**Minutes - Student Success Committee Meeting – 11/07/24 1:00pm**

Present: Rebecca Penrose (CSUB), Ariana Varela (CSULA), Suzanne Maguire (SDSU), Meredith Eliassen (CSUSF), William Ortiz (CSUSB), Laura Wimbeley (CSUN), Samantha McClellan (Sacramento), Terry Lewis (Fresno), Carolyn Caffrey (CSUDH), Eric Hanson (CSUF)- chair

Absent:, Sally Romero (Pomona- sabbatical) , Sarah Dahlen (CSUMB), Jon Cornforth (CSUF), Kate Pham (East Bay)

1. Introductions: Name, Position, University.
2. Minutes from 9/20/24, approved (in the future I will use Robert’s Rules)
3. Old Business:
   1. *Audience-*

*COLD and thus SSC: Both individual CSU Libraries and the Chancellor’s Office, to tell the story of how libraries contribute to student success as part of COLD’s overall advocacy. This includes more specifically student outreach librarians, instruction librarians, and the COLD Executive team who will then carry the message.*

* 1. Charge of this committee – 
  2. *Need for COLD to appoint second Dean as Vice Chair/Chair Elect –* ***Still not addressed***

1. New Business:
   1. Goals for this year:
      1. Build and draw upon strengths across the system to share and create collaborations that support student success at a time of budget cuts
      2. Build relationships and connections across colleges and disciplines at each university to ensure all students and faculty are aware of library services and instruction. Encourage more co-curricular planning.
      3. Better present data relating library instruction to student success in specific disciplines or colleges.
   2. To-do:
      1. Gather best practices in outreach, liaison work, promoting services to faculty/instructors, department chairs, and deans to create **“handbook”** for new librarians or prompts to aid veteran librarians. Guidance on creating connections across campus and building relationships and support. Student participation in Library supporting success through peer-to-peer ambassadors might be included, participating in new faculty orientations. Could be a Professional Development session or a Canvas Course (Northridge has a document for use as a starting point)
      2. Create a list of data points that would demonstrate library’s connection to student success and instruction, use of library by specific disciplines and how much, percentage of total enrollment that we believe participate in library instruction, percentage of all classes on campus that utilize library instruction, etc. This common list will be shared through COLD and Deans to get assistance from Institutional Research. Data should show collaboration on student success. All data may be compiled to create an **“Annual Report” or “State of Instruction Supporting Student Success” for the entire system**.
      3. How might we relate all of this to success as career readiness as opposed to graduation? How do we aid Neurodivergent Students to succeed?
      4. Schedule next meeting through “doodle” survey
      5. Work can begin on GoogleDocs as we gather ideas and information to be used in next meeting.

**Next Steps:**

1. Create GoogleDoc for Data elements for use in next meeting
2. Create GoogleDoc for Best practices in creating connections, collaboration, and liaising with faculty and disciplines for use in next meeting