

## USF Cohort Committee Minutes

**Location:** BEH 318

**Date/Time:** May 3, 2019 – 10:00 AM – 11:00 AM

**Participants:**

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

**Objective:** Address action items identified in kick-off meeting

Agenda Items		Owner
1.	Welcome & Introductions	All
2.	Communication plan next steps	All
3.	Cohort deactivation process	Chris/Jay/Glendalis
4.	Summer cohort load process	All
5.	Additional cohorts, feasibility, timeline	All
6.	Open discussion items	All

### Minutes

1. Communication Plan:
  - Streamline communications with Retention File submission process
  - Valeria is working to create blanket emails to the Cohort Committee for Cohort table updates/adjustments
  - No sharing UIDs of adjustments with Colleges
    - ODS/Committee will address any cohort inquiries
2. Cohort deactivation and timing process:
  - Cohort deactivation team will flesh out the best way to deactivate from the cohort
    - When is the soonest we can establish the cohort?
  - Leslie: Before the metrics of Retention, there is just a use for Admit term and type this is why the soonest we can get the cohort established the better.
  - Deactivation Committee Meet next week
3. Summer Cohort Load Process:
  - Committee consensus no need for Summer specific cohort
  - Since the FTIC reporting is based on Summer/Fall Cohort, decision to wait until Fall to build the Cohort
4. Additional Cohorts, feasibility, timeline
  - Transfer Cohort Bill
  - Fai: Transfer cohort attribute to look like FTICs preferably
    - Use BOG specifications
    - Focus on AA Transfers to begin with



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- We can use IPEDS OM Transfer definition
  - Create Transfer Cohorts by this Fall?
  - Make sure the Admissions coding is consistent
5. Cohort Questions:
- BOG was capturing for Summer starts home campus and not updating Fall campus change
  - RO working through to come up with a process for courses taken of students cancelled for financial reason in enrollments
  - Ask in SUDS Workshop about Provisional Admits enrolled and in cohort who then their Admission gets rescinded
  - Cohort identifier in Degree Works
    - Historical cohorts vs most recent
6. Send Lisa Landis the up to date correct Cohort attributes

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