SEM Steering Committee Meeting Minutes

10/17/2019

Attendees:
Tammy Jahnke
Michelle Olsen
Kelly Wood
Abdillahi Dirie
Steve Foucart
Saibal Mitra
Tom Dicke
Christina Simmers
Julie Masterson
Brad Bodenhausen
Theresa McCoy
Rob Hornberger

Progress reports

Academic Programs and Deliveries
- 2 or 3 times. Put charges into clusters.
- Focus on structures for supporting new and existing programs. "Yes" committees. Get outside expertise (e.g., Rachel Anderson, Chamber of Commerce) for existing market demand, projected revenue, so it would fall on faculty to do all of that. Interdisciplinary, multi college approach. Will evaluate if wording of program still current, etc.

Recruitment
- Met twice. Have started with an inventory of how we handle recruitment. Discussion about taking existing plans and creating subcommittees for each – diversity, high ability, transfer, freshmen, international, outreach, graduate. Evaluate if they are the right plan. Identify gaps.

Retention and Completion
- Breaking into five subcommittees
  - Barriers
  - High impact practice
  - FTNICs
  - Various student populations (typically at risk students)
  - Transfer students
- Briefly review structures and programs. And a small evaluation of how they are doing.
- Recommend three big ideas by Dec ember 5 (last fall meeting). Council look for themes and overlap to guide for spring.
- Clustered charges into themes

Marketing and Communications
- Divided into subcommittees based on charges

- Populated subcommittees with volunteers from form
- Gave guiding questions and links to sources related to their charge
- Providing training for Teams
- Getting big picture ideas from themes and looking for overlap
- Barriers regarding communication

Data Support Team
- Inventory of existing reports that might be most SEM related.
- List of systems and data stores.
- Creating a request for data form.

SEM update for BOG meeting October 25
- Retention is being coordinated with faculty senate
  - Organizing around student populations, barriers and HIP. Focus on big ideas
- Academic
  - The two yes committees
- Recruitment
  - Not one size fits all and focusing on the seven area (list them)
- Marketing – reviewing internal and external communication. Inventory and gap analysis.

Addition on Data Support Team to Steering Committee
- We have added the co-chairs of the Data Support Team to the Steering Committee
- We are also having representatives from the Data Support Team at each council meeting

SEM consultant visit November 12-13
- Rob gave information about the consultant and visit.

Townhall meeting, January 29, 12:15
- Rob gave information about the townhall meeting.

One page update of major topics/goals by November 8 to use for Senior Leadership, Steering Committee and consultant at Nov. 12-13 visit.
- An update for our consultant to quickly read before she travels here.

Discussion
- How and when do we look at application and admission numbers?
- Maybe we should bring that information to the Steering Committee.
- Are the recruitment systems to follow-up with these students in place?
- Would like a set of highly desirable dashboards.

Next meeting, 11/12, 10am with consultant.