# UW-Oshkosh Draft Kickoff & Discovery Agenda

**September 15-16, 2015**

## Tuesday, September 15

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Goals</th>
<th>Attendees</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 AM – 9:30 AM</td>
<td>Program Leadership Welcome</td>
<td>Program leadership review of the agenda, discussion of primary objectives, and review of expectations</td>
<td>▪ Program Leadership Team</td>
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<td>9:30 AM – 9:45 AM</td>
<td>Break</td>
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<td>9:45 AM – 11:00 AM</td>
<td>Overview of SSC Campus and Platform Demonstration – Academic Leadership</td>
<td>Introduce SSC Campus to key staff stakeholders, share research on student success and perform brief demonstration</td>
<td>▪ Introduction from Chancellor Leavitt ▪ Program Leadership Team ▪ Associate Deans, Deans, Department Chairs</td>
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<tr>
<td>11:00 AM – 12:15 PM</td>
<td>Overview of SSC Campus and Platform Demonstration – End Users</td>
<td>Introduce SSC Campus to key staff stakeholders, share research on student success and perform brief demonstration</td>
<td>▪ Introduction from Chancellor Leavitt ▪ Program Leadership Team ▪ Professional and some faculty advisors ▪ Other interested campus community members</td>
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<td>12:15 PM – 1:15 PM</td>
<td>Break for Lunch</td>
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<td>1:15 PM – 2:15 PM</td>
<td>Technology and Workflow Audit - Advising</td>
<td>Review Needs Assessment; Discuss key advising processes, how various technologies are leveraged, and what functionality may be underutilized</td>
<td>▪ Program Leadership Team ▪ Advising Leads</td>
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<td>2:15 PM – 2:30 PM</td>
<td>Break</td>
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<tr>
<td>2:30 PM – 3:30 PM</td>
<td>Technology and Workflow Audit - Tutoring</td>
<td>Review Needs Assessment; Discuss key tutoring processes, how various technologies are leveraged, and what functionality may be underutilized</td>
<td>▪ Program Leadership Team ▪ Tutor Leads</td>
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**Wednesday, September 16**

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| 9:00 AM – 10:00 AM | **Technology and Workflow Audit – Athletics/Other Departments**         | Discuss key advising/tutoring processes, how various technologies are leveraged, and what functionality may be underutilized          | • Program Leadership Team  
• Athletics Representative  
• Other representatives                         |          |
| 10:00 AM – 10:15 AM | Break                                                                   |                                                                                                                                        |                                                                                                        |          |
| 10:15 AM – 11:15 AM | **Functionality & Permissions**                                          | Review options for phasing in functionality; Discuss desired user roles and permissions  
Discuss and decide on key data elements                                                    | • Program Leadership Team  
• Technical team                                              |          |
| 11:15 AM – 12:30 PM | **Building Your Support Team**                                           | Introduce four key areas for user support, and outline team roles and timelines  
Wrap-up onsite, discuss outstanding issues, and review next steps                                      | • Program Leadership Team                                           |          |
|                 | **Debrief and Discussion of Next Steps**                                 |                                                                                                                                        |                                                                                                        |          |
**Planning Guidance**

**Suggested Participants and Room Requirements for Each Session**

**Program Leadership Welcome**
- Program Leadership Team
- Projection, Internet Access

**Overview of the Student Success Collaborative Campus and Demonstration**
- Program Leadership Team, Interested Programs on Campus: Deans/Associate Deans, Advisors, Tutors, Institutional Research, Athletics, Student Services, including anyone attending any breakout sessions
- Projection, Internet Access

**Technology & Workflow Audit Sessions**
- Program Leadership Team and Advising/Tutoring/Student Services Leads who can speak to current practices and considerations for use of technology
- Projection, Internet Access, whatever is needed to display technologies as needed

**Configurable Data Session**
- Program Leadership Team; Technical Team

**Functionality & Permissions; Building Your Support Team**
- Program Leadership Team

**Debrief and Discussion of Next Steps**
- Program Leadership Team

**Additional Considerations**

**Room Configuration**
Except in the case of very large groups, we prefer conference-style rooms where everyone is able to face one another.

**Parking**
Please let us know the best location to park in proximity to the buildings in which meetings will be held. Please also tell us where or from whom we should retrieve any necessary parking passes.