**In attendance:** Stacey Bradley, Dan Friedman, Stuart Hunter, Nikki Knutson, Gene Luna, Kim McMahon, Aaron Marterer, Mary Wagner

1. Review of committee accomplishments and recommendations
	1. The committee reflected on major accomplishments generated by the group’s work:
		1. Developed a Profile of USC First-Year Students to enrich the understanding of incoming students.
		2. Facilitated the creation of the Registration Assistance Center for orientation in which representatives from New Student Orientation, the Registrar’s Office, and Admissions work from a central location to respond to any problems that occur as students register for classes.
		3. Recommended that the oversight of South Carolina Residency was shifted into the Registrar’s Office.
		4. Collaborated with the Registrar’s Office to examine ways to flag STEM courses in Banner to help students keep track of scholarship requirements.
		5. Supported the implementation of a 2-day summer orientation program.
		6. Initiated the creation of a comprehensive guidebook by supporting the implementation of the Resource Guide for New Student Orientation.
		7. Initiated changes to messaging about first-year students taking a recommended 15 credit hours each semester of their first year.
		8. Crafted learning outcomes for the first year of college and related markers of success.
		9. Requested for customization for online portal/admissions checklist in Banner.
		10. Initiated a division-wide communications inventory of publications and materials that new students receive from university departments beginning with their acceptance to the university through their entire first year.
		11. Conducted an inventory of services provided for first-year students across the division.
		12. Suggested that the Student Success Center, in partnership with Financial Aid, watch for students at risk of losing scholarships due to unfulfilled requirements.
		13. Inspired offices throughout the division to shift their messaging approaches to more appropriately address first-year students’ needs, such as the Department of Student Life’s messaging about student success, campus involvement, and leadership opportunities.
		14. Raised awareness of first-year students’ needs among the division and highlighted the complexity of the first-year experience.
2. Recommendations
	1. The group discussed recommendations to surface to Dr. Pruitt for consideration:
		1. Modify the centralization of required transactions students must complete in order to enroll.
			1. Develop an automated online checklist.
			2. Streamline and coordinate preliminary registration if students are clearly South Carolina residents.
			3. Combine payments students must submit in order to enroll.
				1. Recommend making the enrollment deposit mandatory prior to registering for orientation and housing.
		2. Finalize Degree Audit software. This is in progress, but is not available for students yet.
		3. Create a post-admissions guidebook.
		4. Develop centralized advising methods for first-year students to promote consistency.
			1. Provide and encourage a consistent message for advisors to convey.
			2. Add advisors to balance the case load in some colleges.
			3. Pre-register students for courses based on major selection and through utilizing Common Courses.
		5. Review and reinvent Welcome Week.
			1. Consider shortening the length of Welcome Week.
			2. Suggest that academic classes begin earlier in the week instead of Thursday.
			3. Examine the role of sorority recruitment in Welcome Week programs and move-in days.
			4. Consider changing First-Year Reading Experience program by combining it with the Convocation ceremony or determining if there are other ways to incorporate an academic presence that do not include a common reading book.
			5. Implement a defining event that incorporates both social and academic aspects of college, such as a cookout on the Horseshoe with President Pastides.
		6. Influence faculty behaviors in interactions with first-year students.
			1. Encouraging midterm grading.
			2. Setting expectations for the first day of class.
			3. Consider utilizing pre-tests and post-tests to gauge student learning and reinforce for students the class’s value.
			4. Provide a greater challenge in the first year, especially in the first few weeks.
		7. Expand and improve academic programs and resources.
			1. Consider developing an “Academic Boot Camp” program specializing in disciplines (Biology, Math, English, etc.) over the summer for high-risk or underprepared students.
			2. Provide attention to gateway courses to identify students’ academic progression and assist at-risk students.
3. Next steps
	1. Convene a subcommittee to examine employability and career readiness for first-year students.
		1. This group will assist in solidifying markers of success for learning outcomes, determining recommendations and steps for their implementation, and identifying recommendations and threats of programs and processes.
		2. Consideration will also be given to the presentation of topics across Orientation, Welcome Week, and University 101.
4. Preparation for next meeting
	1. Remind your departments to send inventory of services and communications materials to Dan as soon as possible.
	2. Dan will email the group soon with the time of the next meeting.