

Student Success Governance Committee

- **Committee Members in Attendance:** *Emily Hartman, Chair (2017-18, final term); Bridgett Passauer (2017-18, first term); Cheryl Lomax (2017-18, first term); Alicia Phillips (2017-18, first term); Laura Soulsby (2017-18, standing member via phone); Anna Zawde (2017-18, student); Rachel Cater (2017-18, student); Carolyn Williams (2017-18, final term); Blair Rhodes (2017-18, first term), Katrina Dash (2017-18, final term via conference call). GUEST: Karen Campbell*
- **Summary of Meeting**
 - Meeting was called to order at the in the Norfolk Student Center, room 5509ABC on Wednesday, December 6, 2017.
 - Dr. Karen Campbell, Associate Vice President for Recruiting, Admission & Enrollment spoke to the committee about the specific needs of P.A.C.E. regarding communication to the student participants.
 - A brief synopsis of P.A.C.E., including timeline and goals was provided to the committee along with some areas whereby the Committee could assist that align with Charge #2 (Propose strategies for educating students about policies and procedural changes related to Guided Pathways, Including VIP-PASS, P.A.C.E.) and Charge # 3 (Determine the committee's role in advancing P.A.C.E. and Guided Pathways).
 - Recommendations of where the Committee could assist include
 - Communication to students from the college
 - Helping disseminate information and changes to students
 - SDV in the first semester mandated
 - SIS "To-Do List"
 - Awareness to newly mandated topics
 - To address Charge #3, it was determined the Committee's role in advancing P.A.C.E. and Guided Pathways would be through communications mechanism to students
 - There was much discussion and idea sharing regarding Charge #2 and how to best communicate to students
 - From a student's perspective, a marketing piece would be ideal, hopefully something that could be added to the new marketing materials that were recently created by Curt Wynn's office.
 - During orientations, it would be helpful to discuss these initiatives.
 - Each semester, new initiatives would be communicated to students in a way that would be helpful
 - Set a communication plan for each term, first semester, SDV is required, after a certain number of credit hours, there would be a communication trigger where students would receive appropriate information about what to expect.
 - Website or Blackboard Shell dedicated to student success

- Create a self-assessment for students to see where they are at in the PACE program and what the next steps are
- Come up with a check-list that everyone could receive that will tell students where they need to be and what they will need to do to progress within their Pathway and within P.A.C.E.
- Create a “Student Success Packet”
- The Committee reviewed proposed changes to the Bylaws, all were accepted with the addition of the ILC position to membership.
 - This will be sent on to PAPC for further approval
- The Chair will provide a draft proposal to address Charge 2 and 3 to send on for consideration, for the committee to review.
 - This will be uploaded to the Shared Governance Portal no later than Friday, December 8th, 2017.
 - Committee members are asked to provide feedback by Friday, December 15th, 2017.
- The Committee will work to address Charge #4 (Propose Changes to first-time student orientations, including accessible options for online and distance students, to align with Guided Pathways) during the spring semester.
- The Committee voted to move the Wednesday, January 3rd, 2018 meeting from 3 p.m. to 1 p.m. at the Portsmouth Campus. A calendar invite will be sent out.
- Items moving forward:
 - The Chair will contact Curt Wynn to get an update on any initiatives regarding student communication that would be pertinent to the charges the Committee has been assigned
 - The Chair will set-up some discussion boards related to the specific charges and will add documents to the “File Exchange” as reference
 - Blair announced that the Norfolk Campus SGA will host Dr. Robin Sanders, a U.S. Ambassador to Nigeria and the Republic of the Congo, on February 8th from Noon to 2 p.m. The event will be held in the Norfolk Student Center, room 5509ABC, and will focus on Global Leadership and Civic Engagement.

Respectfully submitted by: Emily Hartman, Chair

Next meeting will be January 3rd, 2018 from 1 p.m. to 3 p.m. at the Portsmouth Campus, location TBD.