I. Communication (10 min)

As a group we need to establish “Best Practices on Communication” and constantly be in touch either via blackberry or e-mail. A clear set of guidelines will need to be designed for our group. Glenda Fontenot, a communication specialist, has been asked to assess and introduce different methodologies for team communication. She will help enhance a clear understanding of the landscape in which we are serving. As a team we are not aware of the agreements and the levels of expectations. It is crucial to be able to formulate trust and clarification for the success of our team.

Other discussion points:
- E-mail etiquettes
- Carbon copies
- Same time / Microsoft Instant Messenger

II. KPI’s (80 min)

Working session - rate determination for the following areas are needed to be gathered from the data points – it is imperative to track the numbers for the following programs. Kathy Gros can be of assistances to create reports from the EBI data.

1. Satisfaction Rate
   a. Co-Curricular programs
   b. Orientation
   c. Residential Life
   d. Leadership programs (iLive)

2. Retention Rate
   a. Student Athlete Enhancement
   b. Cardoner
   c. iLive (Ignatius Loyola Institute for Values Education)
   d. First Year Experience
      i. Cardoner
      ii. StrengthsQuest (assessment completion rate)
      iii. Number of residential programs for first years
      iv. FYE pilot programs

3. Graduation Rate
a. Student Athletes on scholarship
   i. Full Scholarship
      1. Freshmen (FY) to sophomore – Transfer
         Students are not included in the dashboard.
         a. Basketball – women & men
         b. Cross Country, etc.
         c. Talent

4. Data points must reflect the following years:
   a. 07/08
   b. 08/09
   c. 09/10
   d. 10/11
   e. 11/12

5. Percentage calculation should be as follows:
   a. Athletes:
      i. Freshman
         1. Those who return as sophomore
         2. Those graduated in 5 years
         3. Returning sophomore students with an athletic
            “full scholarship”
         4. Athletes on full scholarship who graduate in 5
            years.

   b. Leadership program
      i. Freshman
         1. Cardoners: number of returned sophomores
         2. StrengthsQuest assessment tool: numbers
            completed.
         3. Orientation evaluations
         4. Any additional programs directed to FY
            (Packport, etc.)

Just a few important notes:
- Very important to use the EBI data point.
- Take a moment to look back into all of the StrengthsQuest programs.
- Leadership pool should be defined (FY leaders that returned as
  sophomores and so on).
- Define leadership programs vs. experience.

Reports are due today (Thursday, Sept. 28th) by 2pm to Alicia

III. Family Weekend (10 min)

A special welcome reception will be held on Friday, Sept. 30 at 6pm. Parents
specifically asked to see the faculty over the weekend. Your attendance will
be greatly appreciated.
IV. Packport Update (5 min)

Overall updates:
- 70 programs held
- 900 attendees
- Summaries are needed from Co-Curr. Currently only 50% of the summaries have been received – more are expected.
- Final event – BBQ

V. SA e-Newsletter (5 min)

Seth will be taking over the e-Newsletter for Student Affairs; however he is not doing this alone. Short stories are expected from the departments. As a team we need to take ownership of the articles. Let’s continue to make SA e-Newsletter a success.

VI. Exit Interview (5 min)

Loyola University is reviewing the exit procedures. The University wants to create one exit survey; however the design is up for discussion. Currently, they want to simplify the survey with open ended questions - approximately 7-10 questions.

Roberta is benchmarking other high scale universities and crafting questions on behalf of Student Affairs.

If you have any ideas please submit them to either Roberta or Cissy.

VII. M&M: Vitamin for the Soul (2 min)

Special Invitation: This is a great opportunity to talk and have open discussion as a faculty group regarding any ongoing issues- based on the book *Speed of Trust*.

VIII. NASPA Excellence Awards (2 min)

Deadline for the NASPA Excellence Awards is October 15th. Currently, we have two students applying as a team - Courtney Williams and Katie Campbell.