**University College Exploratory Team Meeting**

*Wednesday, October 28, 2015*

*Wyatt Room, 3pm*

*Agenda*

1. Welcome
2. Approval of minutes
	1. Plans for sharing recurring minutes with Deans and Chairs. (Adam)
3. What models exist for a University College? (Dana)
	1. Brent Iverson, Dean of Undergraduate Studies, The University of Texas at Austin.
4. What are we working toward? (Dana)
	1. Defining our challenges and opportunities
	2. Setting goals
	3. Designing strategies for reaching our goals
	4. Connecting to the rest of the strategic plan
	5. Anything else?
5. Should we do focus groups and how should we approach them? (Adam)
	1. Sampling: Random, Purposeful, Convenience?
	2. Incentives for participation
	3. When should we do them?
6. Other issues for discussion?

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*Notes*

**In attendance:** Adam Peck, Dana Cooper, Deborah Pace, Debra Kiesel, Janet Tareilo,

John Moore, Keith Hubbard, Kenneth Collier, M. E. McWilliams,

Mark Barringer, Matthew McBroom, Michael Martin, Michael Tkacik, Michael Walker,

Ann Wilson, Scott Shattuck, Timothy Clipson and Joy Hammonds (note taker).

1. Welcome
2. Approval of minutes
	1. Plans for sharing recurring minutes with Deans and Chairs. (Adam)
		1. Clarified the group discussion point that there is often an overlap between strengths and weaknesses
		2. Minutes were approved with changes
3. What models exist for a University College? (Dana)
	1. Brent Iverson, Dean of Undergraduate Studies, The University of Texas at Austin.
4. What are we working toward? (Dana)
	1. Defining our challenges and opportunities
		1. The Challenge is to define the problem/problems this group is tasked with addressing
		2. (Ken) Retention & Enrollment is the problem
		3. (Adam) Retention is often seen as a symptom but it can also be an opportunity
		4. (M.E. and Mark) Five years ago a proposal that came out a sub-committee of the First Year Experience committee was put forward to address these issues. It addressed retention through connecting the AARC, SFA 101 and Advising in a Student Success Center.
			1. These programs currently work in total isolation. They are in different location, have different goals and different reporting lines.
			2. This would create a collection of resources for students.
		5. (Adam) How do we take the knowledge from previous committees and discussions?
		6. (Mark) University College or Student Success Center, the problem hasn’t changed. We need to retain and graduate students.
		7. (Dana) We have the pieces. We need these pieces to be working together to provide the students with clear resources.
		8. (Ann) Yes, we have the components, but they are not cohesive or working together. They are not communicating with each other or effectively communicating with students.
		9. (Keith) We need someone with the authority to say yes I can help you solve this problem
		10. (Ken) The key is in the details. Restructuring requires caution. It would be nice to know some of the stumbling blocks other Universities have faced.
		11. (Deborah) We need to look at the studies and speak with others to avoid problems.
		12. (Adam) Should we read Chapter 1 and come back next week to define the programs we see at SFA to discuss
		13. (Keith) I feel comfortable discussing these right now.
	2. Setting goals
		1. As a group we can make a list of programs that could be Included, programs that need further discussion and key collaborators:
			1. Could be Included
				1. AARC
				2. SFA 101
				3. Undecided Advising
				4. Major Changes
				5. Engagement Advising
				6. Developmental Education

Informing students

Testing students

Placing students

* + - * 1. Learning Communities

Including Living/Learning Communities

Must have faculty buy in. Linked courses have died repeatedly do to neglect, not mallace.

* + - * 1. Pathways
			1. Need further discussion
				1. Orientation
				2. “The Bat Phone”

A one stop shop for student obstacles to success

Empowering someone with the ability to solve problems

* + - 1. Key collaborators
				1. Advising
				2. Career Services
				3. Financial Aid
				4. Business Office
				5. Housing/Residence Life
				6. Chairs
				7. Registrar
	1. Designing strategies for reaching our goals
		1. (Scott) Who this entity reports to could be a determining factor of success.
		2. (Dana & Adam) We have a window of opportunity
		3. (Janet) We started making a list of programs, but are actually discussing process. What are the processes that students will need in this office?
		4. (Dana) One model is student’s “First Home at SFA”
			1. This is a place they can get help
			2. For first generation students college is a foreign land, they don’t speak the language, and they can’t learn it from their parents
			3. Three problems they need addressed:
				1. Financial / Academic / Engagement
			4. (M.E.) Taking key units and putting them together under one administrator.
			5. (Dana) We need to outline who will fall in the “UC” and who will be their very close neighbors.
		5. Optional Next Step:
			1. If this is what we might want to run with, is there a way to thematically run it out for testing?
	2. Connecting to the rest of the strategic plan
	3. Anything else
		1. Dana and Debra will look for a University like SFA so the group can hear about their University College.
		2. Dana will arrange for a group visit to tour the University College at the Univeristy of Houston
1. Should we do focus groups and how should we approach them? (Adam)
	1. Sampling: Random, Purposeful, Convenience?
		1. Purposeful focus groups should be created.
			1. Freshmen and Sophomore
			2. Committee will develop the questions
			3. A facilitator will interview the group
	2. Incentives for participation
	3. When should we do them?
2. Other issues for discussion?