

**Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting  
May 2, 2018**

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

Absent: Heidi Waltz

Minutes from 04/04 meeting were approved.

Becky Hollm reported that the Honors College planned to use the SEP tool.

Donna presented the implementation plan, talking through the steps and noting that the “live” date is July 16 for Phase I. Tara noted the areas on the plan where input was coming from all stakeholders—Registrar’s office, UAN, and the SEP subcommittee.

Donna presented the workflow questions and asked for input from the group on additional questions to add. She explained that these questions were to start the discussion in each College or School so that the workflow would be considered during the implementation process. Claire commented on the workflow questions as a helpful document.

Tara provided a paper copy and a demo of the 12-semester plan that we will implement. She demoed an HRTM student and made changes to the plan so the subcommittee could see the process. Templates will be blank and will not have the placeholders already in place as we had originally discussed.

SEP presentation will be on the UAN agenda on May 16, and attendees were reminded of the SEP subcommittee meeting on the same day.

SEP Punch List

Double majors

Dual degrees

Secondary and tertiary advisors—how will they make a plan?