

**Minutes – January 10, 2020 9-10:00am, Gold Room  
Cadet Success Initiative**

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| <b>MEMBERS</b> | Graham Benton, David Taliaferro, Keir Moorhead, Kristen Tener, Anna Lindsey |
| <b>GUESTS</b>  | Jessica McGinley                                                            |
| <b>ABSENT</b>  | Keir Moorhead, Anna Lindsey                                                 |

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| <b>1. Approve Minutes from December 18, 2019</b>     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | <ul style="list-style-type: none"> <li>• Minor Change</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                      | APPROVED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2. Spring Term Meeting Times for CSI (Benton)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | <ul style="list-style-type: none"> <li>• Weekly or bi-weekly?             <ul style="list-style-type: none"> <li>○ Weekly</li> </ul> </li> <li>• Should work around Cadet’s schedule</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | Jessica will create a doodle poll                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>3. Status Update on Handbooks (Taliaferro)</b>    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | <ul style="list-style-type: none"> <li>• David is leading the charge</li> <li>• Next steps:             <ul style="list-style-type: none"> <li>○ Meeting next weeks</li> <li>○ David finishing the cover sheet</li> <li>○ January 31<sup>st</sup>: The process for review &amp; lens for each group to review</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                                      | David will report back on or before Jan 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>4. Volkert Report (Benton)</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | <ul style="list-style-type: none"> <li>• Report is in Draft – expecting it to come out soon</li> <li>• Specific portion addressing CSI</li> <li>• Recommends:             <ul style="list-style-type: none"> <li>○ Process mapping for key processes that all students engage in</li> <li>○ Orientation</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>5. Orientation/FYE (Tener)</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                      | <ul style="list-style-type: none"> <li>• Next up for CSI: Need to improve the clarity/tone of communications with prospective and admitted students             <ul style="list-style-type: none"> <li>○ Include a Freshman (Lilly Maier) in the conversation</li> </ul> </li> <li>• Dates need to be set STAT: Aiming for Saturday August 15<sup>th</sup> as move in</li> <li>• Next Steps:             <ul style="list-style-type: none"> <li>○ Kristen &amp; David to meet next week to map out what Saturday -&gt; Tuesday would look like</li> <li>○ Pull committee together to go over proposed schedule &amp; timeline for planning</li> </ul> </li> <li>• Topic for CSI: FYE             <ul style="list-style-type: none"> <li>○ What groups are active? What is going on now?</li> <li>○ What do we want to achieve?</li> <li>○ How are we going to do it?</li> <li>○ What can be put in place by 2020?</li> </ul> </li> <li>• Topic for CSI: Transfers</li> <li>• The CSI should not replace the Orientation Committee</li> </ul> |

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|                              | <ul style="list-style-type: none"> <li>• The CSI should not be another bureaucratic level on top of Orientation Committee</li> <li>• Perhaps the CSI could make recommendations to the Orientation Committee</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>7. How will CSI work?</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                              | <ul style="list-style-type: none"> <li>• Identify topics to address &amp; key stakeholders</li> <li>• Invite stakeholders to a meeting with CSI Team to better understand the issue</li> <li>• Send a charge to key stakeholders including membership, objectives, need for roles to be filled (someone to schedule meeting, someone to take notes, etc. ), standard ways of operation/communication with CSI Team (what to do with minutes/putting sub-group notes on CSI website), process for submitting recommendations, &amp; timeline</li> <li>• Send regular updates to Sue &amp; Stan</li> <li>• Provide regular updates to CLC</li> </ul> |
| <b>8. Next Priority</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                              | <ul style="list-style-type: none"> <li>• New Student Onboarding and Communication <ul style="list-style-type: none"> <li>○ Get another Working Group together (Admissions, Fin Aid, Student Affairs, EAP, any group that emails accepted and admitted students)</li> <li>○ Get a process map</li> <li>○ Recommendations for improvement</li> <li>○ Implementation of improvement</li> </ul> </li> </ul>                                                                                                                                                                                                                                            |
| <b>9.</b>                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Action Item</b>                                             | <b>Responsible Person(s)</b>     | <b>Comments/Status</b> |
|----------------------------------------------------------------|----------------------------------|------------------------|
| Create doodle poll for everyone's availability                 | Jessica McGinley                 | Done                   |
| Upload CSI's Charge to Website                                 | Jessica McGinley                 | Done                   |
| Meet next week to discuss Orientation days                     | David Taliaferro & Kristen Tener | Done                   |
| Coordinate Handbook Working Group                              | David Taliaferro                 | Done                   |
| Talk with Sue and Mike about CSI role on Orientation Processes | Graham Benton                    | Done                   |