Welcome and overview of purposes/role of this group  (Patti Helton, RVCSA)

1. Cross divisional understanding of roles and functions of AA/SA units
2. Development of initiatives/recommendations that improve our ability to better serve students
3. Improve communication lines across SA/AA divisions

Overview of three areas:

1. Career Center (Lesa Shouse, Director)
   - Lesa gave an overview of the services available to students at the Career Center and presented the website and Annual Report.
   - Recruit-a-Bull; 14,000 job openings (on and off campus)
   - No appointment is necessary
   - Resumes must be downloaded to apply for jobs;
   - 162 Employers participated in the Spring Job Fair, hosted at USFSP
   - Coming soon! InterviewStream – a video mock interview tool
   - Passport to Professionalism course will also be ready in Spring 2017
   - Please share your ideas

2. Academic Advising Center (Cyndie Collins, Director)
   - Staff of 10 Advisors
   - Load each students credits earned into Degree Audit
   - Process Mid-term Grades
   - Early Warning System outreach – especially for Gen Ed courses
• Partner with the Compass Program (1st year experience), SOCAT, and Financial Aid
• Certify Graduation
• Serve on the college curriculum committees
• Developed 4 year plans
• Assist with Program Reviews
• Excess Credit Hour review
• Created FUSE Plans for 7 Programs (2 more are in the works)
• Coming soon! College Scheduler – shopping cart module which will serve students well – but also provide us with student preference data so that we can begin to respond to student scheduling needs

3. Institutional Effectiveness (Michelle Madden, Director)
   • Currently exploring online database systems
   • SACS Report March 15
   • Collaborate with IR to obtain data
   • Institutional Effectiveness Committee, Chair Frank Biafora

Software demos were shared – feedback is encouraged (Martin Tadlock)
   • Web-based communication software developed for higher education:
     • [https://www.youtube.com/watch?v=h5lQbTHUb2Y](https://www.youtube.com/watch?v=h5lQbTHUb2Y)
     • [http://www.conexed.com/](http://www.conexed.com/)
   • Early alert system:
     • [https://www.youtube.com/watch?v=KfpC3-5GPk](https://www.youtube.com/watch?v=KfpC3-5GPk)

Discussion items and next steps:
• A USFSP Community Response Team will be formed to create a more organized method/platform for USFSP to respond to major current event stories. A meeting will be set up next week for all who are interested in serving on this committee, which will be chaired by Dr. Patti Helton and Dr. Jake Diaz.
• Need for a central/comprehensive events calendar