

42 depth the areas that need to be reviewed for possible change for the upcoming
43 year.

- 44 • James Graham, SI Coordinator, stated that they are in a frenzy to try to place
45 students. There are trainings for onboarding the senior leaders. A handful of
46 orientations are taking place as the first day of classes approaches.
- 47 • Maggie Cecil, Writing Center Director, informed the team that they have
48 spent a lot of time interviewing for fall hires. Maggie is helping to facilitate a
49 couple of workshops. There is a lot of preparation happening to get ready for
50 the first day of school.
- 51 • Iwona Contreras, AAS, reported on the upcoming events that UGS will be
52 attending to represent our division. Today, September 13th, there is New
53 Faculty Orientation, September 19th UGS will have a table at Late Night with
54 Rec Sports, and Homecoming is approaching on October 21st.
- 55 • Cam Fowler, Testing Officer, is in transition and will officially start in the
56 Honors Program on October 1st. The Testing Office will be going away and
57 October 31st is the last day that their office will be a proctor site. She has sent
58 out a list of alternative sites of where students can take the tests that were
59 offered in the past. Cam also reported on behalf of the Honors Program. The
60 Honors retreat is September 20th. On Saturday, September 23rd, there will be
61 a kick-off PAES/Honors Event for recruitment of high school students in the
62 top 1% of their graduating class.
- 63 • David Reyes, Tutoring Coordinator, informed the team that summer tutoring
64 is slowing down and they are getting ready for fall. They are focusing on
65 collaboration with other departments to prepare for upcoming changes and
66 consistency.
- 67 • Faye Wong, Director of EAP (Early Assessment Program), is waiting for
68 updates on EO 1100. In the next couple of weeks she will be attending a
69 couple different workshops.
- 70 • Chris Lindfelt, Associate Dean for Undergraduate Studies, updated the team
71 that he just met with all of the colleges and the Core Student Success Teams.
72 They are focusing on Q2S, GI 2025, and the Executive Orders and how they
73 are going to affect each other. Furthermore, they are continuing to collect
74 roadmaps from different colleges. This will help with student advisement and
75 keeping the students on track to graduate on time. Additionally, the 2-year
76 and 4-year pledge information is online.
- 77 • Kristen Stutz, Director of the SAIL program, reminded the team that they are
78 still accepting applications for SAIL up until their orientation on September
79 18th. The website has an “apply here” button. Lastly, they are planning out
80 the first week of classes to welcome students.
- 81 • Clare Weber, Deputy Provost, introduced herself. She has been on campus
82 approximately one month. She will be working closely with Craig on
83 Executive Orders, with the chairs of the Math and English Departments and

84 the GI 2025. She excited to coordinate and move forward together on these
85 initiatives.

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87 *b. Correspondence Review*

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89 Craig Seal briefly reviewed the attachments that he sent to UGS. Convocation is
90 September 18th and Craig encourages everyone to participate. Other items to
91 consider are space allocation, Open Enrollment for Benefits, and continuing to
92 provide event dates for the UGS calendar.

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94 **II. Review**

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96 *a. Minutes*

97 The minutes were sent out to UGS prior to the meeting. If there are any edits that
98 need to be made they should be sent to Cara Pham. The minutes will be posted on
99 the website.

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101 *b. Agenda*

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

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104 **III. UGS Updates**

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106 *a. Provost Council*

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108 Craig attended his first Provost Council. This was a great opportunity to share
109 what is going on in the division of UGS. The Provost's focus is the GI 2025
110 initiative.

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112 *b. UGS Open House*

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114 UGS will have a two-day Open House on September 27th and 28th so that students
115 and the campus community can stop by and to learn about the services that are
116 provided.

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118 *c. Budget*

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120 Iwona briefly informed the team that there has been a comprehensive list sent to
121 the Provost requesting funds. A justification has also been provided. Iwona is
122 hopeful that a response will be provided in the next week.

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127 *d. Marketing*

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129 Iwona was excited to report that the UGS Quick Guide and the UGS Dean's
130 Office Brochures are printed and ready for distribution. The goal is to have
131 something available to handout for each department.

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133 **IV. Strategic Issues**

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135 *a. UGS Goals 17-18*

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137 The UGS goals are updated for 2017-2018.

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- 139 • Complete UGS Strategic Planning Process
- 140 • Develop GI 2025 benchmarks, timelines, and performance metrics
- 141 • Develop program assessment protocols for each department/program
- 142 • Establish a sustainable budget model
- 143 • Develop an integrative UGS brand identify and marketing strategy
- 144 • Expand EAB adoption in UGS and Academic Affairs
- 145 • Develop Q2S advising plan
- 146 • Develop an integrative advising model, that includes UGS, colleges, and campus
147 partners
- 148 • Develop undeclared and GE advising roadmaps
- 149 • Review priority registration
- 150 • Integrate and expand PAES/Honors Programs
- 151 • Develop a UGS onboarding process for professional staff and paraprofessional
152 students
- 153 • Expand alumni connections and program advisory boards
- 154 • Explore program and staff certifications
- 155 • Enhance academic support services in SOAR and CFS
- 156 • Develop an expanded first-year experience model, that leverages SOAR and CFS
- 157 • Pilot a one-stop shop for select UGS departments

158 *b. Values and Mission*

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160 Each department was asked to come up with values, missions, visions, and
161 strategies for their unit. An All-UGS document has been provided for review at
162 the Kick-Off meeting/brunch. Below are the top five values:

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- 164 • Student Success
- 165 • Building Internal/External Community
- 166 • Staff Development / Trainings
- 167 • Educational Equity Practices
- 168 • Meaningful Learning

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After discussion within the group, there was suggestions to revise some of the wording on the values for clarification and simplicity. The suggestions for the new UGS values are:

- Student Success
- Collaborative Community
- Staff Enrichment
- Educational Equity
- Impactful Learning

It was asked that the suggested values be brought back to each department and if there are any additional changes they should be sent to Craig and Cara.

The UGS Mission was reworded at the ALL UGS Kick-Off meeting/brunch and states:

To provide holistic academic support services that promote equity, retention, graduation, and student success.

V. EAB

Maanie thanked everyone for taking the time to meet with Ashley and him. He would like to expand the usage within UGS. They will be coming up with recommendation plans for functionalities of each department.

Overall there was positive feedback from the UGS department representatives. Kristen stated that the reporting is something she feels can enhance SAIL. David agreed and is excited to work with EAB for Tutoring improvements. The Writing Center has a system that they already use and there was some hesitation from SI because they already tried EAB over a year ago. The majority of the departments were open to working with EAB.

VI. Action Items

The next meeting will take place on 27 September 2017 from 3:00 am – 5:00 p.m. Special guests will include a representative from ASI, Parking, Ombuds, and Admissions.