Core Ad Hoc Committee Minutes  
Friday, March 25, 2016  
9:30 to 10:30  
Millett 162 (CoLA Dean’s Conference Room)

Members: Carl Brun, Beth Hersman, Lisa Kenyon, Laura Luehrmann, Sirisha Naidu, Anne Russell, Michelle Smith

I. Call to order & approval of agenda

II. New Business

A. College reports: committee members were asked to upload their college/department reports into the Pilot page so that all members would have access.

B. Dr. Luehrmann circulated a copy of Ad Hoc Core Committee Draft Recommendations List (March 2016). This is a beginning attempt to categorize the information that was provided during our conversations with college/department academic advisors. She asked the committee members to review and provide feedback to either Laura or Anne.

C. Tim Littell, Executive Director of Student Success and Associate Dean of University College was introduced to the committee. Key points of presentation:

- University College: academic advising for students who are exploring their options
- Student Success Center: Services: tutoring and academic writing center Curricular arm: foundational studies and first-year programs.
- Attempting to be more intentional with colleges regarding assistance with foundational courses
- Math and writing services: walk-ins and scheduled appointments
- Most recent data regarding use of services:
  
  Writing Center: Dunbar Library: 2013: 600 students served  
  2015: 893 students served

  There is a focus on these writing coaches becoming CRLA Certified

  Writing Coaches in Fall 2014: 22
  Writing Coaches in Fall 2015: 35

  Walk-in hours 9am to 8pm Monday-Friday, no weekend hours at this time

  Scale-up Assistants: 26, these staff members work with faculty in large active-learning environments to assist in student instruction/interaction

- How can we help each other? Syllabus entry, SSC staff can come to class
- Advising:
  - exploring
  - do students see benefit of core?
  - what courses would be best depending on the student’s interest/trajectory?
  - University College advising must be more skilled than any other advisors
  - career and major explorations

  Currently hiring 8 new advisors: “Proactive Intrusive Model” working to establish
  300-350/1 (advising ratio)

**Next Steps:**

**Key Individuals to contact for input**

- Marsha Henderson: Assistant Dean for Academic Advising & Transfer Services
- Shamon Green: Lead Academic Advisor & Coordinator for Transfer & Adult Services
- Mike Baumer: Lead Academic Advisor & Coordinator of Retention
- Jennifer Lobo: Coordinator of First Year Programs
- Charles Long: Transfer Center
- Jack Dustin: Service Learning
- ROTC
- Athletic Advising
- Stephanie Triplett