

Student Success Committee Meeting
June 9, 2017
11:00 AM – 12:00 PM
Welcome Center – Board Room (2nd Floor)

Attendees:

1. Nena Martinez Anaya, Chief Enrollment and Retention Officer
2. Mary Silentwalker, Admissions Director
3. Eric Davis, Marketing and Communications Director
4. Judith Pepper, Institutional Advancement Director
5. Doris Hernandez, Faculty Assistant
6. Blue Tarpalechee for Carmen Henan, Dean of Students
7. Jeminie Shell, Retention Director
8. Lawrence Mirabal, Chief Financial Officer
9. Porter Swentzell, Faculty
10. Leah Boss, Scribe

Guest:

1. Karen Gomez

Not Present:

1. Bill Sayre, Institutional Research
2. Student Representative

Attachments/Handouts:

- Agenda (provided by Committee Chair)
- SS_CommitteeMeeting_MINUTES_5.5.17 (provided by Scribe)
- Internship Guide 6.7.17
- Employer Guide to Student Internships 6.7.17

Called to Order by Nena Martinez Anaya: 11:05 AM

A. Agenda

- a. Determine quorum – 10 voting members present of 12; quorum established
- b. Approve Minutes from 5/5/17
 - i. Motion to approve minutes with change to attendance by Mary Silentwalker; 2nd by Larry Mirabal; All in favor (9), Abstained (1)
- c. New Business
 - i. Approve Internship Handbook-Employer presented by Karen Gomez
 1. Guides were created to assist in the development of successful and practical career-related internships for students.
 - ii. Questions/Comments:
 1. Leah: It was mentioned that 3 of 5 degree programs require internship credit, which programs require internships? Answered by Nena: ILS; MUSM; CINE = required, Studio Arts; Creative Writing = optional
 2. Eric: Would like to attach the document to call outs for outside internship opportunities.
 3. Karen: plans to post online, working with Jason, Marketing Specialist. Referring to page 3 "Obtain Employee Buy-in" as a key component for outside agencies and students
 4. Blue: question about use of "university." ACTION: Change wording in final document
 5. Doris: take out double space between sentences. ACTION: Change in final document
 6. Jeminie: ADA section needed and online accessibility information needed. Change "Career Services" to "Advising and Career Office" throughout the document. ACTION: Change wording in final document. Jeminie to work with Karen to add ADA and online accessibility sections.

- 7. Motion to Approve by Mary Silentwalker; 2nd by Jeminie Shell; Approved (10) with request from Marketing to view final document when changes are made
- iii. Approve Internship Handbook-Student presented by Karen Gomez
- iv. Questions/Comments:
 - 1. Eric: Are students encouraged to seek out their our internships? Answered by Karen: yes. Answered by Nena: Karen tasked to find 14 internships for Fall and Spring. Departments already have set-up internships but the 14 will be new.
 - 2. Eric Cargill name change from "Foundation" to "Philanthropies" ACTION: Change wording in final document.
 - 3. Leah: should we add information on cost of internship credits? Student Accounts policy can be added to reflect cost per credit and registration requirement. Consider adding simple wording regarding cost to Internship Form and required balance.
 - 4. Porter: students are often surprised of the cost and sometimes go through the approval process that ends in ineligibility to register for the credit or afford out of pocket cost associated with many summer internships. Motivated students complete the process.
 - 5. ACTION: Student Accounts send information to Karen for final handbook.
 - 6. Motion to Approve by Eric Davis; 2nd by Jeminie Shell; Approved (10)

d. Old Business:

e. **Next Meeting: End of July, if needed; Location: TBD**

B. Motion to Adjourn by Leah; 2nd Mary Silentwalker; All in Favor (10); Adjourn at 11:40AM

C. Action Items

ACTION:	PERSON(S) RESPONSIBLE:	DUE:
1. Send Minutes	Leah Boss, Scribe	Email before Next Meeting
2. Edits to Internship Employer/Student Handbooks to the following: "university," single-space between sentences, "Career Services," "Cargill Foundation"	Karen Gomez	TBD
3. Retention Office to provide ADA and online accessibility sections for both handbooks	Jeminie Shell Karen Gomez	TBD
4. Student Accounts Office to provide information related to cost and balance requirement for registration	Leah Boss Karen Gomez	TBD
5. Review meeting dates/times and send representative if absent	ALL	Next Meeting