

December 1, 2015

From: Jim Bentley

**To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee
Dr. Emily Tai, Vice Chair
Dr. Joel Kuszai, Secretary**

Chair Dr. Carolyn King called the meeting to order at 4:10 pm

In Attendance: Carolyn King, Linda Ostrowe, Raymond Volel, Susan Garcia, Danny Sexton, Jim Bentley, Barbara Blake-Campbell (Committee on Committees Liaison) and Guest Dr. Carol J. Alleyne, Director of New Student Engagement

Absent: Adam Luedtke, Peter Novick, Brian Kerr

I: Approval of the agenda for December 1, 2015

- a. The agenda was approved by voice vote.

II: Approval of the minutes of November 3, 2015.

- a. The minutes were approved by voice vote.

III: Reports

a. Old Business

- Our first charge for 2015-2016 is updating the new student welcome packet. To that end Dr. Carol J. Alleyne, Director of New Student Engagement was invited to describe and discuss the packets given to new students as well as the entire welcoming process, as it exists today.
- **Volunteer Fair:** members reviewed the list of vendors who were invited to the fair and divided the list up according to who contacted the member in order to reach out to re-invite them next Fall 2016 and to see how many of our students have followed-up on volunteer opportunities.

b. New Business

- Dr. Alleyne proceeded to provide a lengthy description of her extensive program and process and much discussion ensued. **(A summary of the initiatives and activities of the Office of New Student Engagement is attached in pdf form.)**

The Student Advisement Packet, which consists of:

1. **An Advisement Guide** which lists and describes counseling or advisement services available to students such as; CETL, The Writing Center, The Counseling Center among many other services.
2. **A CUNYFirst Guide:** full of information related to the navigation through CUNYFirst, or how to produce a degree audit form, as well as extensive financial aid information.

(This committee will request a copy of the guides when the next batch is printed.)

Student Orientation:

Invitations are sent to the large body of student orientees after the college receives their: Commitment Fee/Deposits and Health Forms are completed.

- Orientation Agenda: Here the packets are presented and the students are divided into smaller Welcome Sessions with groups of approximately 30 students for live information presentations to students regarding;
 1. Pretesting and the need for remediation.
 2. College Readiness.
 3. Financial Aid.
 4. Academy Placement (Academization)
- Dr Alleyne described some new ideas (An Orientation Week) to possibly be implemented in the next Freshmen Orientation in January 2016 involving spreading the orientation activities over several days or the first week leading up to classes.
 - The use of Student Ambassadors across campus at set locations to provide advice or answer questions.
 - The inclusion of Breakout Seminars in the orientation.
 - Academy seminars.

- **Committee Charge: “A Freshman Experience Survey”** After hearing the entire presentation the group agreed that there seemed to be little need for the committee to spend time re-developing what sounds like a well planned and organized orientation session and manual. Rather the group felt that our efforts should focus on developing or enhancing a Freshman Survey. There is currently a survey issued to students after the Fall Semester. Dr. Victor Fichera (Principal Investigator for Academy Assessment Protocol, Institutional Research) was mentioned as someone who is involved in the process and should be contacted for further information. The possibility of getting a survey ready for spring was put forward.
- **Student Activities Report:** Ray reported that: (1) the SG Winter Gala, which is a formal event with DJ and free food would take place on 12/03/15; (2) The Emerging Leaders Program will have its last meeting on Saturday, 12/05/15; (3) Yearbook pictures for seniors will be held in the SU 12/07/15-12/10/15; and (4) Quiet hours will take place in SU from 12/14/15 until the end of finals.
- **Next Meeting:** Tuesday, February 23 @ 1 PM in MC-21

Adjourned at 4:55 pm.

Respectfully submitted, L. Jim Bentley