

**Welcome Week 2008
Advisory Committee
12/19/07 Notes**

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Committee Members in Attendance: Laura Coffin Koch, Beth Lingren Clark, Bill Ganzlin, Katie Granholm, Sally Lieberman, LeeAnn Melin, Ann Pineles, Jenny Porter, Jerry Rinehart, Susan Stubblefield, Meaghan Thul, Maggie Towle, Patrick Troup, Jean Underwood, Linda Millington, James Liberman

Committee Updates:

- Welcome Week website
 - 53 applications so far
 - New video talking about Welcome Week
 - Nominate someone to be a Welcome Week Leader
 - Apply online
 - Follow-up email for students who were nominated (reminder to apply)
 - Program proposal – Five ways to participate: Facility/staffing, entertainment, interest session, side trip, service project
 - Priority deadline February 1st
 - How to make program proposal page available (notify those it may interest)
 - Volunteer- separate proposal (i.e. move-in, convocation, etc.)
- Convocation
 - 5:30 start time
 - Meeting at Mariucci in January
 - Parents- FAQs
- Communication/Marketing
 - Welcome Week website updates
 - Ann Freeman- communications plan (timeline)
 - Messages about attending earlier orientation date (400 students attended orientation in August, this number should be smaller)
 - OFYP- part of college info fairs or presentations
- Commuter Student Programs
 - Did not have a meeting
 - Sent letter to local landlords
 - Next meeting- early January
- Entertainment/Side Trips/Community Service
 - Organizations to sponsor side trips
 - Hosting service portion/options- working with CCLC
 - Colleges endorsing certain side trips (i.e. CFANS- river clean-up)
 - Meet again in March/April
- Evaluation & Assessment
 - Welcome Week goals subcategorized- started with development outcomes
 - Meeting at end of December to map out these items (goal mapping) based on schedule
 - Learning outcomes- second process later date
 - Colleges assessing students- email Beth the surveys
- Finance/Budget/Sponsorships

- Identifying funding- student affairs directors
- Fee- still no more than \$300
- Working with housing on separate fees for other groups (Athletics and band)
- Academic and Corporate Relations Center- Grid for items that need sponsorship, target large corporations (sent email) for large sponsorship items (holding back until we know more about cost)
- Working with Admissions to pre-identify students who need scholarships?
- Colleges offering scholarships?
- Hoping to get fee solidified by February
- Logistics/RNC
 - Turned in classroom and space requests
 - Met 11/28/07
 - McNamara released hold
 - Pros and cons of move-in
 - State Fair logistics
 - Meeting with Parking and Transportation Services about connector, commuters, Metro Transit
- Student Advisory Board
 - Eight students at last meeting
 - Conduct messages meeting- set up current student committee to discuss current conduct and behaviors (Welcome Week Leaders?)
 - Expectations- start these messages at orientation (or in Gopher Guide)
- Student Leader Training
 - Met in December- discussing recruitment in residence halls
 - Workshops
 - Background checks (i.e. residence hall behavior)
 - Walk-in counseling place during Welcome Week
 - Track retention of Welcome Week Leaders (pre/mid/post outcomes test)
 - Roles of leaders- discuss student concerns about time commitment
 - Facebook recruitment? Formal and informal groups focusing on U of M leadership (with correct information rather than student postings with wrong information)
 - More portal interaction
- Transitioning Student to College
 - New schedule
 - Friday updates
 - Student job fair logistics
 - Employer etiquette (i.e. HRSS website response time for students who apply)
 - Put “job guarantee” on portal instead of postcard
 - Friday
 - Rotation schedule
 - Commuter students
 - Saturday
 - Community day- proposal link to offer side trip options
 - Opening to service options
 - Working with Rec Sports about intramurals
 - Business “trick or treat” (for businesses that can’t make fair in Mariucci)

- Feedback- Students should sit together at football game with matching t-shirts (good for sponsors), organization fair from 2-5 (works with both 11am and 7pm game time), food at org. fair, advertise free stuff, buses to org. fair, Hormel-possible sponsor for hot dog at football game
- 300-500 returning students on Saturday- have lanyards or bracelets for first-year students to distinguish them from other students (restricting access to some events)
- Sunday
 - List of things for students to do (i.e. service projects)
 - Labor Day weekend
 - Welcome Week portal- students can pick which events they want to attend, build mechanisms that allow students to change their minds
 - Community receptions feedback (7-9:30)- Funding, commuter/non-traditional students, area for each residence hall for students to return to, offer dessert (ice cream social)
 - Student energy (more possibilities for Sunday night)- allow for time to finish setting up room (instead of community receptions), low-key social activities (board games, movies), residence hall floor meeting, access one screen at local movie theater
 - Think about other Sunday night possibilities
 - Commuter expectations for Sunday night