Notes

1.) Report Updates (see attached agenda)

2.) 2017-2018 External Report Timeline (see attached agenda)

3.) Campus Labs topics of discussion:
   - Paul Miller’s email on steps to close-out/extract data from campus labs
   - When importing data into Qualtrics, may be easier to have data compiled into one electronic format instead of individual files
     - Questions about Qualtrics should be collectively compiled by the team into one email
   - Being mindful of extracting data from Campus Labs that is still needed or necessary
     - May need ITS or SATS assistance with extracting data from Campus Labs and transferring it into Qualtrics
   - Discussion of creating a A & E Workgroup subcommittee
   - Need to reduce over surveying institution-wide

4.) FAQ’s
   - With respect to confidentiality, is there any divisional oversight in sharing, accessing, and reviewing survey results?

5.) To Do’s
   - Continue to hold off on reporting changes, however, communicate changes to the Leadership team
   - Compile Qualtrics FAQ’s
   - Determine how to extract & transfer data from Campus Labs into Qualtrics
   - Review/practice following Paul’s guidelines for extracting data from Planning & Baseline