

EO 1110 COMMITTEE MEETING

Monday, May 17, 2021

Zoom Meeting

3:00- 4:30 PM

Members: Debra Jackson, Marta Ruiz (Admin Support), Abigael Flachmann, Andreas Gebauer, Becky Larson, David Gove, Jacob Whitaker, Kim Flachmann, Kris Grappendorf, Kyle Susa, Steve Walsh

Absent: Ilaria Pesco, Jonathan Young, Kent Henderson, Marisa Sanchez, Rosio Perez Arellano

Action Items:

- ❖ D. Jackson asks J. Whitaker for a brief report in writing so she can share it with the Provost and make sure there is continued funding for this program.
- ❖ D. Jackson asks the committee that once they have something in place, please send her a brief description of it, it doesn't have to be lengthy just something with dates and what the content will be, this can be a couple of sentences.

The meeting began at 3:03 PM

D. Jackson welcomes and thanks everyone attending.

Summer 2021 D. Jackson would like to get clear on the summer schedule, she needs everyone's information for the early start courses so they can be properly coded and so that we can begin to recruit students. Summer school begins June 1, 2021.

- a.) **Scheduling Courses** - D. Jackson shared a spreadsheet that showed the First Year and Early Start courses in one document, with the session, course, section number, time, and course CAP, this document was discussed and edited live.
- b.) First Year Finish sections for Math will be built by the Mathematics ASC, Lilia will only build the Early Start courses as they are coded differently.
- c.) **Sample Letters** – J. Whitaker has started on sample letters for Early Start and First-Year Finish that Jackson sent to the committee for feedback, they want to make sure they have the right tone, the committee edited these letters live.
 - i. These letters will be sent to the students via email and hard copies, then about a week later we will do a follow-up call.
 - ii. Whitaker will have a domain for the First-Year Finish email address.
- b.) **Mandatory Orientation for Early Start and First-Year Students** – Whitaker would like to create an orientation for the students that when they come in they have an opportunity to meet the faces, get to know people, and be comfortable and willing to reach out and get help. The committee discussed this idea and decided to instead of doing a mandatory orientation they would build it into the students' schedule and make it part of the class, it will be called ForRunner Forum.
- c.) **Identifying Students** D. Jackson will take the lists mentioned previously and once she has feedback from all the instructors about what students are in danger, she will be able to put them together

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and start pushing them out. Once we know which students have not registered, we can start making phone calls to them.

Other issues

Hiring – D. Jackson stated that hiring for the summer program would be done within the departments, this is the way that BAS is pushing the funding out, directly to the departments.

Forerunners- Peer Mentoring - J. Whitaker stated that they are reaching fewer students, fewer of them are getting back to their peers as the semester progresses. They have had multiple mandated reporter situations with the peer mentors which have allowed them to get students in touch with resources that have gotten students out of dangerous situations, because of this program and this makes him particularly proud as this has been very impactful. It has been awesome to see the impact that these peer mentors have had on the students they're working with.

- D. Jackson asks J. Whitaker for a brief report in writing so she can share it with the Provost and make sure there is continued funding for this program.

D. Jackson informed the committee she did get the money for the Tutoring, Peer Mentoring, and Professional Development. It is almost 46 thousand dollars.

D. Jackson asks the committee to do a quick share out of what they intend to do to use the funding.

D. Jackson asks the committee that once they have something in place, please send her a brief description of it, it doesn't have to be lengthy just something with dates and what the content will be, this can be a couple of sentences.

Meeting Adjourned: 4:32 PM

Next Meeting: TBD