

**Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting  
July 12, 2018**

Attendees: Valeria Bates, Donna Watson, Tara George, Gina Polizzi, Brian Dusel, Claire Robinson, Samantha Malpass, Rachel Denmark, Heidi Waltz, Tiffany Lide

Absent: Dawn Hiller, Brittney Vereen

Minutes from 06/20 meeting were approved.

Agenda items included the minutes and decisions from the Special Populations, Best Practices, and Communications sub-committee meetings held since the last SEP sub-committee meeting.

Donna presented the Special Populations minutes. The sub-committee focused on three groups – Opportunity Scholars, Honors College students, and Veterans. Conclusions were reached regarding the use of the DegreeWorks Planner for each group and are documented in the sub-committee minutes.

Gina presented the Best Practices minutes. Double Major and Second Degree were defined, along with determinations about the plan(s) used for both. Best practices focused on change of majors, transfer of caseloads, and advising were defined. There was some discussion regarding the accuracy of exceptions and when they would be 100% complete. It was determined that each college will be responsible for establishing their exceptions workflow.

Donna presented the Communications minutes. There are two major groups that need the messaging about DegreeWorks Planner—advisors and students. The minutes describe each plan. Because of the verbal nature of most advising communication, Claire suggested promoting the online repository of information about the Planner in the email to UAN that Donna and Valeria compose.