**Signature Experiences Coordinating Council**

**Minutes, February 13, 2018**

**Library Conference Room 123, 1:30 - 2:50 PM**

Present: Avani Rana, Jeff Osborn, Isabel Anthony, Christa Olson, Michael Nordquist, Kelly Hennessy

1. *Minutes not approved due to absence of quorum.*

Approval of Minutes from December 12, 2018 meeting

Minutes available on Team Drive at: [https://docs.google.com/document/d/1m9Ni9cYw\_6dtwjBCJV6nORHv65L-6csfMfQ2pp2ckXw/edit](https://docs.google.com/document/d/1ftrYoXk59nV9BFW8QCPVDwP0H4Kyit3Tu-i5DLDggcA/edit)

1. Discussions and concerns regarding the SE surveys charged to SECC
   1. four surveys in the span of two months: not enough time by 5/31
   2. A survey will be insufficient and inefficient: substantial follow-up necessary to ensure comprehensiveness
   3. Generating discussions around signatures experiences is valuable; question of whether survey is the way to do it
   4. Global: inclusion of meaningful set of learning outcomes?
   5. Leadership experience on its survey:
      1. had to do follow up with lots of folks;
      2. included things they already knew about, additional info added through survey
      3. Surprised by academic components/faculty interested/doing leadership
   6. Outcome discussion: question of whether outcomes for SEs should be emergent from inventory or proscribed by councils/offices with respective SE responsibility
   7. Consensus that survey would be a waste of time with a very low response rate
   8. Replacement language/friendly amendment to charge to SECC from strategic plan actions steps: replace “will develop a survey” with “will conduct an audit”
2. Proposed Short survey:
   * 1. To junior and seniors: have you done SE
     2. Break SEs into six categories; can’t capture SE 2 in one category:
        1. Undergrad Research
        2. Mentored Internships
        3. Field experiences (practium, clinicals)
        4. CEL
        5. Global
        6. Leadership
     3. Proposed questions: https://docs.google.com/forms/d/1aVeOAIEnbHa2OgD98nohK62OH6000k02HDQ7JQGiXtI/edit
     4. Ask Mosen/CIE: re:
        1. if there’s an already existing campus-wide survey it can added to
        2. If a targeted pool of jr/sr students makes sense, or all jr/sr students
     5. Ask Deb Kelly in Career Center re: exit survey for seniors
     6. Look at existing NSSE data
   1. Ask dept chairs/prog assts if students can get credit for SEs
3. Goals of survey: Baseline data of student experiences regarding SEs:
   1. To demonstrate existing integration of SEs into TCNJ experience
   2. Demographic distribution of/access to SEs
4. Meeting adjourned at 2:50pm

**Action items**

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| --- | --- | --- | --- |
| **Action** | **Who is Responsible** | **Complete by** | **Outcome** |
| will finalize draft google form/qualtrics survey | Avani/Michael | 2/27 | Draft survey |
| Share survey with councils for feedback | all | 3/6 | Feedback on survey |
| Contact CIE to determine sample size, distribution, and question quality | Michael | 2/27 | Feedback on survey, scheduled distribution |
| Finalize and review survey for distribution | all | 3/13 | done! |