

SEM Plan Committee Minutes  
December 11, 2018  
FMTZ Conference Room, 8:30-10:00 a.m.

Present: Joe Gieri, Lee Allard, Ben Villarreal, Sean Weaver, Keith Tucker, Edward Martinez, Michelle Bencomo, Maria, Sena, and Thomasinia Ortiz-Gallegos

Zoom: Ernestine Clayton, Jeanie Flood, and Craig Snow

I. SEM Plan Calendar

- VPSEM Office created calendar to review goals on the SEM Plan.
- Committee needs to determine future meetings. Meeting can be based on the SEM Plan goals.
- Committee reviewed the SEM Plan Calendar.
- Based on calendar, committee agreed to meet at the beginning of the semester and at the end of the semester.
- Meetings will occur one week after census date for the beginning of spring semester and two weeks after census date for the fall semester. Meetings for the end of the semester will occur two weeks before finals. Committee agreed to meet on Tuesdays and keep the current time of the SEM Plan Committee meetings (8:30-10:00 a.m.)
- Committee member suggested that a follow up date and office responsible be included in the SEM Plan Calendar.
- Dates are as follows:
  - Beginning Spring Semester 2019, February 12, 2019
  - End Spring Semester 2019, April 16, 2019
  - Beginning Fall Semester 2019, September 17, 2019
  - End Fall 2019 Semester November 19, 2019
  - Beginning Spring Semester 2020, February 11, 2020
  - End Spring 2020 Semester April 14, 2019
  - Beginning Fall 2020 Semester September 15, 2020
  - End Fall 2020 Semester November 17, 2019

II. SEM Plan Update- Faculty Senate Questions/Concerns:

- Plan was not endorsed the first time around by Faculty Senate. Edward has spoken to Faculty Senate and informed them that the SEM plan is driven by the marketing plan, the recruitment plan, and the retention plan. Faculty would like to see all the plans posted.
- Members discussed the Faculty Senate questions and concerns. Member indicated that their questions seem reasonable. Committee agreed that a meeting be scheduled between Sean, Jessica, and Edward to respond back to Faculty Senate.
- The Faculty Senate concerns regarding Graduate recruitment/retention can be addressed by a roadmap that Sean and Edward can create.
- Committee agreed to have Edward, Sean, and Jessica meet to develop a response to Faculty Senate.
- Once Marketing, Retention, and Recruitment Plans are done, they will be placed online. This will address one of the concerns of the Faculty Senate.
- Next SEM Plan meeting will be January 15, 2019. Committee will review the response prepared to Faculty Senate.

SEM Plan Committee Minutes  
December 04, 2018  
FMTZ Conference Room, 8:30-10:00 a.m.

Present: Julia Geffroy, Lee Allard, Ben Villarreal, Susan Chavez, Benito Pacheco, Sean Weaver, Kimberly Blea, Tina Clayton, Edward Martinez, and Maria Sena

Zoom: Greg Snow, Gloria Gadsden, Buddy Rivera

I. SEM Plan Update

- Edward received word from Faculty Senate stating that the senate would not endorse the plan until additional steps get implemented. Links to the plans that are referenced in the SEM Plan are not active. They will not endorse until links are live for all the plans mentioned in the SEM plan.
- Faculty Senate would also like a more specific list of steps showing how goals in the plan are going to be accomplished.
- Committee agreed maybe a shift in the language would clarify a few things for the Faculty Senate. Committee can clarify what is already being done and develop a roadmap moving forward on what needs to be accomplished.
- In addition, a statement can be added to each of the sections. Statement can indicate what is already implemented and that the SEM Plan is an overarching plan to the other plans in place.
- A committee member stated that it would be helpful if Faculty Senate would provide formal feedback on their concerns. This would guide us on what exactly they are requesting from the committee.
- Committee members expressed concerns that we told HLC that a plan would be in place by December. We need to accomplish what we said. Maybe provide the current SEM Plan to the Board of Regents for their review in the December meeting. At the following board meeting we can ask that they take action. This would give the committee time to address the Faculty Senate's concerns.
- Edward indicated that he will bring this issue to the Executive Management Team. He will ask the President for direction on how to proceed with SEM Plan to the Board of Regents.

II. Future Meetings & Meeting Content

- Today's meeting will be the last time we will meet unless issues are not resolved with the Faculty Senate.
- Edward would like to solidify the dates and time during the semester that the committee should meet. In the previous meeting it was suggested that one meeting should take place after census date and another towards the end of the semester. Edward requested feedback from members.
  - Members agreed that committee should meet a few more times until the SEM Plan is passed. Once that is done, committee agreed that a little after census date and a few weeks before semester ends would be the best time to meet.
- Committee agreed that during these meetings data will be reviewed and analyzed. Members agreed that this would give the offices that need to compile data enough time.
- Calendar will be developed on when data would be available for each office. Enrollment and retention can be reviewed after census date.

- Edward indicated that he will review the plan and come up with calendar dates other than census date, for data. This calendar would dictate when and how often the committee meets in the future. Reviewing data will be the purpose of these meetings.
- Committee needs to determine schedule for the revision of the SEM Plan. Ideally align it with the university strategic plan. Committee agreed that when the new university strategic plan is being developed, committee can regroup and begin updating and revising the SEM Plan. Timeframe of the plan will be aligned at that time.
- Edward will work on this calendar and have ready to review in the next meeting on December 11, 2018.
- Member requested that the meeting be recorded because she is unable to attend.