Points of discussion:

- GST 600 sessions should be the first eight weeks of the fall semester.
- An OIT/Banner session should be added.
- The committee should consider hosting a breakfast session and having OIT do a demonstration.
- The order of the sessions should be changed. See below:
  - OIT/Banner
  - Library
  - Advisement
  - Writing on Campus
  - Tenure/Promotion
  - Service Learning
  - Merit Pay
  - Tour (as a bonus)
- GST 600 registration should continue to be held during an introductory luncheon before the fall semester begins.
- The committee needs to revise summer deadlines in order to get mailings out sooner.
- New hires should be directed to the SEC web site for additional information. The Web site address should always go out on all materials.
- The committee should create a “packet” of material to send to new hires.

This was the last SEC meeting of the fall semester.