

## **Communications Minutes**

6/26/18

### **Decisions Made:**

- Official name will be DegreeWorks Planner
- July 19<sup>th</sup> Meeting will be from 8:30-10:30 and begin with Major Map discussion
- First-Year Advisors will continue using current Notes feature until 9/1

### **Left on Table:**

- How will the hand off go from FYA/PSA to new curriculum advisor or during staff changes?
- Moving forward, do we keep what we have on current protocol for notes in DegreeWorks or remove it all and only have SEP protocol?
- Could we have Honors Advisor, Student and Curriculum Advisor all meet together to make sure everyone is on the same page?

### **Communication of SEP to Advisors:**

- Use UAN to reach Arts & Sciences faculty (possibly the meeting in Sept. and do a live demo
- Ask for time during Loren Knapp's Undergraduate Director's Mtg. (possibly the meeting in October
- Utilize Sarah Jusiewicz for Engineering & Computing
- Claire to communicate at Faculty meeting she attends
- Host workshops through Registrar's Office in early-September, early-October and mid-October
- Update Email to UAN from Donna and Valeria

### **Communication of SEP to Students:**

- Edit video currently on UAC website under Pre-Advisement tab
- Leverage U101 presentations to introduce SEP
- Advisors send out in campaign emails
- Promote SC Help link through my.sc.edu and put in link to email for colleges to send to their students

### **Priorities:**

- Training Team tasked to redo both the advisor and student videos on DegreeWorks adding SEP as 5<sup>th</sup> feature
  - Advisor Video Deadline: Aug. 15<sup>th</sup>
  - Student Video Deadline: Sept. 10<sup>th</sup>
- Drew and Paige to draft initial script for training on July 19<sup>th</sup> and future videos
- Meeting will be scheduled for all committee members to attend to do demo of training prior to July 19<sup>th</sup>