**Signature Experiences Coordinating Council**

**Minutes, December 12, 2018**

**Education 204, 1:30 - 2:50 PM**

Present: Kit Murphy, Jeff Osborn, Nelson Rodriguez, Christa Olson, Michael Nordquist, Avani Rana, Brenda Seals

1. Identify and discuss key information and insights from Paul Miller’s visit and meeting with SECC:
	1. What’s the goal re: intentionality/awareness of Signature Experiences among faculty/students/staff? To what degree do we want to/can we make SEs central to TCNJ experience in a clear way?
	2. Is there faculty buy-in to build these out more? Do we have the resources/buy-in to document and promote these?
	3. Problem of separation of SEs from what’s happening: not distinct experiences, but already in what we do
	4. Learning outcome driven/focused, rather than “SE” themselves
	5. LL task force: integrate experiential learning requirement/expectation into LL
	6. Overlapping/synergy between SE and academic/curricular experiences (leadership in particular)
2. Delineate next tasks for SECC
	1. Tasks
		1. Develop a survey to assess current college offerings for SEs 2-4. The SECC will draft a model survey based on the one completed by the Leadership Task Force, and then develop a specific survey for SEs 2-4. SECC will then send the draft surveys to the respective governance councils to get feedback, including addition or deletion of questions. The SECC will then send out the surveys to the appropriate constituents. Target for completing data gathering: 5/31/2019
		2. The SECC will develop a recommendation to be sent to CAP that describes what will be required of all students with respect to SEs 2-5 (no requirements is a possibility). SECC will determine how best to engage the campus in a discussion of SE requirements.
	2. Timeline request from ERM Governance Action Items

1. The Signature Experiences Coordinating Council will develop a survey to assess current college offerings (Priority II, goal 1, action step 1)

20% to 40% complete. SECC, working through the councils and task forces that report to it, have begun Global Engagement mapping and a leadership survey.

Revised Due Date: 5/31/2019

2. The Signature Experiences Coordinating Council will clarify expectations for signature experiences (Priority II, goal 1, action step 2)

40% Complete. In 2017, the Governance Document was revised to include this new council. In 2018, the SECC sponsored campus-wide events to foster discussion about the signature experiences, including a presenter from Elon University.

Revised Due Date: 12/20/2019

1. Approval of Minutes from November 14, 2018 meeting

Minutes available on Team Drive at: <https://docs.google.com/document/d/1m9Ni9cYw_6dtwjBCJV6nORHv65L-6csfMfQ2pp2ckXw/edit>

4. Task assignment and purpose of next meeting Feb. 13

**Action items**

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| --- | --- | --- | --- |
| **Action** | **Who is Responsible** | **Complete by** | **Outcome** |
| Distribute and review survey re: inventory | All | 2/13/2019 |  |
|  |  |  |  |