SA Cluster Weekly Meeting - Minutes

Tuesday, July 14, 2020 - 1:30pm

Location: via Skype

In attendance: Alexis Forbes, Angela Allen, Mareta Iosia-Sizemore, Nefi Narvaez, Willy Sanon, Sherry McFadden, Kathi Schaeffer, Andrew Barrett, Carlton Morgan, Nara Tavares Cavalcanti, Greta Jackson. Special Guests: Emerging Leaders 2020 (EL20) – Inger Moore

I. Welcome and Check-in
II. Emerging Leaders 2020 presentation – Inger Moore and fellow EL20 members presented their Student Engagement & Retention presentation. Presentation included students being acknowledged at various engagement benchmarks in their studies at PBSC (by term, tasks, involvement/activities, credits earned, etc.) similar to Insights/Engage badging tool. This could be done by enhancing the new/current PBSC mobile app with possible monetary incentives ($300/student for 120 or 500 students?) by completing 8 activities/tasks in fall and spring terms. Proposed collaborating with SA to launch this initiative. SA Cluster agreed to collaborate, but prior to any actions, the EL20 need to do some groundwork. Looking at implementing/launching by either Summer or Fall 2021 and will reach out to SA Cluster – probably during spring for SA content portion of program.
III. Insights recap – Reviewed and discussed the Insights meeting on 7/13/20 and the merging and categorizing SA and IT global data points. President Parker is requesting an executive dashboard based on the data items she wants to be able to access.
IV. Vital Signs update – Summer enrollment up 10%, but fall enrollment is down (headcount 28.57% and FTE 27.58%), but we still got time – over 7 weeks to go! New applicant conversion rate is 13.6%. We also offer FA info sessions in Spanish and Creole also!
V. Proposed Funding Request process – Discussed the funding request forms in Engage. Other items the cluster need to consider when creating the process and protocols:
    a. Once the form is completed, how will the process be communicated and promoted to clubs/organizations for the fall?
    b. The process - how often will the committee meet (i.e., weekly, monthly, as needed, upon requests, etc.)?
    c. How will approving a proposal request will it be 443221(i.e., majority vote, majority of the total eligible voters or those in attendance at the meeting, 51%, 2/3, etc.)?
    d. Upon being approved, how will the club or event go through to request funds in Workday (what/how is this processed)?
VI. SA Retreat prep/planning – Discussed agenda items (i.e., SA Manual, budget and funding requests/process, fall program/calendar, 2020-21 Assessment Outcomes, etc.)

VII. Q&A

a. Leadership workshop series is going great! Students are turning out and participating. Requesting if the workshops will be offered at other times in order for others to meet. Discussed if the sessions were taped, if so, could be added to the You Tube Channel for all to view and access.
b. New virtual NSO will launched this week – Drew saw a draft, it includes SA slide! Looks good and streamlined! Still need SA involvement and support! Will invite Latisha Myrick to SA retreat to discuss NSO.
c. Confirm with funding request process with VP Duffie's office.
d. Nara Tavares Cavalcanti's last day is July 30th! Leaving for a better opportunity!

Meeting adjourned at 3:42 p.m.