**Signature Experiences Coordinating Council**

**Agenda, September 12, 2018**

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

Present: Isabel, Kerry, Curt, Michael, Christa, Nelson, Liz, Jeff

Absent:

1. Approval of Minutes from April 11, 2018 meeting

Minutes available on Team Drive at:

<https://docs.google.com/document/d/1lNju7MY2PL4R46brj46WY5IRw1TGLslpGM3sqRKy0Nc/edit>

Approved

1. Elect chair and vice chair

Kit Murphy elected chair

Michael Nordquist vice chair

1. SECC and the new leadership

 Nothing new to report

1. Review work of SECC from last year
	* Team drive established; best practices reviewed; other schools consulted;
* Tasks delineated and assigned (see task matrix)
* Limited amount of meetings was problematic
* Learning outcomes discussion re: “top-down” or emergent from existing outcomes across campus
* \*Roar/involv.io replacing LionsGate; working on getting documentation of experiences for Leadership
* Osborn:
	+ invite Elon folks to present/talk re: Sig. Exp. and transcripts;
	+ would like to see experiences transcripted (avoid changing platforms, i.e., LionsGate->involv.io->???)
	+ Our SEs are not unique, but TCNJ’s level of outcome in SEs is
* Question of curricular transcripts, co-curricular, eportfolios: how to get students to do it, what platforms to use
* Discussion re: how to provide opportunity and structure for students to reflect on, connect, synthesize experiences outside the curriculum
* Require documented reflection piece for each SE?
1. Determine major tasks for academic year
	* Revisit working groups [from last year](https://docs.google.com/document/d/1-M-lsbL1R7xrPLz8F1sFcQvTEnHPvXzONBOYnWW3Ibo/edit)
	* Re: Learning Outcomes: ensure alignment and parallel construction of SE councils, not to create them on own; review as they come forward
	* Table Communication plan
	* Keep SE requirement as placeholder to ensure we return to it
	* Structure meetings to assign tasks during last 20 minutes
2. Determine meeting frequency for this year, date of next meeting, and tasks to complete in the before next meeting (10 min)
	* Meet on fourth Wednesday?

Action Items

* Request Mosen’s formatted data from BoT meeting, share with council
* Put folder for outcomes across all SEs
* Kit will look into funding for bringing Elon folks, Jeff will contact Elon