**UGS Director’s Council Meeting Minutes**

**16 May 2018**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Maggie Cecil, Iwona-Maria Contreras, Sara DeMoss, David Marshall, Eduardo Mendoza, Cara Pham, Veronica Ramirez-Amerson, Craig Seal, Kristen Stutz

***Guests:*** Marissa Boles, Juan Macias, Rowena Woidyla

1. **Introduction**
   1. *Open Dialogue*

Craig Seal welcomed and thanked everyone for coming. Special guests joined the meeting to recognize Iwona Contreras. The Staff Development Center rolled out a brand new program called Principals of Supervision. Iwona attended the program, participated, and fulfilled the requirements after the program.

There was a chance for everyone to express any updates, issues, comments, questions, etc.

* David Marshall informed the team that the Honor’s Program just had their banquet and it was successful. There is a new cohort of 141 freshman starting in fall. Additionally, Honors will be moving into the new housing facility the week of July 16th.
* Sara DeMoss announced that their department officially has a new name, “Coyote PLUS Programs.” The PLUS stands for Peer Led Undergraduate Success.
* Kristen Stutz reported that they are starting the recruitment process for 2018-2019. Enrollment will be open to only current students and their friends and families through July 1st. July 1st will start open enrollment. The end of June and most of July, SAIL will be having their Graduate Boot Camp for their students applying to grad school.
* Ed Mendoza stated that orientation began the previous Saturday. This time they had a time slot where the students can log onto MyCAP and put classes into their shopping carts. Ed stated that it took more time than they anticipated. It was also suggested that staff get retrained so that when they teach the students they are all teaching the same way. Consistency is going to be important. Lastly, A&AS has hired another Academic Advisor. John Noriega will be starting on May 29th.
* Veronica Ramirez-Amerson and her staff are getting ready for EOP Annual Grad Reception on May 30th. Currently, EOP is focusing on writing grants as well as end of the year grant reports. EOP counselors are busy seeing students for summer and fall quarters. Also, they are in the process of interviewing for their Assistant Director position.
* Maggie Cecil will coordinate a Writing Center brainstorm session on Friday, June 1st. They recently had a meeting with the Provost to discuss funding regarding the Faculty Director for the English Language Support Center. The Faculty Director has been Caroline Vickers but now Caroline is in Graduate Studies. Chloe de los Reyes has agreed to step in and take over for Caroline. This will be folded into the Writing Center under UGS.

1. **Review**
   1. *Minutes*

The minutes will be distributed by email. If there are any edits that need to be made they should be sent to Cara Pham. The minutes will then be posted on the website.

* 1. *Agenda*

The agenda was sent out to UGS prior to the meeting.

1. **UGS Updates**
2. *Budget Request Form –* Due to Iwona by May 18, 2018.
3. *Performance Reviews –* Due on May 25, 2018.
4. *All College Student Success Team (SST) Meeting –* This will occur on May 18, 2018 in the Panorama room.
5. *Happy Hour with the Dean –* June 1, 2018
6. *Family Picnic –* July 19, 2018
7. *Program Design -* The document is due on May 31, 2018.This is the survey that Joanna Oxendine sent out for assessment.
8. 66ers Game – August 5, 2018
9. *Paraprofessional Training (UGS onboarding process for staff/students)* – Evelyn is taking the lead on these trainings and doing a great job.
10. *EAB Notes, Service, Locations, Roles, Permissions & Progress Reports* – All of these are being looked at and piloted. A handout was provided.
11. **Discussion**
12. UGS Office Space –The renovation in Advising & Academic Services is complete. EOP will be expanding into the old Testing Office. During renovation EOP employees will be temporarily placed in other areas. This will begin sometime towards the beginning of June. Other ideas are being discussed. When Honors leaves University Hall and moves into the new housing building, Coyote PLUS Programs will possibly be taking over that space. Diana Cordero’s old office will be given to SAIL. The current Make-Up Testing Office will become available for the UGS Marketing team, student assistants and other areas as needed.
13. UGS Structure – Craig would like to bring on an Interim Assistant Dean. He will be meeting with the Deputy Provost on Friday to discuss this further. The hope is that this position can be filled by July 1, 2018 or at the latest September.