

SEM Plan Committee Minutes
September 18, 2018
FMTZ Conference Room, 8:30-10:00 a.m.

Present: Edward Martinez, Maria Sena, Lee Allard, Michelle Bencomo, Sean Weaver, Thomasinia Ortiz-Gallegos, Susan Chavez, and Ben Villarreal, Tamlyn Crain, Benito Pacheco, Kimberly Blea, and Julia Geffroy

Zoom: Gloria Gadsden, Kevin Ensor, Buddy Rivera, and Tina Clayton

I. Review of SEM Plan

- Edward informed committee that he will be talking to Dr. Minner regarding the 4500 students by 2021 goal. He will also speak with EMT to discuss how the university is going to ensure that some of this work will get done in this plan.
- Undergraduate recruitment is responsible for the undergraduate recruitment section, but are they responsible for all the objectives in the plan. There is no one office responsible for everything.
- Some of the undergraduate retention section could be accomplished by the Retention Advisory Council.
- Edward provided some suggestions and comments provided to him via email.
 - Are our goals SMART.
 - How are we going to make sure what we put in the plan will get done.
 - In undergraduate retention section a sentence reads, "Increase completion of financial aid within 2 weeks of first day of class".
 - Do we know rates and do we know if we are actually increasing. Maybe measurable by number of students that are completing. What are we measuring? If we are measuring FAFSA received or a students completed file.
 - Financial aid is a retention piece. Are students who completed a financial aid application retained at same or higher level as a financial aid completed file.
 - Susan indicated that the analysis that was completed by Dr. Allard indicated that financial aid does not impact retention.
 - Undergraduate Retention section - a suggestion was made to pick the questions that are easier to measure. Can we get numbers of populations applied, completed, and awarded?
 - Increased completion of F/A file by 2% by the first day of class of degree seeking students. Currently 7% of our FTF did not complete FAFSA and 12% of transfer students.
 - ***Need to determine where the Financial Aid Office is with completed financial aid files.
 - Committee agreed to reword this section.
- Page 28 regarding alumni participation, increase active alumni participation. Has this information been tracked? What is the purpose of it? Committee agreed that alumni

- events are more active now than prior years. Committee member suggested collecting meaningful information. Committee agreed to delete goal regarding alumni.
- Committee agreed to add a disclaimer stating to achieve goals we need resources.
 - Committee agreed to include a narrative stating retention and recruitment is everyone's responsibility.
 - Graduate section, committee agreed, that primary goal is to establish an office and resources. Once these are established, they can move forward on remaining goals.
 - Academic section was reviewed. Committee agreed that goals in this section need to be reworded. Edward agreed to review section and create actionable goals.
 - Committee agreed to add a goal regarding separate pathways for non-stem majors.
 - Committee reviewed the conclusion section.
 - Typo in sentence "set forth within this plan."
 - No other comments on conclusion

Edward indicated that the committee is still within the timeline. Committee will continue with revisions. Once revisions are finalized, Edward will start visiting with senate committees. Final approval will be with Board of Regents in December.

SEM Plan Committee Minutes
September 25, 2018
8:30-10:00 a.m. FMTZ Conference Room

Present: Susan Chavez, Lee Allard, Ben Villarella, Benito Pacheco, Craig Snow, Thomasinia Ortiz-Gallegos, Kimberly Blea, Edward Martinez, and Maria Sena

Zoom: Jeanie Flood, Michelle Bencomo, Tamlyn Crain, Glora Gadsden, Keith Tucker, Kevin Ensor, Buddy Rivera, and Sean Weaver

I. Review of SEM Plan

- Goal is to increase number of offers at an earlier date. Freshmen and transfer scholarships are offered as soon as they are admitted.
- Request tuition and fees are set in advance. UNM sends an award letter with an estimate. Moved up our strategic budgeting process. Awards sooner, billing statements sooner, and receive payment sooner. Work with what we have now. Package estimates to a point
- Page 24-25 Increase number of financial aid and scholarship offers to ftf and new transfers by continuing have to wait on because we have to wait because f/a determines if they are eligible for pell.
- Page 24-25 100% increase in early packaging for first time freshmen by January.
- Offer a financial aid and scholarship package to each ftf within 10 working days of admissions.
- Offer a financial aid and scholarship package to each transfer student within 10 working day of admissions.
- Offer a financial aid and scholarship package to each continuing student by March 1st every year.
- Help them in another way instead of disbursing their funds.
- Page30-Change to FY20 budget.
- Page 31-
- Page 32-Include "develop"
- Page 37-include cost and discounting cost.
- Page 34-Academic Section
 - 1.Review and consider revising of current policy...
 - 1. For placement and course offerings
 - 1.outcomes for first year Math
 - Move information to first goal
 - Only Math not English
 - Remove #3 goal
 - 4. Change mode to modality
 - 5.Add -Review degree progress and
 - 5. Cross out review and analysis data; provide information to academic units for their consideration.
 - 5. Collect data
- Page 37
 - 2.No change
 - 3.