

**Minutes from Learner Services Process Improvement Team Meeting—September 14, 2011
Student Center, Room 221**

Present: Juanita Franklin (Team Leader), Sarah Beth Phillips (Team Leader), Regina Johns, Laura James, Zach Pharr, Aaron Divine, Lecia Pelphrey, Codie Ryan, and Katesha Schemerhorn.

Juanita called the meeting to order at 9:05am.

Juanita reported on the Team member changes, and welcomed Codie Ryan and Katesha Schemerhorn to the meeting. Christie Brinsfield will also be joining the Team to replace Paula Thomsen-Perez, who resigned due to logistical reasons. Juanita reiterated the importance of including the Washington County Campus in our process improvement efforts.

- **Action item: Juanita will contact Claudia to request an update to the Team charter to reflect the member changes.**

Juanita inquires as to whether members present viewed the Degree Works video. Members present stated that the program “looks great” and will be “really beneficial for faculty, staff, and students.”

Lecia shared that Degree Works has a log-incapability to conduct a degree audit via another college/university.

Laura asked if Degree Works had been vetted for accessibility features.

Aaron stated that the purchase of the software is already in motion, and that due to the short timeline to finalize the purchase, the SIP Team will not be utilized.

Aaron recommended that the Degree Works tab or icon be on the main website, rather than on Eagle Net for ease of use.

- **Action item: Juanita will consult with VP Kitchen regarding Aaron’s recommendation.**

Juanita stated that training will be provided to properly use Degree Works software.

Juanita indicated that a committee will be responsible for implementing Degree Works. Various Team members suggested that Aaron Devine, Zach Pharr, Tay Sha Carter, Amy Barker, an IT representative, and a DRC representative participate on the committee. Lecia volunteered to be a consultant.

Juanita stated that VP Kitchen will re-introduce Team members at the next Division meeting. She also reminded members present that Team meetings have officially moved to the 2nd and 4th Wednesday of every month at 9:00am.

Aaron offered an update on the SIP workflow. The fillable form has been created and Evelyn in IT is working on the next steps.

Juanita announced that the Dean position is closed, and encouraged Team members to participate in the upcoming open forums.

With nothing further, the meeting adjourned at 9:31am.

Respectfully submitted,

Laura James