**University College Exploratory Team Meeting**

*Wednesday, December 9, 2015*

*Wyatt Room, 3:15 pm*

*Notes*

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

John Moore, Keith Hubbard, M. E. McWilliams, Mark Barringer, Matthew McBroom, Michael Tkacik, Michael Walker, Ann Wilson, Timothy Clipson and Joy Hammonds (note taker).

1. Welcome
2. Handouts
	1. Shared Agenda with the committee
		1. Strategic Plan Team Leads Meeting on Friday, December 4, 2015
		2. Discussed deadlines and proposal due dates included on the agenda.
	2. Formative Planning Worksheets
		1. Janet Tareilo created a worksheet based on previous meeting discussions and models of UC’s at other intuitions to help the committee determine what needs to be included in the Student Success Center.
3. Purpose Statement
	1. The committee discussed the need for a statement prior to further discussion. Based on the discussion, Keith Hubbard typed up this statement and it was agreed upon.
		1. The goal of the Student Success Center is to remove obstacles to success from students (particularly first-time SFA students) by combining multiple student success initiatives under a single program, creating a central space for these services, and establishing collaboration with other student services.
4. Evolutionary vs. Revolutionary
	1. The committee discussed the option of creating a recommendation based on phases. This would allow the Student Success Center to start with a core set of programs and services, build collaborative relationships across campus, and phase other programs in gradually and as needed.
	2. Not everything has to be housed in the SSC to be connected. The ability to work collaboratively across campus is an important aspect of this.
5. Formative Planning Worksheet discussion
	1. Academic Advising
		1. It was agreed that only Undecided Academic Advising should be included in Phase 1.
		2. Declared Academic Advising and Major Changes should not be include in Phase 1.
	2. Learning Support
		1. AARC
		2. Learning Communities
		3. Phase 1
	3. Orientation
		1. After an in-depth discussion it was determined that Orientation should be included in Phase 2.
	4. Career Services
		1. Should not be included in the SSC.
		2. The SSC will need to build a collaborative relationship with this area.
	5. Residence Life
		1. Should not be included in the SSC.
		2. The SSC will need to build a collaborative relationship with this area.
	6. Campus Support
		1. Registrar, Business Office, Financial Aid
		2. Should not be included in the SSC.
		3. The SSC will need to build a collaborative relationship with these areas.
	7. Special Programs
		1. Honors, Developmental Programs
		2. Should not be included in the SSC.
		3. The SSC will need to build a collaborative relationship with these areas.
	8. Other Programs
		1. SFA 101, Gen Jacks, Pathways
		2. Phase 1
	9. Involvement Center
		1. Should not be included in the SSC.
		2. The SSC will need to build a collaborative relationship with these areas.
6. Draft Proposal
	1. A subcommittee was formed to draft the proposal based on the previously listed determinations of the committee.
	2. Deborah Pace, Debora Kiesel, M.E. McWilliams, Tim Clipson and Dana Cooper
	3. Proposal will outline the programs to be included, identify budgetary needs, and discuss space/location needs/options.
7. Conclusion
	1. The committee will review the proposal and have it ready submission by the Friday, January 15th draft due date.