EAB NAVIGATE PROCESS TEAM (FORMALLY STUDENT SUCCESS COLLABORATIVE (EAB SSC) LEADERSHIP TEAM)

Purpose:
Ensures a seamless rollout and transition to the Navigate (formally EAB SSC) platform by providing support and communication to faculty, staff, and departments across campus to support and advance their student success strategies and initiatives.

Charge:
- Develop processes and procedures to support campus – including faculty, staff, and students – on the ongoing utilization of the platform
- Develop the infrastructure for ongoing IT support and maintenance
- Communicate with and gather feedback from constituents across campus about the utilization and use of the platform

Membership Guidelines:
Members of the Navigate Process Team are nominated by their Dean or Vice President.

Membership Appointment:
Appointments are made by the Vice President for Enrollment and Degree Management.

Membership Terms: Ongoing

Frequency of Meetings: Typically every month (accept summer months because of New Student Registration)

Expected Lifespan: Ongoing

Reporting Requirements:
The Navigate Process Team reports to the Vice President for Enrollment and Degree Management.

Operating Procedures:
The Navigate Process Team establishes planning, training, initiatives, and recommendations around the rollout and use of the platform. The decisions are approved by census and forwarded to the Vice President for Enrollment and Degree Management, who consults with the Provost and Executive Vice President for Academic Affairs for vetting and decision making.

Relationship to Other Committees:
An internal Navigate Support Team helps align trainings, processes and procedures around IT logistics, database management, and IT infrastructure and support. A group of advisors serve as Train the Trainers, who are the primary liaisons to faculty and staff for training and professional development.

Typical Date of Membership Turnover: Turnover is rare.

Responsible Office:
Office of the Vice President for Enrollment and Degree Management.

Administrative Contact Name & Position:
Ryan Padgett, Assistant Vice President for Enrollment and Student Success (day-to-day operations and use of platform) (padgettr1@nku.edu) X1561

Website: https://inside.nku.edu/ssc.html

Membership Roster (2019-20)
- Ryan Padgett – Assistant Vice President, Enrollment and Student Success
- Amy Racke – Assistant Dean, CAS
- Kyle Martin – Business Systems Analyst, IT/BW
- Frank Robinson – Director, Norse Advising
- Mike Irvin – Advisor, Norse Advising
- Megan LaDow – Coordinator, Norse Advising
- Lynn Crane – Advisor, Norse Advising
- Rebecca Hamm – Director, COI Advising Center
- Kara Thompson – Assistant Director, COI Advising Center
- Joetta Browning – Academic Success Coordinator, Learning PLUS