1. Review of work accomplished to date
   • In terms of process, we are at the stage of drafting the action project charter and defining the current situation.
   • Posters of the February brainstorming of problems and opportunities were posted in the room. Team members each were given six dots to mark the items on the list they view as having the greatest priority. Kathy Irwin will type up this list and add it to the draft of the project charter.
   • The flow chart from the March meeting was posted. This is a good start and will be revisited at a future meeting to be edited and to capture missing elements.
   • Bob, Teri, and Josh volunteered to review the 2012 Discussion Day document between our last meeting and today. Josh reported that the following comments appeared frequently:
     o Improve advising
     o Help students more with internships and job placement
     o Cancellation of classes, the 2/3 rule, impact on student progress
     o Scheduling of classes - students do not know when a class is normally offered, and if they did it could help them plan ahead

2. Drafting the Action Project Charter, Google drive
   • A draft of the Action Project Charter has been saved to the Google drive for all team members to access.
     o All pertinent documents have been added to the Google drive.
     o Depending on the particular document, team members can view or comment.
     o The co-chairs and liaison have the ability edit documents.
   • Team members were divided into pairs, one faculty member and one student services staff member, and assigned to work on drafting text for a specific section of the charter. Partners may work in person or virtually, together or individually. When you are ready to add content to your section, open the file in the shared Google drive, click on
Comments, and type in your section heading with your response to the questions posed or revision to existing text.

- **Assigned Sections**
  - Problems/opportunities – Johanna, Regina
  - Key Stakeholders – Lisa M, Tom
  - Project vision and objectives – Lisa G-G, Philip
  - Project scope – Erin, Teri
  - Constraints and assumptions – Al, Josh
  - Critical success factors and risks – Tammy, Jason
  - Approach and organization – Gail, Bob

- The deadline for commenting on your section is Thursday, May 30.

3. **Next steps and meeting dates**
   - The full group will NOT meet on May 16 as originally scheduled.
   - In lieu of our May meeting, your assignment between now and Thursday, May 30, is to add your comments to your assigned section of the Action Project Charter.
   - Between June and August, Lisa, Tom, and Kathy will review the comments and update the charter draft in preparation for the September team meeting.
   - The next full group meeting is tentatively scheduled for Thursday, September 19, from 2-3 p.m. in room ML 3012. We may need to change the date/time to accommodate teaching schedules.
   - In the fall, we will:
     - Complete the action project charter
     - Finalize the process flow chart
     - Move from step 2, defining the current situation, to step 3, analyzing the current situation.
     - Members of the team and guests from college units not represented on the team may be asked to provide brief presentations that inform the team of current processes.
     - Begin researching best practices.