**Minutes - Student Success Committee Meeting – 12/04/24 10:00am**

Present: Rebecca Penrose (CSUB), Ariana Varela (CSULA), Meredith Eliassen (CSUSF), William Ortiz (CSUSB), Laura Wimbeley (CSUN), Samantha McClellan (Sacramento), Carolyn Caffrey (CSUDH), Jon Cornforth (CSUF), Kate Pham (East Bay), Sarah Dahlen (CSUMB), Eric Hanson (CSUF)- chair

Absent: Sally Romero (Pomona- sabbatical), Suzanne Maguire (SDSU),

1. Introductions of new member Kate
2. Minutes from 11/07/24, approved
3. Old Business:
	1. *Work plan has been started through the Google Docs gathering data points and best practices. The Plan will build off of the Goals set forward in the 11/07 minutes.*
	2. *No Vice-Chair can be named due to current requirement that they be a Dean*
4. New Business: Discussed the below collaborative documents and need to filter down both documents to the essentials we wish to compile.
	1. Data Elements - <https://docs.google.com/document/d/1jtdW8dsaAFacQtJqVS6VIsz0xQp6p9RYT5iCgpeRQa8/edit?usp=sharing>
	2. Best Practices - [https://docs.google.com/document/d/1FsdJjDix6bI\_cNvNfhwxUMSj\_ece6AWplH5Q94CVApU/edit?usp=sharingData Elements](https://docs.google.com/document/d/1FsdJjDix6bI_cNvNfhwxUMSj_ece6AWplH5Q94CVApU/edit?usp=sharingData%20Elements)
5. Next Steps:
	1. Draft the Work Plan with Goals and Tasks for consideration.
	2. Narrow the scope of data to be gathered.
	3. Determine best format for presenting “Best Practices” for collaboration in serving students

This meeting was cut short due to urgent meeting with the chair’s provost and only reflects a 30 minute meeting.