Meeting Agenda & Notes

1) Internal Report Update
   Link to spreadsheet detailing the 2016-2017 Goals & Metrics report submissions
   2016-17 Student Affairs Goals and Metrics Submitted (Updated 7.19.17)

2) Reporting Timeline Review
   Updated deadlines:
   - July 21 – Estefania submits draft Internal Report to Workgroup
   - July 21 – Marlene submits 2016-2017 SA External Report Templates (based on last year’s submissions) to Workgroup
   - July 31 – Workgroup submits Internal Report edits to M&E
   - August 4 – Workgroup completes External Report template(s)
   - August 14 – Workgroup submits finalized 2017-2018 Unit Goals & Metrics to M&E

3) Review of External Report Feedback Responses
   - AVCs will decide which of their units/programs will be included in the report.
   - AVC areas will have a short narrative describing the mission and listing units/programs.
   - Each unit/program will be limited to one page.
   - AVC areas can request additional copies of report to distribute to their constituents.
   - An electronic version should be distributed along with an email from Dr. G.

4) External Report – Assessment and/or Unit Goals & Metrics
   - Units/programs will complete the External Report Template. Marlene & Estefania are available if needed. Please indicate within the template if a graph/chart is needed.

Next Meeting: August 17, 2017