Committee members introduced themselves and gave a brief description of why this committee was a good fit for them.

**Charge/assumptions**
The charge of the committee is to look at the student experience – looking for specific measurable actions. Starting with overarching statements with action items. It was agreed that this committee does not want to duplicate the efforts of other subcommittees. Classroom experience, curriculum and co-curricular areas were mentioned. Some discussion ensued regarding extra-curricular activities. Will need to clarify which areas the subcommittee is focusing on. It was suggested that reviewing the SEEC document would be helpful to committee members. Also it was noted that it might be helpful for the co-chairs to meet with other subcommittees. We want this to be a transparent process. The committee will be focusing on all levels of student experiences: UG, Grad and Post Doc.

**Timeline/Logistics**
The deadline to complete the report is February 26, 2016. The committee agreed to have one more meeting at the end of the fall semester after the 2nd open forum (Dec. 1, 2015), and then twice in January and twice in February. Mickelson will send out a WhenIsGood poll to find the best time for next week and another WhenIsGood poll to determine the regular, twice a month meetings after the first of the year.

Files available to the committee in CyBox were noted. Several of the reports are very useful and the committee was encouraged to review them.

**SWOT Exercise**
The committee members went through the SWOT analysis listing their perceived Strengths, Weaknesses, Opportunities and Threats. These will be reviewed and revisited at the next meeting after the committee members has had more time to look over the other documents in CyBox.

**Information that needs to be collected/reviewed:**
- Best practices in student support services (i.e., ratios)
- $s for student support service (ISU is very low; UNI is high)
  Analytics on course demand - particularly 300 and 400 level course to see where students may become bogged down to achieve their graduation goals.

Before the next meeting:
- Look at the CyBox documents and redo/ refining SWOT analysis (All committee members)
- Consult campus climate group about focus/areas of overlap (Rachel)
- Identify some documents that will help with the Grad and PostDoc review.