

SUNY Downstate School of Public Health

Student Council Meeting Minutes

Wednesday, January 15<sup>th</sup>, 2019 at 5pm

*Members in Attendance:*

*Alyson Clarke*

*Rachel Radigan*

*Priscilla (Pui-See) Fok*

*Uchechukwu Nwokoma (called in)*

*Maya Lloyd (called in)*

*Olivia Haile (called in)*

*Xhenete Lekperic (called in)*

*Syed Bukhari*

*Members not in Attendance: Emily Bakaj, Yamina Kezadri*

*Non-voting Members in Attendance: Dr. Usha Govindarajulu, Kirklyn Escondo*

I. Call to order:

- a. Rachel called meeting to order at 5:00 PM.

II. Student Survey

a. Review

- a. Rachel asked attendees if there were any changes to be made to questions.  
No changes suggested. Only waiting on edits from Dr. Hall.

b. Printing

- a. Rachel brought up issue of printing. Asked Kirklyn about printing in PHAB. Kirklyn offered to print.

c. Dispersing

- a. Rachel to make sign up sheet for all classes. Everyone to sign up for which classes they can hand out surveys at. Reminded everyone to let Rachel know if conflicts came up.

III. Dr. Hall's email

- a. Wants to hear council thoughts on:

- i. Details on how current online courses are not structured well. Suggestions for how to make them better.
  - 1. Xhenete brought up issues with technology versus structure. Many complaints regarding blackboard and not so much class structure in her experience. Maya points out opportunity to ask question in student survey by separating out online and in-person class feedback. Olivia made suggestion to add option to question 7 of survey "in class, online, or both".
- ii. Does council think that school should survey students now about online courses instead of just in the exit survey?
  - 1. Xhenete added that asking current students makes the most sense since one people graduate their feedback might change. Everyone agreed that the survey should be administered earlier.
- iii. What are council's concerns regarding school resources for a completely online MPH program in the future?
  - 1. Syed brought up that some courses do not do things in a timely manner. Olivia mentioned that we need to fix our current courses, online and in person, before expanding to a completely online set up. Syed mentioned that discussions are always difficult to find depending on the course, professor even had difficulty posting assignments, blackboard not working often. Online discussion board often not really facilitating actual learning, not detailed enough.
- iv. Meant to review Yamina's advisement survey. Yamina and Dr. Hall not present. To be discussed at next meeting.

#### IV. Career Fair

- a. February 6<sup>th</sup> 3-6pm
- b. Need to contact those who have not responded yet.
  - i. Currently have 5 yeses and 1 no. Rachel suggested splitting up list between council members to call and email. Everyone agreed to reach out to assigned contacts. Deadline to contact: January 22.

c. Materials

i. Discussed what materials we want

1. Name tags for everyone:

- a. Priscilla mentioned that organizations may bring their own name tags/identifiers. Rachel asked if students should get name tags. Olivia said they think they want name tags.
- b. Rachel asked people to vote yes or no for name tags. 4 yeses, 3 nos. Decided to do name tags

2. Printed signs:

- a. Plan to create and print signs once we have all orgs finalized.

3. Map:

- a. Plan to create and print once we have all orgs finalized.

4. Pens and folders (with map in it):

- a. Rachel asked if we should do pens and folders. Olivia asked who the folders are for and what would be in them. Rachel suggested putting map inside or list of organizations. Folder for students to collect paperwork. Rachel asked how many we should order. Plan to order SUNY Downstate covered folder. Mentioned there were about 250 students in the school of public health. Syed suggested 50 for first 50 students. Olivia suggested 75 or 100. Priscilla agreed with idea. Dr. Govindarajulu asked if event would be for School of Public Health students only. Currently only advertising to School of Public Health but expecting other schools to potentially come. Rachel suggested 100 folders. Everyone agreed.

d. Food

- i. Rachel asked if we should have refreshments. Olivia suggested cookie tray, tea, and water. Everyone agreed. Alyson asked if that would be for everyone or for the vendors. Rachel asked how to also restrict student

access. Syed suggested handing refreshments to vendors directly after event. Maya suggested we should just have refreshments for everyone. Olivia agreed it should be for everyone and that people can take as they please. Rachel said we do have enough in our budget to open to everyone. All agreed to open refreshments to all attendees.

ii. Light refreshments – snacks and water

iii. Cafe101

e. Anything else?

i. Rachel asked if there was anything else that we need. Maya asked if we need to advertise anywhere else. Rachel said Dr. Helzner reached out about putting the event on social media. Rachel said yes to her. Rachel also suggested printing the poster and putting copies up around the PHAB. Rachel also to send out another reminder email. Priscilla asked if background music would be needed. Maya said they don't think we need music. Alyson and Olivia agreed there would already be enough white noise.

f. Rachel reminded everyone to follow-up with organizations. Plan to put in Café 101 order at least a week before event. Kirklyn brought up faculty idea to have new faculty member, Dr. Elaisson, do a 30-minute career advisement session. Also brought up resume review table idea. Everyone agreed that the additions would be helpful. Olivia suggested that workshop should be during and towards end of session. Kirklyn brought up that workshop might be helpful in preparation. Rachel suggested having session a little bit before fair starts. Olivia asked where workshop would be. Rachel suggested room towards the end of the PHAB first floor. Kirklyn said professor would be willing to do sessions recurring. Rachel suggested 1 before, 1 in the middle, and 1 towards the end. Everyone agreed that was a good idea. Rachel asked Kirklyn to forward information to her. Resume table to be available during whole event. Rachel to send out information in an email once solidified.

## V. Information session with DOH

- a. Rachel mentioned that there was discussion earlier to have an information session with DOH. Said that due to timing, the information session would not be taking place yet due to potentially low turnout. Also, clash with career fair. Plan to have H RTP present at career fair and do outreach then.

#### VI. Sex in Medicine Week Update

- a. Rachel asked if Olivia needed help or had any updates. Olivia said everything going well. Only one event that still needs to be figured out but has back up plan for that day. May not be an issue. Everything else ready to go.

#### VII. Community Service

##### a. Service Learning: Book drive

- i. Rachel mentioned that the form for the fall event was submitted and that she and Alyson collected books from the student center. Rachel suggested plan to organize books.
- ii. Spring community service: March of Dimes March for Babies
- iii. Rachel contacted NPASS to collaborate. They said they were willing to. Asked if we should have our own team and just meet up together or if both organizations should make one team. Mentioned might be difficult to give t-shirts to first 50 people from SPH if both groups made one team. Olivia suggested to make our own team and just meet up. Everyone agreed. Rachel asked if anyone would be available to help set up. Alyson asked what would be needed. Olivia and Maya offered to help. Rachel said assistance would be needed in figuring out who is coming, sign up, and t-shirt distribution. Rachel to create team soon and to advertise about event.
- iv. March of Dimes March for Babies  
[https://www.marchforbabies.org/Why?intnav=MFB\\_PUB\\_HDR\\_WHY](https://www.marchforbabies.org/Why?intnav=MFB_PUB_HDR_WHY)  
Date: Sunday, April 28, 2019 @ 8:30AM. Team T-shirts (Budget, Design on back, First 50 to sign up free?) Contact with NPASS

#### VIII. Dr. Joseph email.

- a. New dean wants to establish award for faculty member to be presented from student council. Student body to give out 1 excellence in teaching award to an SPH faculty member. Rachel asked if we should have that in our current survey or

if we should have students submit nominees via email. No criteria given from Dean's office. Maya suggested email submission. Rachel asked if we should have people vote or just submit names. Olivia said direct email submission would garner more genuine entries. Priscilla asked if it would be too much to do an award per department since students are likely to know faculty in their own department and thus departments with smaller student numbers will likely not have their professors win due to low representation. Rachel said she brought it up with Dr. Joseph, Dr. Joseph said dean only wants one awardee right now. Rachel suggested following up and saying that council strongly believes it's not fair to just have one. Olivia suggested idea of having 1 professor from each concentration and then having an overall winner. Uche agreed with Olivia. Rachel asked how to sort out voting. Everyone agreed that we should let students submit names for both the section and overall winners. Kirklyn brought up issue that there are only 30 faculty members so, moving forward year to year, if there are 5 winners each year, that set up may not have as much longevity. Rachel suggested that might be why dean only wants 1 winner. Olivia suggested just doing one for now. Everyone agreed. Rachel finalized plan to send out email requesting just 1 nominee.

- IX. Rachel brought up NPHW. Said we need to bring up ideas for each day of NPHW. Right now, only alumni panel idea discussed. Asked people to have ideas prepared for next meeting.
- X. Alyson brought up idea of doing a career fair exit survey for students and vendors. Olivia suggested doing survey for vendors along with thank you card. Maya agreed, but suggested via email. Rachel agreed that exit surveys should be sent out via email. Plan to send out exit survey after career fair.
- XI. Adjournment
  - a. Rachel motioned meeting to adjourn. Seconded by Alyson. Meeting adjourned at 5:40 PM

Minutes officially submitted by:

Alyson Clarke, on behalf of Olivia Haile, SPH Student Council Secretary





# STUDENT COUNCIL MEETING ATTENDANCE COVER SHEET

Student Council Name: School of Public Health Student Council

Date Meeting Was Held: January 16, 2019

Time Meeting was Held: 5:00pm

Place Meeting Was Held: PHAB 4th Floor Library (4-021)

Print Name of Member or Guest (can customize to pre-print voting member names)	Present ✓	Voting Member (Yes/No)	Signature (if Bylaws permit, when present by proxy, insert name of person holding proxy)
1 Megan Hall	<input type="checkbox"/>		
2 Usha Govindarajulu	<input checked="" type="checkbox"/>		<i>Usha Govindarajulu</i>
3 Rachel Radigan	<input checked="" type="checkbox"/>		<i>Rachel Radigan</i>
4 Emily Bakaj	<input type="checkbox"/>		
5 Maya Lloyd	<input checked="" type="checkbox"/>	<i>yes</i>	<i>called in M. Lloyd</i>
6 Olivia Haile	<input checked="" type="checkbox"/>		<i>called in</i>
7 Syed Bukhari	<input checked="" type="checkbox"/>	<i>yes</i>	<i>Syed Bukhari</i>
8 Alyson Clarke	<input checked="" type="checkbox"/>	<i>yes</i>	<i>Alyson Clarke</i>
9 Pui-See Fok	<input checked="" type="checkbox"/>		
10 Yamina Kezadri	<input type="checkbox"/>		
11 Xhenete Lekperic	<input checked="" type="checkbox"/>		<i>called in</i>
12 Uchechukwu Nwokoma	<input checked="" type="checkbox"/>		<i>called in</i>
13 Kirklyn Escondo	<input checked="" type="checkbox"/>		<i>Kirklyn Escondo</i>
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