

**University of Louisiana at Lafayette
SEI Committee
Meeting Minutes – April 24, 2018**

Chair: Nancy Autin

Members not present: Praveen Das, Robert McKinney

AGENDA ITEMS	DISCUSSION	PLAN/ACTION
Call to order	The meeting convened, initiated by Dr. Autin	Dr. Autin to report minutes to Faculty Senate
Minutes	Debra Broussard was assigned to record meeting minutes Previous SEI Committee minutes were approved	
Committee Topics	<ul style="list-style-type: none"> ❖ Welcome: Introductions were conducted ❖ Nancy discussed visit with Provost Candidate and how positive he was about SEI ❖ Everyone agreed that one meeting a semester is appropriate ❖ Reviewed committee member list ❖ Discussed Fall 2017 response rates ❖ Discussed process of sending deans mid-point response rates ❖ Discussed Dashboard (faculty having issues viewing response rates) ❖ Follow up with IT concerning email over quota. ❖ Jennifer Hamilton from library – updates on peer institutions ❖ Merit raise related to SEI ❖ UNIV 100 – should taking surveys be a part of this curriculum 	<p>No action required</p> <p>No action required</p> <p>No further action required</p> <p>No action required</p> <p>No action required</p> <p>Plans to implement by next academic year</p> <p>Troubleshooting dashboard access/viewing</p> <p>Continuous dialogue with IT to resolve this issue</p> <p>Continuous meetings between Jennifer and Dr. Autin to work out final details</p> <p>Continue discussions in November meeting</p> <p>Continue discussion in November meeting</p>
Adjournment	❖ Meeting adjourned at 2:07pm	