Call to order at 3:08pm

Present: Rodney Swain, Kay Eilers, Brian Hinshaw, Gesele Durham, Jennifer DeRoche, Rob Smith, Phyllis King, Jen Hayes, Robin Jens

1. Review the revised recommendations draft
   a. Reviewed and finalized executive summary for open forum
      i. Discussed the advising structure for undecided students
      ii. Gesele will make revisions to executive summary and share with the group in preparation for the open forums

2. Open forum logistics
   a. Two sessions both in Union 280 (cancelled the 9/22 2:30 to 4:30 session)
      i. September 22nd from 10:30 to 12:30 – Jen, Hope, Jennifer, Gesele, Brian and Kay to attend/facilitate
         1. Jen – Training
         2. Hope – Technology/tools
         3. Kay – Assessments
         4. Brian – Undecided/exploring
         5. Jennifer – Help desk
         6. Gesele – Coordinator
      ii. September 23rd from 12:00 to 2:00 – Rob, Phyllis, Jennifer, Robin, Gesele, Brian, Kay to attend/facilitate
         1. Kay – Training
         2. Phyllis – Technology/tools
         3. Rob – Assessments
         4. Brian – Undecided/exploring
         5. Jennifer – Help desk
         6. Gesele & Robin – Coordinator
   b. Two student focus groups being conducted in coordination with Brandi Hernandez from the Student Association
      i. September 28th from 3:30 to 4:30 in Union 250
      ii. September 29th from 3:30 to 4:30 in Union 250

3. Timeline moving forward
   a. October 1st – Provost Britz and Vice Chancellor Laliberte to attend WGUA
b. October 5th – Presentation to CEMAT with recommendations

4. Assignment of tasks for next meeting

Meeting adjourned at 4:27pm

Next Meeting: Thursday, September 24 from 3 to 4:30pm in Chapman 211