of Social Service” printed on the side. Pending approval by the dean, 1000 water bottles will be purchased.
• Dr. Raber suggested that everyone consider how to promote MSA at orientation so as to encourage new members to join and participate.

**AGENDA ITEM 3: EXIT SUMMARY RESULTS**
• Dr. Raber related that she felt it was important to present the changes brought about by the results of student surveys. Everyone agreed that the improvements reflected the program’s willingness to listen and respond to the concerns and suggestions of students. Dr. Raber highlighted several of the enhancements for next year:
  1. More options will be available for elective classes, including a separate class on child welfare.
  2. The Macro and Combined focus programs will continue to be strengthened and enhanced.
  3. Comprehensive exams will be refocused to meet program goals better and take student suggestions into consideration.
  4. In advanced curriculum classes, application of theories will be given greater focus.
  5. HBSE and Social Welfare Policy course series will be restructured to accommodate a second policy class. Considerations will be made for current part-time students to ensure that requirements are satisfied within the existing time frame. Curriculum changes will be announced sufficiently in advance to prevent any confusion during advisement and registration.

**AGENDA ITEM 3: MENTORING PROGRAM**
• Mike Jokich asked the group for suggestions of special considerations to be addressed at orientation and through the mentoring program, such as the different needs of part-time students and those enrolled in the Southern Maryland campus.
• Mike Jokich also stressed the importance of having access to course syllabi in advance in order to facilitate students’ ability to be prepared by purchasing textbooks prior to the first week of classes.
• Discussion followed regarding the most effective means of presenting necessary technical information to new students, including APA style guidelines, the CUA computer and email systems, library research resources, and practical everyday tips.
• Dr. Raber stated that the faculty had decided to present APA style guidelines outside of HBSE class periods, as the class time simply could not be sacrificed.

**UPDATE ON MSA OUTREACH PROJECT**
• Kate Seldon informed the association that all donated household items for residents of the Thea Bowman House had been delivered to the organization. Although the Brentwood Home Depot had previously pledged to offer additional donations, the store’s management failed to respond after several attempted contacts. The Thea Bowman House sent a letter of thanks to demonstrate their gratitude to NCSSS.
• A motion was made and approved to have the letter framed and displayed in the student lounge.
• Kate Seldon recommended that a link to volunteermatch.org be placed on the NCSSS website to encourage students to participate in additional outreach efforts.
Additional Items
- The association decided that minutes from last year’s meetings should be archived and remain available on the website.

Action Items for Next Meeting:
- Michael Jokich will outline a plan for the mentoring program, mentor assistance meetings, and ways to share the process. He will also meet with Dr. Sabatino to discuss obtaining student email addresses prior to orientation.
- Katie Miner will purchase a bulletin board and picture frame for the student lounge.
- Dr. Raber will develop a detailed agenda for orientation that identifies individual needs and responsibilities. She will also confirm details for orientation with CUA officials and finalize plans to purchase NCSSS water bottles.
- Kate Seldon will schedule a meeting with Mike from CPIT to discuss website changes and possibilities for website presentations during orientation.
- Andy Moffatt will work on completing minutes in a more timely fashion 😊

Open Issues:
- None currently

Next Meetings:
The next MSA meeting will be held on Wednesday, July 14 at 2 pm in the student lounge. An additional meeting is scheduled for August 18.

Respectfully submitted June 24, 2004 by Andy Moffatt.