

**Minutes of DegreeWorks Student Educational Planner – UAN Subcommittee Meeting  
June 6, 2018**

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

Absent: Heidi Waltz

Minutes from 05/16 meeting were approved.

Discussion regarding the communication plan determined that short videos designed for two audiences would be useful. Audience one is staff and faculty advisors; audience two is students. These videos will show the functionality of SEP and could be housed on the Registration tile in SSC and on the UAC site. Each college/school will determine the communication method regarding SEP for their college/school.

Several meetings times were discussed for the soft launch and for communicating about SEP with other colleges. These meeting times were defined:

- June 18 from 9:00-11:00 at 1244 Blossom Street, room 308 for SEP subcommittee members
- June 19 from 9:00-11:00 at 1244 Blossom Street, room 424 for Arts and Sciences (Dawn and Loren)
- June 25 Time TBD for demo for colleges/schools not represented on SEP subcommittee
- July 19 from 9:00-TBD for FYA SEP training in Gambrell 003 and 003 MAC labs

SEP subcommittee meetings will need to extend past the soft launch on June 18. Time will be determined via doodle poll.

Valeria and Donna will send an update email to UAN members after the soft launch meetings on June 18 and 19. Although UAN does not meet in summer, the update will serve to update colleges/schools not represented on the SEP subcommittee, will include the workflow questions, and will invite UAN to one of the three workshop dates to be determined in a later SEP subcommittee meeting. Sign-up for the workshops will be handled through the UAC.

SEP Punch List

Double majors

Dual degrees

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