VPSS Executive Meeting

July 8, 2014 @ 2:00PM (SUB 232)

MINUTES

Announcements and Updates

* Attending Orientation – (Chris, 5 min)

New Business

* Our meetings
	+ Purpose
		- Team that will make the decision to move the Division forward.  Our size is growing and we need to come together to make an impact on campus.  This Division looks across the student experience, economic engine, getting the right students here, and making sure they are supported.  Success should be shared.  The Division has a segmented success rate but collectively it is blurry. In order to move into helping other leverage success, we need to have a clear sense of vision for ourselves.
		1. Clear about what our vision is.
		2. Relationships
		- We need to know each other's business and where we can touch and help each other.  The faculty need to see us as a way to win.  Leverage the strength of our Division so we can leverage.  Our work initially is to organize ourselves into the best brand we can.  Promise a lot and deliver more.  These meetings need to be the priority in your schedule.
		- Chris will work with the group to develop what we want to say in our vision.
	+ Name
		- Division of Student Success Steering Committee (D3SC?)
	+ Frequency
		- Weekly – Direct Reports (3 times monthly)
		- Monthly – Division Meeting (First Week of the month)
	+ Misc
		- Call for agenda items and updates to be shared via email.
			* Topic
			* Estimated Time
		- Weekly - Direct Reports (60 minutes)
			* Jen will:
			Send out a request for times that typically work during the week.
			If we have a tie, we'll ask the group to rank the top three choices.
* Shaping our work for the coming year
	+ Goals
	+ Expectations
	+ Strategies
	+ Common Projects
* Budget Management Planning – Initial Thoughts
* Our Next Meeting

Misc Notes:

Chris doesn't want to be surprised, he wants to know what is going on in our Division... give him the tools to advocate.  We need to work as a single unit: bring problems and issues to Chris first.  We need MT Hall to see us as a driver of success.  The Division needs to create new habits that cultivate a more collaborative team relationship.  He will want to do everything we can to see that the best ideas win.  Chris is looking to this group to teach him about the MSU culture and to make sure he doesn't miss opportunities and things we are doing.  As soon as Chris feels the environment within Student Success is ready, we'll turn to faculty engagement.

Attend as many Orientation events as you can and send Ronda some of your feedback, what do we think we would like our colleagues to see or take away?  What would be comparable in your areas?

Questions to Chris:

How much information do you want during the one-on-one meetings?

* Do an enlarged version of your one-pager.
* Importance of what you do
* Anything that you think he needs to know.
* History
* Fiscal state of things - fill in blanks you think he needs to know.
* Macro things that need to be done.

What is the best way to communicate with him to keep him informed?

* Pop by - send something first to give him a heads up.
* Email
* Tell him why it’s important "This is a problem because..." or  "This is an opportunity because..."
* Articulate where his presence is needed.

Emergency Situations?

- Call him.

- Email him.

- Contact Jen.