

AQIP Student Mentoring Committee

Meeting Notes

Project Charge: *The Student Mentoring project will explore, study, and recommend the design of a mentoring program scaled to serve all MCC students and involving the entire campus community.*

Goal Statement: *To increase credit attainment, retention and completion rates by providing guidance to our students to enhance their college experience and achieve their educational goals.*

...To Guide, Lead and Encourage

October 26, 2017

Location:

CM 1002

Time:

3:00 pm – 4:30 pm

Chair: Ronda Brinch

Note Taker: Amanda Burleson

Liaisons: Aaron Gulyas, Michelle Glenn

In Attendance: Ronda Brinch, Joi Callahan, Michelle Glenn, Andretta Newton, Lauren Ruffin, Amanda Burleson.

Absent: Janette Cartagena, Aaron Gulyas, Nancy Metcalf, Jennie Welliver, Theron Williams, Amy Witham

Agenda:

1. Continue drafting Project Charter
 - II. Opportunity
 - b. How will affected groups benefit?
 - III. Goal Statement
 - IV. Scope
 - a. How will you define the current situation?
 - b. How will you analyze the current situation?
2. Next Meeting: **November 9, 2017**

Notes:

1. The team collaboratively answered the Project Charter questions II(b) – IV(b)
 - II. Opportunity
 - b. How will affected groups benefit?
 - III. Goal Statement
 - IV. Scope
 - a. How will you define the current situation?
 - b. How will you analyze the current situation?

Agenda for next meeting:

1. Continue drafting charter document:
 - a. Scope IV (c)
 - b. Constraints V
 - c. Assumptions VI
 - d. Key Stakeholders VII