

MSFT Committee Meeting Minutes
Monday, February 18th, 2019 — 8:00-9:00 AM
Provost's Conference Room BTW#2185

Meeting Objective: Review proposals for fiscal year 2019-2020 (FY19-20) projects.

Attendees: Laine Lyzak, Sean Kelly, Monica Tandel, Geydy Martinez, Jerry Garcia, Raul Perez

Staff Present: Jacky Connell, David Daniels, Kirk England

Guest: Ernesto Guerrero

I. New Business

A. Begin going through FY 19-20 MSFT proposals

- Meeting called to order at 8:07am;
- 19.07 – L. Lyzak recalled that Chemistry asks for MSFT support for student assistants every year; last year we made them aware that this is not our job to fund, we let them know that this year's committee we would take that into consideration; G. Martinez observed that there is a tutoring component; L. Lyzak replied that this is similar to BIO majors in tutoring that are funded by the Biology program; S. Kelly expressed overall concern about sending mixed messages in having students go to multiple locations to receive help; K. England added that we are currently evaluating on this model, possibly a centralized approach within the next year; L. Lyzak asked if Bio can fund out of its program, why can't Cham; VOTE: R. Perez moved to deny funding, S. Kelly seconded, All Opposed;
- 19.15 – S. Kelly discovered that Facilities has budget for furniture, why are we paying for it if they have budget; K. England clarified that this is for classroom space; can confirm that there is no centralized budget source for academic space; would like to present something more formal to the committee;
- 19.08 – J. Garcia reiterated that IT only does instructional spaces and labs, not funding for centers; committee discussed and agreed to move all computer related proposals to the end;
- 19.09 – G. Martinez observed that she hasn't seen a History tutor within writing support center, wondered if they could hire in more broad areas; S. Kelly recalled that WMC trains students in citations styles such as CMS; L. Lyzak observed that proposal

mentions that History faculty are providing training in addition;
VOTE – R. Perez moved to deny, S. Kelly seconded, All
Opposed;

- K. England asked if we are able to see proposals as grouped by type, i.e. grouped by tutors, furniture, computers, etc; D. Daniels replied that the only grouping currently is by the “M” “S” “F” or “T” major categories, but could add this extra detail; K. England relayed more details re furniture budget, in that Facilities has it for new buildings or “furnishing new or heavily remodeled spaces”;
- 19.10 – L. Lyzak observed that this proposal asks for a student assistant to monitor their social media account; asking for 51 weeks at \$12/hr, why do they need a person for 51 weeks out of the year (only 1 week off?); R. Perez observed that they’re saying that it’s cheaper than hiring a professional, but the model may be flawed if they will eventually need to hire more than one student to keep up with the growth of campus; S. Kelly added that you can spend a lot of time of social media, but how much time can you spend productively; supportive of the need, but we do have a lot of existing resources that are under-utilized; L. Lyzak felt that there isn’t enough to stay busy for 51 weeks out of the year; asked if committee wanted to vote now or wait, committee wanted to postpone this vote;

B. Invited Presentation: Ernesto Guerrero, Director of Advising

- E. Guerrero summarized that in our 19.06 proposal we’re asking to increase our peer advising budget; peer advisors meet one-on-one with students, primarily first year students, and they also handle all front desk inquiries, as they are on the front lines to help inform their service and also direct to other services (records, financial aid, etc); in addition, the peer advisors provide support to professional services in terms of outreach; they are trained in the CARR report and when to refer situations to a full time staff advisor; for example, students who are undeclared at 60 units, or do more major targeting; G. Martinez asked about hiring a counselor; Ernesto replied that this is the ultimate goal; L. Lyzak asked how many advisors, Ernesto recalled we have seven right now, but will go to six; R. Perez asked how many students they are able to see; Ernesto replied 700 students; focused on more proactive approaches, advising is a reactive discipline; discussion that there are six full time advisors; K. England asked what would be the timing if you were to receive the money; E. Guerrero replied that we could add someone in the Fall and could start the application process before then; we’re trying to expand to major targeting; each program provides who their faculty advisor is, we partner with them to help with major advising; this partnership is essential to outreach to students who say drop below a 2.0 in their major; six are currently funded, this ask would add 5 more or so; L. Lyzak asked are they working 20hrs a week; E. Guerrero replied most are, except for one of our Nursing students; G. Martinez asked how are they currently being funded; E. Guerrero replied we receive permanent funds; S. Kelly

asked if you are going more to a discipline based approach, how many could you dedicate to this purpose; E. Guerrero all of them, with additional peer advisors, then it makes it much more doable; K. England asked what happens if you don't get the funding or have to start and then stop; E. Guerrero replied that he is covering all bases, if I'm temporarily funded with MSFT, then that would help to make the case for permanent funding and to provide data to show what this support can really do; (discussion with E. Guerrero concludes);

- K. England brought up embedded peers, faculty are currently in that role; S. Kelly if the peer mentor is ultimately meant to replace the faculty member, that may be an issue, but it depends on how you structure it – the rote aspects of advising such as how to sign up for classes, etc., may be better suited for a peer advisor, then the faculty could advise on say where a student is going to grad school; K. England asked if this was funded at the institutional level, how would it affect our committee's decision today; S. Kelly the six year budget ask is for full time advisors, four more; K. England noted that it seems like the student role is much more impactful than the full time advisor role; S. Kelly asked what are the chances of the permanent money getting approved; K. England recalled that it has been placed as a high priority;

II. Other business and meeting adjournment

- Meeting adjourned at 9:01am.