

**Integrated Student Experience (ISE) Implementation Alliance**  
**October 16, 2018 Meeting**  
**3-4 PM C204 Center for Professional Development**

**MINUTES**

Attendees: Budzyna, Ciampi, Farrell, Favara, Giampa, Hearn, Heineman, Iola, Knoepfler, Portanova, Rogers, J. Sullivan, K. Sullivan, Young, Zubrow

**1. Lawrence Campus ISE Update**

- initial indications of architect costs for Dimitry ISE work are a bit daunting; hopefully we will be able to move forward this year but fair warning there are many uncertainties in this process
- two tours last week went well: hope to create GOOD Academic Center space within tight budget/timeline
  - Janice/Judi/Deidre/Trish will work on a rough floor plan for Library space
  - what is happening with Lawrence Student Success Hub planning?
    - Tina and Mike working on a very preliminary draft of a floor plan
    - need to assure it addresses flow, privacy issues, and get feedback from front line staff that will be in the space
    - there is a concern there is not enough input up the chain of command on this effort
    - Tina explained the process going forward and indicated there would be opportunities for input; will speak with direct supervisors about encouraging input
  - Kathy/Dawn/Mary and Carolyn will work on their rough floor plans in El Hefni for the Health Professions and STEM Academic Centers
  - sooner we can get those in hands of IT/Facilities/Sharon McDermot the better

**2. Updates from the Teams**

**Academic Centers**

- please forward a list of you most basic services to Kelly and Bill by next meeting
- Centers are planning for advising/registration activities in November
- concerns about professional advisor availability for these activities; the professional advisors still register the vast majority of students, are 25% short of the normal staff levels, and are needed in the Student Success Hub during same hours they would be needed in Academic Centers
  - some agreement that professional advisors should not spend time in Academic Centers when there is little for them to do there
  - concern expressed about why advising/registration is being pushed so hard in the Centers if the infrastructure isn't available yet
    - Bill explained that the vision is for most advising to occur out of the Centers but that is likely to be a very gradual process; if Centers are not ready to do advising/registration this semester, they do not need to
- in the short term for those Centers that WILL pursue advising/registration:
  - Grace and her staff are available to help, including inputting registrations
  - Grace and her staff (and also all professional advisors) can do major changes
  - Grace is providing training two different days for Banner 9 so faculty can also input registrations into the system

- Bill offered to hire retired faculty to come in and help with advising/registration in the Academic Centers for November; if desired please contact him SOON!
- October 31<sup>st</sup> will feature Remove Holds events in both Haverhill/Riverwalk
  - Centers need to know whether financial aid staff will be at those events

#### Student Success Hub

- current five vacancies in Admissions/Financial Aid; Tina apologizes that Financial Aid has not been able to connect with the Centers; until vacancies filled this will remain a problem
- ongoing concerns about Learning Accommodations Space in Hub; Tina will be meeting with the Hub Advisory Board and Learning Accommodations Center staff
- next EAB onsite is Oct 26; early alert conversations coming with faculty

#### Advising Reform

- Advising Council has four meetings scheduled during rest of semester: more than originally planned because registration reform (which should alleviate problems mentioned above about Professional Advisors being needed in two places at once) is complex and short time line
  - faculty are asked to attend when they can; NOT expected to attend all 4 meetings

#### Curriculum Pathways

- Scott updating spreadsheet; Judy asks other faculty supervisors to alert her to missing pathways

### 3. Other Issues

- Bill meeting with Nathan Gilbert on calendar scheduling issues in a couple weeks; until then, Nathan reports:

“We have a plan in place for each Academic Center to get their own event category, which will display events specific to each center on their respective pages on the website.”

“We also have longer term plans on the Event calendar to allow for event filtering by category, so someone could filter out all but STEM Center events, for example. The filter project is on a backburner, but we can bring it to the front again if there is an expressed need”

- the 2018/2019 Academic Catalog is about to be rolled out
- Janice will call next meeting on the 30<sup>th</sup> which will focus on floor planning for Dimitry Academic Center space