

**Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting
March 14, 2018**

Attendees: Valeria Bates, Donna Watson, Tara George, Gina Polizzi, Dawn Hiller, Brian Dusel, Becky Hollm, Tiffany Lide, Heidi Waltz, Claire Robinson

Not Attending: Brittney Vereen

Donna provided a recap of the discussion of SEP from the UAN meeting. Points covered were:

- Implement the “fluid” version of the SEP, not the advanced;
- Primary Academic Advisor listed in INB has only ability to “lock” the SEP;
- Implement a 12-semester template;
- Develop a sub-committee dedicated to DegreeWorks and SEP implementation

Valeria opened the discussion of a plan approval process. Templates will be created for each academic program. The decision was made to have the ability to have 3 plans per student—one locked plan built from the template, one that the student can build, and one that the advisor can use in working with the student. The decision was made to implement SEP for the 2018-19 catalog year with each college having a general template they could use to build an SEP for any student.

First-Year Advisors will have access to the template, and each College/School will determine how they will implement SEP. Some Colleges/Schools may choose to develop a full plan for every student; others may develop them partially until students are admitted to upper division; others may not develop them until a student is in upper division.

A soft launch date of July 1 was set for SEP, and all Colleges/Schools represented on the subcommittee have chosen to participate in the soft launch (HRSM, Education, CIC, CAS, Honors, CEC, and Nursing).

After April 1st, Tara and Brittney V. will begin building the fluid templates for 2018-19. Meetings will be scheduled on the 1st and 3rd Wednesday at 1:00 PM from April 4 until July 1. Further meeting schedule will be determined at that time.

Agenda items for the next meeting:

- Universal implementation plan—what should it contain?
- Process of approval for each College/School (outcome of discussion subcommittee members had with their Colleges/Schools)
- Demo of SEP