# SEMCOM Minutes

Date | time 10/17/2024 9:10 AM|

Location : Library 311

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| |  |  | | --- | --- | | Meeting called by | Leslie Minor | | Note taker | Danielle Garza | |  |  | | Attendees Joe’ll Chaidez, Shelley Getty, Vicki Jacobi, David Mitchell, David Reynolds, Jaime Lopez, Tiffany Payne, Xiaohong Li, Lexi White, Elizabeth Hanel  Absent: Manny Campos, Cecilia Alvarado, Jonathan Farmer,  Please read/bring (nothing for today) |

## Agenda Items

Information/Discussion:

* Welcome

New members Lexi White and Elizabeth Hanel were welcomed and introductions were done.

* Approve Minutes

With a spelling correction noted, the minutes were approved.

* Complete Committee training

Leslie reviewed the SEM basics PDF as part of the committee training. This included going over resources for writing a SEM plan and the data needs. Leslie also briefly reviewed the work that occurred last year, and the timeline for finishing the SEMP.

* Review Annual student survey

The group reviewed the annual student survey results from 2023. The survey is announced in Canvas and faculty are encouraged to promote the survey to their students. Leslie said that the questions shouldn’t change too much from year to year so there is a comparison between surveys. The group did review the questions and responses, and Danielle and Leslie notated a few changes to a couple of questions. The 2024 survey will be sent out after the last group of courses start – sometime in November. It usually remains open for a couple of months.

## Other Information