**In attendance:** Connor Baade, Stacey Bradley, Dan Friedman, Jeremy Lane, Gene Luna, Aaron Marterer, Bethany Naser

1. Updates on committee work
   1. After consulting with University Communications about a process, a communications analysis has begun.
      1. We are seeking materials that first-year students receive beginning with the time they are accepted to the university.
      2. A message will be sent to Division directors requesting communications materials.
      3. Materials and information will be evaluated based on tone, frequency, relevance, order and timing, amount, and accuracy.
2. Next steps in the process
   1. We are still asking for feedback on the markers of success for the learning outcomes.
   2. Feedback on the markers of success process thus far
      1. Some outcomes need further clarification and definition.
      2. Carolina Core outcome is unclear, and there is a need to educate students on what it is.
      3. Some terms are vague, such as “campus resources.”
   3. How will we accomplish learning outcomes?
      1. Create 10 subcommittees, one for each outcome, consisting of 6-8 people per committee.
      2. One member of the larger study group will serve on each subcommittee.
      3. The group will send out a call to the university for participation in subcommittees to recruit membership. Individuals with expertise in areas relating to the first-year experience will also be invited to participate on subcommittees.
3. Subcommittee Logistics
   1. Review template that outlines subcommittee work.
      1. The committee discussed the scope of the subcommittee’s charge and the inclusion of additional components such as Housing, Student Success Center, academic units, etc. Considering the committee’s charge and recognizing time constraints, the group decided to maintain the template’s outline of Orientation, Carolina Welcome, University 101, Online Components, and Other Relevant Areas. Additional departments or offices that pertain to the outcome should be addressed within the “other” category.
      2. The committee recognizes that the template does not address all of the relevant factors, and there will be a need to follow-up and expand upon initial work.
   2. Will we outline the markers of success for subcommittees or ask them to create them?
      1. We will provide subcommittees with a few examples to guide the creation of markers of success.
      2. As we receive feedback from departments about markers of success, pass along information to the subcommittees for consideration.
   3. Important things to consider and relay to subcommittees
      1. Don’t focus solely on things that are already being accomplished or already exist on campus. Set the stage for what successful first-year students should be doing.
      2. The programs, policies, and procedures identified within Orientation, Carolina Welcome, University 101, Online, and “Other” on the matrix should build upon each other as time progresses.
      3. Consider how technology, such as DegreeWorks and Banner, may be able to support the achievement of the outcomes.
4. Preparing for next meeting
   1. Will we meet over the summer?
      1. The committee decided that in order to maintain momentum, the group will meet over the summer.
   2. Please continue to send your feedback from departments on markers of success.
   3. Consider potential membership for subcommittees for discussion at the next meeting.
   4. The next meeting will be held on May 2nd from 2:00-3:30 p.m. in Osborne 107.