Group Lead: Marti Grahl

1. Welcome
   a. Notetaker: Eric Schwartz volunteered
   b. Marti G. discussed the use of Teams. All relevant files will be shared in Teams, and shortcuts to the pertinent files will be visible. Nancy Arnone noted that interface with the Explorer browser may present problems. Follow-up discussion arranged.

2. Approval of Minutes. Laurie Montgomery moves to approve. Second from Kaprece Smith and unanimously approved.

3. Feedback/Review of previous meeting by Carlee Ranalli

   a. Likes the prioritizing on action

   b. Interesting that wo people mentioned collaboration

   c. Next steps will be focusing on root causes of issues

4. IT Information presented by Joseph Seiler
   a. Ad Astra has indicated the earliest they are going to be migrating any clients (test partners & early adopters) will be starting in 2024.
   b. Meeting was held last week with Ad Astra to discuss migration to new platform. New platform is a Saas (Software as a service) solution that allows users to connect to and use cloud-based apps over the Internet. Scheduling migration is available, but IT is first looking into adding the Reporting, Events, and Monitoring portions.
   c. Considerable discussion of ConexEd and Retention tool. Calendar synching problems still occurring. Had been a problem with some faculty not having office hours associated with their division. This caused them to look unavailable, issue was corrected by switching the office hour group from non-group to the group that they are assigned.
   d. Dawn notes the need for academic directors to get training with the Academic Planning tool in Self-Service.
   e. Stephany notes ability to batch load plans. Helpful for both students and advising of students.

5. Survey Meeting Minutes Discussion:
   a. Comment made about the comfort knowing that the ESSC has authority to make some changes.
   b. Dawn notes that she meets weekly with Dr. Klauber. There will be some decisions the group is able to make, and others that will require approval from Dr. Klauber. All relevant changes/suggestions are being cleared by President's office.
   c. Also, Dawn notes her appreciation of PIE and IT for analytics help.

6. Team Planning
    a. Concerns about full representation of members across various teams. Team membership amended to better address team concerns
    b. Referring back to purpose statement. **Pipeline focus – questions and the particular points listed in those groups. Among the questions to be considered:**
        i. What sort of data is sought?
        ii. What is the timeline?

        iii. Team Planning

            1. **Admissions team members** –Laurie, Stephany, Joe, Angie, Charles, Jaime, Kevin, Theresa, Kaprece, Marti, Dawn, Alison, Heike
                a. Much discussion about the need to know where students are going if they apply but don't register to go to HCC.
                b. If the students don't enroll someplace else, we don't know where they went. Is it possible to get that information?
            2. **Registration team members** – Mary, Karen, Laurie, Stephny, Joe, Chris, Angie, Charles, Jaime, Kevin, Theresa, Kaprece, Marti, Dawn, Vidda, Eric
                a. Stephany notes concern with advising hold. Many students don't want to meet with advisor. Would rather go through the process online. Dana notes that advisor should take that hold off. Eric notes faculty concerns with the advising process, that faculty are ill-equipped to provide detailed information about financial aid, etc.
                b. Dawn notes a concern with accessing Outlook through the portal. Angie notes that students have other concerns, but navigating the website doesn't seem to be a big one.

            3. **Academics -** Kathleen, Mary, Karen, Laurie, Stephny, Joe, Eric, Dana, Angie, Nancy, Charles, Laura, Bob, Theresa, Marti, Dawn., Carlee, Chris

                a. Discussion of students meeting requirements. Chris raises issues about courses not being consistently applied across campus. Notes issue has gotten worse.
                b. Dawn says problems are systemic, and bad. Need to look at what each change does, and not make mass of changes simultaneously.
                c. Discussion of friction between WCPS objectives and HCC standards. Meeting tomorrow with top education official to determine leeway in demanding standards be met. "Delicate game" with school district.

            4. Guiding questions/thoughts for each area listed above
                a. Are there additional points of interest, concern, items to address?

7. Assignments, Next Steps (Marti-15 min)
    a. Identify Group Lead for Nov. Meeting: Kaprece

    b. Identify a Notetaker for Nov. Meeting: Laurie

    c. Others Assignments & Next Steps

        i. Marti will set up Teams chat groups

        ii. Groups – post notes by Tuesday before meeting and prepare to report out and discuss

8. Other – next meeting November 16, 9:00-11:00 am (Nov 9th not available)

9. **Meeting ends at 10:55 a.m.**