

Minutes of the Vitalization Project Task Force Workgroup #1, Student Services
October 6, 2016
2108 Buzzard Hall

Committee Members Present: Richard Roberts (chair), Peter Andrews, Eric Davidson, Heidi Hawkins, Kallee Peebles-Tomes. Excused: Hugo Escobar.

Also present was Abbey Whittington of the *Daily Eastern News*.

Roberts called the meeting to order at 2:00 p.m.

1. **Timeline:** The committee agreed to meetings on October 20 and 27. A preliminary report to the President is due November 1 and final report December 1.

2. **Scope of Committee:** Roberts presented a list of areas in the Division of Student Affairs, along with some other areas that might be included under the umbrella of student services, in order to discuss the appropriateness of this committee including those areas in its scope of work.

The committee discussed the ambiguous cases and decided by consensus on the following list of student services to be studied by the group. Within the Division of Student Affairs: Career Services, Community Service (Civic Engagement), Fraternity and Sorority Programs, Health Services (including Health Education Resource Center, Counseling Center, Student Health Insurance), New Student Programs, Student Affairs, Student Housing, Student Legal Services, Student Life, Student Recreational Center, Student Standards, University Police, University Union (including Textbook Rental). Outside the Division of Student Affairs: Academic Advising, Alumni Services, Disability Services, Financial Aid, Minority Affairs, Student Success Center, Testing Center.

With reference to both Financial Aid and Minority Affairs, the committee recognizes that there will be overlap with the work of Workgroup #3 on Enrollment Management, but Roberts explained his understanding that in both cases, the workgroup will focus on how these areas impact recruitment. Our group plans to limit our study in those areas to the delivery of services to students already enrolled.

3. **Assignment of Tasks:** Committee members accepted the following tasks.

- Take Minutes: Vietto
- Analyze Budget Data: Andrews and Hawkins
- Interview Departments: Davidson, Roberts, Vietto
- Interview Students: Escobar and Peebles-Tomes
- Co-Author Report: Davidson and Vietto

In the short term, Andrews and Hawkins agreed to meet to work on data analysis and present recommendations at the next meeting. Davidson, Roberts and Vietto divided the interviews and agreed to complete them by the next meeting. Peebles-Tomes agreed to interview students and to coordinate with Escobar on student interviews.

Roberts adjourned the meeting at 2:31 p.m.

Next meeting: October 20, 2016, 2 p.m., 2108 Buzzard Hall.

Respectfully submitted,
Angela Vietto