

**Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting
June 20, 2018**

Attendees: Valeria Bates, Donna Watson, Tara George, Gina Polizzi, Brian Dusel, Claire Robinson, Samantha Malpass, Rachel Denmark, Brittney Vereen, Heidi Waltz

Absent: Dawn Hiller, Tiffany Lide

Minutes from 06/06 meeting were approved.

Claire verified the time and topics for July 19 FYA training/meeting session in Gambrell 003 and 003 MAC labs. It will run as follows:

8:30: Major maps

9:00-10:30: SEP training

10:30-11:00: Question and answer

Valeria began the meeting asking for feedback since everyone had had a chance to use SEP. The team found SEP to be a simple and useful tool, and they view it as a replacement for the Notes being captured in DegreeWorks. There was discussion about the student view and exactly what that would look like. Other discussion concerned the use of SEP in planning for future course offerings.

Claire verified that Drew's message to FYAs is to:

- Use Notes feature in DegreeWorks as usual until September 1
- Begin using the Plans tab on September 1 in preparing for Spring advisement
- FYAs will build the 3 semesters that they advise for as they advise the students (FYAs in Arts & Sciences may build past the 3-semester plan.)

A discussion of students changing majors and former plans determined that all plans will show but only one will be active. Plans can be sorted. Current and future system needs will need to be considered as we use SEP.

The following goals were identified with SEP:

- SEP replaces DegreeWorks Notes.
- SEP can be used in planning projected course offerings.
- SEP provides a formal standard template for athletic certification across the University
- 100% of students should have a locked education plan within SEP.

Tara indicated that having a focus group of students who provide feedback on SEP would be beneficial. Honors anticipates using SEP in Summer 2019; Education may be the only college using SEP for transfer students in Summer 2018.

Three subsets of the SEP subcommittee were formed to focus on primary items. Dates times, and members are below:

- Communications team members are Samantha Malpass, Brittney Vereen, Tara George, Rachel Denmark, Valeria Bates, Drew Newton, Jane Bouknight, Brian Dusel, Sara McConville, Paige

McKeown, Claire Robinson, Donna Watson. Meeting is scheduled June 26 8:45-11:00 at 1244 Blossom, room 424.

- Best Practices team members are Gina Polizzi, Tiffany Lide, Tara George, Samantha Malpass, Brittney Vereen, Valeria Bates, Donna Watson. Meeting is scheduled June 27 10:00-11:30 at SJMC 118.
- Special Populations team members are Rachel Denmark, Dawn Hiller, Heidi Waltz, Tara George, Samantha Malpass, Brittney Vereen, Valeria Bates, Donna Watson. Meeting is scheduled July 9 10:00-11:30 in Wardlaw, room 274-N. Althea Counts, Andrea Williams, and Patricia Davis were invited to this meeting due to their work with the Opportunity Scholars Program and veterans.

SEP subcommittee meetings will need to extend through the summer. The next scheduled meeting is July 12 from 10:00-11:30 in Close Hipp room 352.

SEP Punch List

Double majors

Dual degrees

Secondary and tertiary advisors—how will they make a plan?