

**Location:** BEH 318

**Date/Time:** April 5, 2019 – 11:00 AM – 12:00 PM

Participants:		
P	Garcia, Dr. Valeria (ODS)	P Tod, Leslie (UGS)
A	Mehra, Dr. Shabnam (ODS)	P Williams, Kim (UGS)
P	Majeed, Ayesha (ODS)	- Howard, Dr. Fai (UGS)
P	Gonzalez, Glendalis (ODS)	- Irvin, Dr. Melissa (UGS)
-	Ule, AJ (ODS)	A Smith, Nicole (USFSP– RO)
A	Rahman, Osman (Admissions)	P Schubert, Glenna (USFSM - RO)
P	Mund, Catherine (USF T – RO)	- Loth, Christopher (USF T – RO)
		P Landis, Lisa (Advising/BCS)
		P Unnikrishnan, Jay (IT)
		P Balasubramanian, Sunitha (IT)
		A Perazza, Martin (IT)

**Objective:** Kick off meeting for the USF System-wide Cohort Committee

**Review and bring this documentation:**

1. Agenda

Agenda Items		Owner
	Welcome & Introductions	Dr. Valeria Garcia (ODS)
1.	Communication plan for updates	All
2.	Committee action items – near and far term	All
3.	Open discussion items	All

**Minutes**

1. Discussion of communication plan to stakeholders.
  - a. Who are the stakeholders? Advising community, advocates...others?
  - b. What is the message? Change of definitions, changes to the cohort
  - c. Standard message for sharing, include link to Confluence – **Action:** ODS to draft
  - d. Discussion of including a summary count of changes by college – who to provide this to? UGS only? **Action:** revisit discussion to determine next steps
  - e. **Action:** Committee to develop a RACI matrix for communication
2. Immediate action items for committee:
  - a. Establish and document a cohort deactivation process – subgroup of committee to address – Chris (RO), Jay (IT) and Glendalis (ODS)
  - b. Establish and document the summer cohort load process. Review and discussion at the next committee meeting.
  - c. Identify and prioritize additional cohorts to establish – transfer student cohorts, others?
3. Open items:
  - a. Catherine raised changes that will take into effect Fall 2019 – CF courses  
This is for students who are cancelled due to non-payment. RO to have a cleaner process for this as it affects the students considered in the Cohort Population

**Next Meeting:** Recurring meetings on the first Friday of the month, 10-11 a.m.