Minutes from the meeting on April 26 had previously been approved and posted to the MSA website.

**AGENDA ITEM 1 (ADDED BY DR. RABER): REVIEW OF GRADUATION CEREMONY**

- Dr. Raber remarked that she had received considerable positive feedback regarding the organization and implementation of the graduation ceremony.
- Several suggestions were made for changes next year:
  1. Hiring a group of string musicians rather than a woodwind and brass quintet, ensuring that “pomp and circumstance” is performed, having the performers dress in concert attire. The high cost of hiring the performers was also noted.
  2. Slowing the pace of the procession and increasing the distance between individuals.
  3. Seating graduates in the front, rather than on the sides.
  4. Utilizing “reserved” signs or roping to set aside spaces and/or chairs for individuals with special needs.
  5. Increasing the microphone volume.
  6. Using matched table clothes and skirts for the reception.
- MSA members also identified elements that they particularly enjoyed, including the speaker’s remarks and the flower arrangements at the reception. The outstanding assistance and attention of the student center’s event staff was acknowledged.

**AGENDA ITEM 2: MSA REPRESENTATIVES FOR 2004-2005**

- The following MSA positions were discussed:
  1. NCSSS Faculty Committee Representative—to be identified
  2. MSW Program Committee Representative—Katie Miner
  3. GSA Representative—Christiana Degirolamo (with another student to be identified)
  4. Mentoring Program Leaders—Michael Jokich and Jack Tawil
  5. Social Action Activities Leader—Kate Seldon
  6. Diversity Awareness Committee Representative—Robyn Gray
  7. Secretary—Andy Moffatt
  8. MSA Representative to NASW—Kate Seldon (pending election by the Metro Washington chapter)
  9. Part-Time Student Representative—Henry McKinnon
The need to improve communications between MSA and part-time students was identified.

The members offered ideas to increase awareness among NCSSS alums for Kate Seldon’s candidacy for NASW student representative.

AGENDA ITEM 3: IMPROVEMENTS TO THE STUDENT LOUNGE
- MSA members mentioned several ideas for enhancing the lounge in Shahan to make the area more inviting and accommodating: hanging the class photographs, installing a microwave oven for student use, adding a wireless network connection linked to a printer, mounting a bulletin board near the mailboxes for posting MSA news.

AGENDA ITEM 4: MONTHLY MSA MEETINGS
- Discussion addressed the issue of best times for meetings during the school year, effective approaches to announce the meetings, encouraging part-time student participation, and recruitment incentives, such as providing pizza.
- Members agreed that meetings should be held on Mondays from 12 noon until 1 pm. Additional meetings should be organized for part-time students on Wednesday evenings.

AGENDA ITEM 5: NCSSS STUDENT ORIENTATION—SUNDAY AUG. 29
- Planning committee will meet 3 times over the summer.
- Members related their memories of orientation—what was most useful, and what should be changed:
  1. All agreed that the sessions reduced initial concerns and instilled a sense of support and welcome within the program. The closed-door remarks were particularly helpful.
  2. Katie Miner noted that the amount of information provided at orientation must be carefully considered, as too little information fails to ease students’ worries and too much detail can be overwhelming.
  3. Jack Tawil suggested that a session on navigating the CUA and NCSS websites would have been useful.
  4. Michael Jokich recommended that some means of identifying NCSSS students at the campus-wide orientation events would be beneficial.
- At Kate Seldon’s suggestion, members explored the idea of purchasing functional NCSSS promotional items (e.g. a water bottle or coffee mug) to give to students at orientation. The motion was favorably received. Members agreed that there was no need to buy t-shirts to use on only one day.
- Advanced standing orientation will take place on Friday, August 27.

AGENDA ITEM 6: NCSSS WEB PAGE
- Dr. Raber recognized Kate Seldon’s dedication and hard work at dramatically improving the MSA web page. The overall quality, design, and usefulness of the NCSSS website was also mentioned.
- Members agreed that adding a calendar on the MSA web page would be extremely useful. Additionally, a direct link to the MSA page from the NCSSS homepage should be added.

ACTION ITEMS FOR NEXT MEETING:
- Michael Jokich and Jack Tawil will begin putting thoughts together regarding mentoring and mentor assistance meetings.
- Katie Miner will purchase a bulletin board for the student lounge.
- Dr. Raber will discuss the purchase of NCSSS promotional items with Dean Zabora.
- Kate Seldon will schedule a meeting with CPIT to discuss website changes.
- All members will individually spread the word about Kate Seldon’s candidacy for NASW student representative.

**Open Issues:**
- Assessing if a microwave can be purchased and resolving cleaning concerns.
- Determining the cost and ease of installing a wireless network connection in the student lounge.

**Next Meetings:**
The next MSA meeting will be held on Wednesday, June 16 at 2 pm in the student lounge. Additional meetings were scheduled for July 14 and August 18.

*Respectfully submitted May 20, 2004 by Andy Moffatt.*