

1. Student Affairs Contact Sheet
 - a. Jennifer provided the group with a draft contact sheet for the centers to use when seeking answers to financial aid and other questions.
 - b. Jennifer asked for feedback from the group regarding the contact sheet.
 - c. The contact sheet is not to be handed out to students, it is an internal document for center personnel and faculty.
 - d. A request was made by Jennifer to not leave messages on the contact numbers. There are sufficient telephone numbers for a response from the Student Affairs team.
 - e. Discussion of a date when Financial Aid representatives will be able to come to the centers. Many events taking place on campus in the spring.
2. Advising Registration Reform Updates
 - a. Academic Centers
 - i. Centers are working on FY21 budgets.
 - ii. Centers don't know what additional resources will be needed until the two new advisors are hired.
 - iii. Centers are gearing up for summer and fall registration periods.
 - iv. Center leads will meet with Janice Rogers to discuss the combined Lawrence Academic Center.
 - b. Student Success Hub
 - i. Working on roadmap and registration reform.
 - ii. Orientation will be mandatory for students and the process is being updated.
 - iii. Converting to an appointment only system in the SSH but there will be designated walk in days and times.
 - iv. The Navigators will report to Stephanie Wares.
 - c. Navigate
 - i. The centers have dedicated email addresses; please check to make sure the information is correct.
 - ii. Training is available in Blackboard for faculty.
 - iii. Currently working on editing content in Navigate.
 - d. Communication
 - i. Working on a YouTube video; seeking ideas.
 - ii. Working on a hashtag.
 - e. Resources
 - i. Working on getting the spaces ready for a May move.
 - f. Asana
 - i. Working on more survey data.
 - ii. Reviewing enrollment projections.
3. Other Issues
 - a. Next meeting is March 19th.