GPS STAR Working Group Meeting Notes
March 17, 2016 12-1pm

In attendance: Lisa Amaral, Chelsea Kay-Wong, Comfort Sumida, Shelby Wong, Misaki Takabayashi, Susan Brown, Winnie Tatsuda

1. Updates on GPS STAR implementation efforts
   a. Instructional video recording
      Chelsea, Dolly, Shelby, and Misaki met with Matt Baldwin from IT to plan the video recording but could not execute because the most recent update on Banner introduced a bug that prevented completion of registration in the new STAR. Waiting on resolution, hopefully in a few days, and we can do the recording with Malia Callo next week.

      IMPORTANT NOTE: please everyone review the script for videos #1 (sent as a separate doc) and send suggested edits as tracked changes to Chelsea before next Monday). We will also ‘test-drive’ video #2 and send our feedback to Chelsea.

   b. Written instructions
      Chelsea began a draft, but the same Banner bug prevented her to capture screen shots for the step. She will complete the draft and circulated around the Working Group by April 2nd (she is away all next week) for feedback.

   c. Communication with non-CAS colleges
      Chelsea will have a training session with CoBE and CAFNRM in second week of April. KHUOK has not responded, we will wait on Pharmacy since the new STAR will not affect graduate students yet.

   d. University 101
      Effectiveness and best format of UNI101 are still under discussion. GPS STAR working group will wait for outcomes of that discussion before considering how to include it in the maps.

   e. Others

2. Posting Meeting notes from GPS STAR Working Group meetings
   VCAA has requested that we share more information on GPS STAR and progress of GPS STAR working group. Working group is okay with its meeting notes being posted online after everyone approves it. Shelby will send us a web page so we can see what GPS STAR info is included in it.

3. Next meeting agenda
   Please send Misaki agenda items for next meeting.
All future meetings in SSC ground floor meeting room
March 24\textsuperscript{th} (Chelsea away; if video recording does not happen, we can cancel this meeting)
March 31\textsuperscript{st} (Misaki unable to attend)