



Strategic Plan Goal Three Team

Agenda and Minutes

November 26, 2012

2:00-3:30 pm

SC213

Present: Lynne Nadeau, Linda Giampa, Sue Cunningham, Marilyn McCarthy, Linda Shea, Donna Bertolino, Joan Scinti, Deb McKinney, Rebecca Rose, Abby Thomas, Amy Cameron, Karen Mitchell, Judith Kamber, Janice Rogers, Betsy Pardo

1. Minutes of 10-22-12 meeting were distributed and it was noted that they would be posted to the Strategic Plan website along with other reports and meeting minutes of the Goal 3 team. Rebecca's name will be added to the membership list.
2. Progress of subgroups:
 - a. Lawrence space planning for tutoring (Donna Bertolino)
Donna provided a draft set of recommendations for expanded tutoring space in Lawrence. There were questions on the logistics of signing in and out of *TutorTrac* for multiple labs housed in one space, sound absorption issues in a single high-use center, storage for paperwork and student files, and specific needs for the ESL language lab and the College and Basic Reading classes doing required lab work. Judith Kamber asked on behalf of the Culture and Equity team about how the new tutoring unit would intersect with the Student Success Center on Franklin Street. Donna noted that the plan is to locate the Student Success Center near the tutoring center in order to facilitate collaboration.
 - b. Expansion of *DegreeWorks* (Joan Scinti)
Joan provided an update on *DegreeWorks*. The *DegreeWorks* team has been working on defining additional fields from Banner for display on the Worksheet and Audit header, as well as for reports for scheduling, registration, and advising. The updates will include the student's cohort(s) and most recent term registered. Cohorts of students such as those involved in PACE, Student Success

Center, *iHealth*, athletics, or the TAA grant are some examples of cohorts that will be displayed on the worksheet and audit in *DegreeWorks*. The sub-committee is doing maintenance in Banner to update advisor assignments that have ended so the advisor's list of advisees in *DegreeWorks* will be current. Two reports are currently being analyzed, Students Remaining Credits to Graduate and Students with No Plan.

- c. "Student Help Desk" next steps (Linda Shea)
Linda reported that members of the library staff continue to work on compiling a list of both periodic and ongoing student needs for computer support including access to Blackboard and email, maintenance of electronic devices, and assistance with media production. The process management team that will begin work in fall of 2013 will include IT and library staff, faculty, and students.

- 3. Student Success Center, Lawrence Campus- will be addressed in a future meeting.
- 4. Update for Lane
 - a. What are the three most important accomplishments of your goal team so far?
Linda Shea presented the progress of the three team sub-committees at the President's Staff Meeting on November 14.
 - b. Looking ahead, what does your goal team most need in order to be successful?
Suggestions included money for renovations in Lawrence, confirmation of specific space in Lawrence for planning purposes, and resources in general.
- 5. Other business- there was a brief discussion of the proposed changes in the 7 Lab Coordinator positions and the creation of a new Director of Tutoring position. Changes are expected to be finalized in December.
- 6. Next meeting: **Monday, December 17, 2012 2-3:30pm SC213**