**Signature Experiences Coordinating Council**

**Agenda, October 10, 2018**

**Education 205, 1:30 - 2:50 PM**

Present: Kit Murphy, Curt Elderkin, Brenda Seals, Liz Bapasola, Nelson Rodriguez

1. Approval of [Minutes from September 9, 2018 meeting](https://docs.google.com/document/d/1Dzh0_tVnfqW3YKAT9gANn6ZEFiBEeZnuZmNjvsGj2XY/edit) Approved 5-0
2. Report from working groups listed in [Task Matrix](https://docs.google.com/document/d/1-M-lsbL1R7xrPLz8F1sFcQvTEnHPvXzONBOYnWW3Ibo/edit)
   1. Data collection - Mosen did not present data on Signature Experiences to the Board
   2. Bring experts to campus from institutions with established SE programs
      1. Provost will provide financial support for visitor(s) from Elon
      2. Paul Miller from Elon will visit TCNJ sometime during November 13-15. Specifics to be determined.
   3. Tiered Scaffolding - updated slide from discussion [here](https://docs.google.com/presentation/d/1v466dGKVS4HHnVL7HgrLrOxNzwndl69zNQakSeuFKM4/edit?usp=sharing)
   4. Tracking student engagement in SEs - [see notes from working group meeting](https://docs.google.com/document/d/1bjuEsi1aoUZhfMNCbMPcNJWt8IWPgktUMpeBD7OWPfE/edit)
      1. Meeting with Frank Cooper re: PAWS and tracking on 10/11
3. Rename second Signature Experience? (2:15-2:30)
   1. Second SE: “Undergraduate research, mentored internships, and field experiences
      1. Field experiences = student teaching and nursing practica
      2. Explanation of SE 2 = “Faculty and staff mentor students in intellectual and professional development opportunities through undergraduate research and collaboration, internships, and field experiences .”
   2. Issues
      1. Laundry list, rather than inclusive category
      2. Excludes analogous activities by student artists and musicians ( others?)
   3. New name?
      1. Should this SE be renamed? Should we bother with this now?
         1. Do more exploration: learn more about process re: original naming, see if others see issues re: current name
      2. Who would do this?
         1. Explore path if decided to pursue this
      3. What implication for generating LOs?
         1. Will explore issues re: name/content of SE, hold off on with MRIC developing LOs for UG research and internships
4. Task assignment

**Action items**

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| **Action** | **Who is Responsible** | **Complete by** | **Outcome** |
| Explore SE tracking options with IT and relevant offices | Tracking SE Working Group | 11/14 (next meeting) | Kit and Liz met with Frank Cooper and he says it’s very doable to track SE in PAWS if experiences are approved through governance or are an existing course |
| Check in with Arts and Comm faculty re: inclusivity of URMIAFE/”Scholarship and Practice” | Kit | 11/14 (next meeting) |  |
| Share scaffolding with relevant councils for feedback | Michael | 11/14 (next meeting) | Shared with CEL Council; generally liked the scaffolding, preferred 3-tier framework, interested in experiential transcript |
| Research reasoning behind naming of URMIAFE | Kit | 11/14 |  |
| Pilot mentored employment as internships | Liz | ongoing | Updating all job descriptions and evaluation process for student employees within the Engagement portfolio of Student Affairs |
| Touch base with Communications re: SE videos | Liz | 11/14 | Liz inquired and waiting for MB&C to get back to her |