

**University Council Student Engagement and Success Committee**  
**September 19, 2018 3:30 P.M. SU 321**

**MEETING MINUTES**

In attendance: Barb Caillet, Katie Cerrone, Ravi Krovi, John Messina, Mary Schadle, Sadhan Jana, Jennifer Manista, Carrie Short

Absent With Notice: Kayla Bouchard

1. Welcome/Roll Call
2. Discussed committee meetings – representatives & meeting day/time.
  - a. Kayla is unable to make this scheduled time. John will confirm if she is willing to continue to serve. Other USG rep graduated and need GSG reps. Carrie will contact Kim Haverkamp for assistance with new student reps.
  - b. Need a faculty rep since Michelle Byrne is now an administrator. Katie will contact Heather.
  - c. Katie will send a Doodle poll to all committee members to find the best day/time.
3. Elections:
  - a. John called for nominations. Katie – Chair; Jennifer – Vice Chair; Carrie – Secretary
  - b. Committee approved slate. John asked if there were any concerns: none were raised. Welcome, new officers!
4. John provided an update from the Student Success Steering Team.
  - a. More faculty and staff need to be engaging with students to encourage upcoming semester registration
  - b. Through this, the question was raised – should there be a policy recommendation for minimum requirements for first year attendance in class? The University does not have a consistent policy for class attendance.
    - i. Math and English are the hurdles for our students.
    - ii. Ravi suggested looking at all classes for W/Ds and Fs to find additional issues
    - iii. John suggested we use the Dashboard for withdrawals and other indicators
    - iv. John mentioned the retention plan (for undergrads) – available here: <https://www.uakron.edu/registrar/docs/retention-plan-2018.pdf>
    - v. Ravi asked if we should have a goal directed to graduate students. Discussion about how they do not need the same encouragement as our undergraduate students.
    - vi. Sadhan sends reminder emails to all of his students about upcoming classes. Jennifer does this practice too. Both said it has been helpful.
    - vii. John shared that the new University mobile app will be more interactive than the current one. It will have schedule information and will send notifications to students about upcoming classes.
  - c. John explained the process – Steering Team makes a recommendation to bring to our committee. Our committee is responsible for making policy recommendations to the General University Council for support.
    - i. Our committee needs to include accountability plan/measure success

5. Memo to faculty about tools available
  - a. Michelle sent committee members a copy of the memo that was sent last year. It will need updated.
  - b. John will contact Sarah Hamilton in ZipAssist to update
  - c. Katie will send to dept chairs
  
6. Goals (need to identify for October 9<sup>th</sup> presentation at ITL joint University Council & Faculty Senate meeting, Zook 108 – Katie will present; Jennifer will also be in attendance)
  - a. Goal #1 – ITL Series
    - i. 2 in the fall, 4 in the spring
      1. Fall 1– Health Professions
      2. Fall 2 – Business
      3. Spring 1 – BCAS, History
    - ii. ~30 minute workshop to faculty through ITL
    - iii. Sadhan mentioned that all new faculty are automatically enrolled in ITL training
  - b. Goal #2 – Incentives for Early Enrollment
    - i. Get faculty to engage with students for registration/enrollment
      1. Not just registration, but also registering for the right amount of credits to receive the Akron Guarantee Scholarship grade level increases
      2. Identify barriers (there are 15 –Student Success Steering Team picked 2-3) and engage offices on campus
      3. How will this be measured?
    - ii. Sub-Goal – what is our intent for a broader impact? How does the timing of the billing due date affect student enrollment (the ones who game the system – enroll late to avoid the first fall billing due date. This affects the number of classes available, etc.)
      1. Who is doing what? What are the initiatives already in place?
        - a. John will ask the Steering Team for this info.
      2. We need to identify gaps and make recommendations.
  
7. Miscellaneous committee info –
  - a. Carrie will obtain the August meeting minutes from Michelle. Committee will approve minutes via email.
  - b. Barb will send last year’s committee meeting minutes to Carrie to share with the new committee members
  - c. We will locate a copy of last year’s goal presentation to the joint UC/Faculty Senate meeting to share with new committee members

Next meeting: TBD.

Respectfully submitted by Carrie Short