PRESENT: Arsenault, Broderick, Choi, Croft, Crump, Falbo, Hall, Jaffee, Jamba, Kaye, Milatovic, Perry, Schwam-Baird, Taylor, Wilburn

David Jaffee opened the meeting at 2:35pm.

Minutes from the February 26 meeting were reviewed and approved.

Retention Subcommittee
Katrina Hall reported on behalf of the Retention subcommittee. She said the group has been considering whether it would be feasible to have a personal health issues-related course as a lower-level course offering. Hall reported that Jim Owen (One Stop) would be meeting with the subcommittee in April to discuss the work study program as it relates to retention issues.

Faculty Advising Subcommittee
Lisa Jamba reported on behalf of the Faculty Advising subcommittee. She said the group had requested information from department chairs concerning the status of official or unofficial undergraduate coordinators within their programs, and were waiting to receive feedback. Jamba said the group would like to receive year-end reports from official undergraduate coordinators with assessments of the program’s pilot year, and would then meet with the IRB to talk about the creation of a survey. She said the subcommittee was working to address overlaps among the duties of program leaders, program coordinators, program directors, and all other individuals performing some or all of the functions of undergraduate coordinators, and noting whether individuals were being compensated for these functions.

Academic Roadmaps Presentation
Rachel Broderick reported that she has completed and made demos for the ten originally designated pilot Academic Roadmap programs to-date, and submitted a second phase of enhancement requests to ITS. She said the enhancements were being considered crucial before the product would be released for student use, and after their completion, the ten pilot roadmaps would be the first to be released. Broderick demonstrated an example roadmap, and explained its functions. She said the roadmap could be used for both full-time and part-time students, and was designed to be an additional sequencing tool for students, but not designed to replace the degree evaluation. Broderick explained that automatic flags and/or emails could be generated for off-track students. She said she had conducted student focus groups and received helpful feedback, and was currently meeting with departments and the Academic Advising Council. She said she planned to meet with individual advising units to discuss enhancements before going live with the product, with an anticipated release before the start of the Fall, 2009 semester for the ten pilot roadmaps.
David Jaffee thanked Rachel Broderick for her presentation.

It was determined that the next meeting would be on April 23, 2009.

Meeting adjourned at 3:20pm.
Minutes submitted by Melody Taylor.