**UGS Director’s Council Meeting Minutes**

**11 April 2018**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Maggie Cecil, Nathan Jones, Iwona-Maria Contreras, David Marshall, Eduardo Mendoza, Veronica Ramirez-Amerson, Sara DeMoss, Barbara Herrera, Craig Seal, Kristen Stutz, Brenda Luis

**Apologies:** Cara Pham

1. Introduction
2. Open Dialogue (Updates, Questions, Comments, and Priorities)
   1. David M. Honors is in the middle of the admission cycle. May 1st is national decision day.
   2. Sara D. Tutoring, Mentoring, SI, Lab, and Make-up are working on an integrated branding name/strategy.
   3. Kirsten S. SAIL Recognition event is 5/7.
   4. Ed M. Coyote One Stop on 4/18.
   5. Veronica A. Need to confirm with math (and English) what happens if a student does not pass part of the stretch course?
   6. Craig S. Reviewed GIG and SAG funding protocol.
3. Dean/Administrative/Provost/Dean’s Council Updates
   1. Q2S
      1. New Q2S Advising Tools available (through myCoyote Self Service) that includes Q&S Student Information and EAB link.
4. GI 2025
   1. Reviewed Timely Graduation, Course Repeat, Unit Overload, and Priority Registration procedures being proposed.
5. Approved
   1. Minutes
   2. Agenda
6. UGS Updates
7. Paraprofessional Training – Evelyn K. has started planning for fall Peer Advisor training. It will include an opportunity for general student employee (paraprofessional) onboarding, training, development and review.
8. Poverty Simulation – now open to all UGS staff and students. Please encourage students to participate.
9. Discussion
   1. A unified approach to Q2S, myCAP, and EAB – ok for UGS to start the Quarter to Semester Advising and myCAP with students (do not need to wait for college advisors/faculty).
   2. EAB Onsite Visit – reviewed the schedule and enraged departments to participate.
   3. Note Advisor Summary Reports/Note Reason/Locations – reviewed and edited the note reasons. Will consider unique reasons for EOP/SAIL as needed.
   4. Program Design and Assessment Plans – Joanna will begin to work with each department on developing a Program Design. Can leverage existing efforts (including SSI). Each department should consider its mission, goals, objective, and activities. This is a process of self-reflection. Should take 2-4 meetings to complete, ideally start this month and have design frameworks by July 31st. Plans can then be linked to UGS mission/values/goals, as well as basic benchmark data for each department. Please be mindful of GI 2025 and your unique value proposition to student success.
10. Future Issues
    1. 2018/19 Budget Process
    2. Staff Performance Evaluations
    3. First Year Experience (Develop an expanded first-year experience model)
    4. Expand alumni connections and program advisory boards