**Degree Map Guidance for
Purdue University West Lafayette Academic and Faculty Advisors**

This document was developed by Purdue University-West Lafayette Academic Advisors, the Director of University Undergraduate Advising, and the Office of the Registrar for use on the Purdue University West Lafayette campus. It will provide information for Purdue University faculty, staff and students on the recently enacted House Enrollment Act (HEA) 1348-2013.

Goals of HEA 1348-2013:

1. Improve graduation rates
2. Provide a clear path for students to graduate on time by requiring a *Degree Map*
3. Set standards so that state financial aid recipients graduate on time
4. Support course availability, allowing on-time graduation

This act requires that public colleges/universities provide a degree map to all new first-time, full-time students**.** HEA 1348-2013 is effective beginning the fall of 2014. For Purdue-West Lafayette (PWL) the terminology “plan of study” is interchangeable with the term “degree map.” The term degree map refers to the concept as embodied in the legislation. Plans of study also refer to the eight-semester grids used in advising offices or the standard plans of study available electronically on websites and on the Plans tab in myPurduePlan. These allow students to customize their degree progress. All these formats are designed to provide a *clear path to on-time completion* for students.

Purdue University is in compliance with HEA 1348-2013 and provides a standard eight-semester on-time degree map to all new first-time, full-time undergraduate degree seeking students who enter Fall 2014 or later. A student’s standard map will be pre-loaded by the Office of the Registrar prior to the beginning of a student’s first semester.

Students not selecting a major will be provided with a 30 credit hour degree map based on Purdue University’s core curriculum. Upon selecting a major, students will receive the appropriate degree map and it will then be loaded by the Office of the Registrar into the Plans tab of myPurduePlan.

While the Commission does not dictate what technology shall be implemented by an institution to produce a degree map, it does expect that institutions utilize existing degree audit software and related interactive scheduling software when available. Because Purdue-West Lafayette has already adopted a degree audit software platform and an interactive class scheduling software platform, we are obligated to continue to develop and utilize these technologies to the best of our ability. Advisors can choose to use paper plans of study, but in doing so, it must be in addition to using the myPurduePlan.

**Resources**:

In order to provide guidelines for those who will be working directly with this new state law, the Indiana Commission for Higher Education has published the following set of resources:

Degree Map Guidance for Indiana’s Public Colleges and Universities (HEA 1348-2013)

[www.in.gov/che/files/Degree\_Map\_Guidance\_for\_Indiana\_Public\_Colleges\_and\_Universities.pdf](http://www.in.gov/che/files/Degree_Map_Guidance_for_Indiana_Public_Colleges_and_Universities.pdf)

[www.in.gov/che/files/Degree\_Maps\_101.pdf](http://www.in.gov/che/files/Degree_Maps_101.pdf)

[www.in.gov/legislative/bills/2013/HE/HE1348.1.html](http://www.in.gov/legislative/bills/2013/HE/HE1348.1.html).

 ***Italicized text is taken directly from HEA 1348-2013***

**In this document:**[**PWL definitions according to HEA 1348-2013**](#_Terms_in_accordance)[**PWL definitions of HEA 1348-2013 as related to myPurduePlan**](#_Purdue_University-West_Lafayette’s)[**Using Degree Maps to Guide Student Success at PWL**](#_Using_Degree_Maps)[**Frequently Asked Questions**](#_Frequently_Asked_Questions_1)

**Purdue University’s Definitions for HEA 1348-2013**Terms in accordance with Indiana State Law HEA 1348-2013

**15 to Finish**

15 to Finish is a statewide campaign that encourages Indiana college students to complete 15 credits per semester. This campaign is sponsored by the Indiana Commission for Higher Education with support from the state's public colleges and universities.

**30/60/90**

For students receiving Indiana state financial aid a benchmark of 30 credits must be completed by the end of the first academic year, 60 credits by the end of the second academic year and 90 by the end of the third academic year in order for aid to continue to be awarded (see definition of academic year).

**Degree Map**

According to HEA 1348-2013 a *Degree Map refers to a student reference developed by a state educational institution under guidelines developed by the commission under IC 21-12-14-1 that provides an academic term by academic term sequence of course options that will allow a full-time student to complete:*

 *(1) a baccalaureate degree within four (4) academic years; or*

 *(2) an associate degree within two (2) academic years;*

*in the student's intended field of study. The reference must specify the expected date that the student will earn a baccalaureate degree or an associate degree and the academic requirements that a student should complete each academic year to timely earn a degree.*

**Standard Degree Map**This is a template created for each major located in the “Plans” tab of myPurduePlan. The standard degree map is automatically loaded for each student by the Office of the Registrar prior to the student’s matriculation.

**Customized Degree Map**

This is the eight-semester plan wherein a student has modified the standard degree map to accommodate their current course progression to meet their specific degree requirements.

**Extended Degree Map**

This is when a customized degree map goes beyond four years or eight semesters. Additional semesters can be added by the student or the advisor to the customized degree map.

**Up-to-date Degree Map**

Students will use the Student Educational Planner (SEP) tool in myPurduePlan to update and maintain the most accurate degree map.

**Free Course Guarantee**According to HEA 1348-2013 institutions will be required to provide, at no cost to the student, any course on a student’s Degree Map in which the student cannot enroll after exhausting many efforts as specified in the legislation (see Free Course Guarantee document for more specific requirements).

**Initial Time Ticket *(Priority Registration/Typical Registration - HEA 1348-2013 term)***

This is the week during a student’s classification registration time ticket. This is also the only time when the *Free Course Guarantee* is available for students.

**Open Registration (*Late Registration – HEA 1348-2013 term*)**

This is the time period after the Initial Time Ticket and registration is open to all Purdue students, the *Free Course Guarantee* does not apply during this time.

**Milestone/ Critical Course**

At Purdue University a Critical Course is equivalent to a Milestone course. A Critical Course is a course foundational to the respective degree objective and deemed critical to further success in that degree objective. For example: prospective nursing students should know that they are expected to be proficient in courses like biology in order to be successful. These would be identified within myPurduePlan as Critical Courses for each degree program. Critical Courses are those that a student must be able to pass to persist and succeed in a particular major. Advisors should engage students unable to successfully complete these courses and provide guidance on the majors that may be more consistent with the student’s goals, interests, and strengths.

**On-Time Completion/Expected on-time graduation date**

At Purdue University this is considered to be four years after a student has matriculated to the University.

### Purdue University-West Lafayette’s Terms Related to Degree Map

**DegreeWorks**This is the electronic tool that Purdue University will be using to track degree progress and meet compliance with the degree map legislation. Advisors will use the “Worksheet” and “Plans” tabs to track degree progress. The Purdue name for DegreeWorks is myPurduePlan.

**myPurduePlan**

This is the name for the electronic tool (DegreeWorks) that tracks a student’s degree requirements and houses various functions, such as a worksheet (audit), notes, plans, exceptions (advisors only) and GPA calculator.

**For more information on using the myPurduePlan:** [**http://www.purdue.edu/registrar/myPurduePlan/**](http://www.purdue.edu/registrar/myPurduePlan/)

**Active Plan**

This is a semester-by-semester plan that a student intends to take. This listing of classes/plan is for registration purposes. A student may only have one active plan at a given time (Also see Customized Degree Map).

**Locked Plan**

This is any plan/degree map that cannot be changed or edited.

**Off-Plan**

A student is “off-plan” when they choose to take a course that is not a degree requirement and is not previously listed on their degree map.

**Off-Track**

A student is “off-track” when they do not successfully complete one or more courses listed in their degree map and is a degree requirement.

**Choice**

This is a list of 10 or fewer courses or range of courses that will satisfy specific degree requirements.

**Placeholder**

This is a requirement that cannot be categorized under the other available types and has a list of classes greater than 10.

Example: University Core – Quantitative Reasoning 3 credits

**Non-course Requirement**

This is an academic requirement (not a course) that satisfies a degree requirement.

 Example: AT01 – Globalization meets a requirement for BS in Aviation Technology

**Inactive Plan**

This is a semester-by-semester plan that a student is no longer intending to pursue. A student can have multiple inactive plans.

**Catalog Term**

This is the term in which the student matriculated to Purdue University or began their chosen major/ degree requirements, depending on the policies of the particular academic unit.

**Starting Term**For students that begin in the fall semester, select that term. For students that begin in the spring semester, select the previous fall term. For students that begin in the summer semester, select the following fall term.

**Academic Year**

An academic year is considered the fall, spring and summer terms. Example – Fall 2014, Spring 2015 and Summer 2015 semesters make up an academic year.

**Student Educational Planner - SEP (Degree Map)**

The SEP is the registration planning tool that students and advisors can use to create long range academic plans and goals, also known as the “Plans” tab in myPurduePlan.

**“What if” Function (Plans Tab)**The “what if” function is available on the “Plans” tab when you are in the edit view. This function allows students to plan for changing their major, minor, or concentration by showing the remaining requirements for that major, minor or concentration in the form of a

Worksheet, which also displays the “planned” courses.

**Worksheet**The “Worksheet” tab in myPurduePlan is a review/audit of past and current coursework that provides information on completed and outstanding requirements necessary to fulfill degree/major/minor/concentration requirements.

**“What if” Function (Worksheets Tab)**The “what if” function available on the “Worksheets” tab allows students to plan for changing their major, minor or concentration by showing the remaining requirements for that major, minor or concentration in the form of a Worksheet.

**Audit**

Audit is synonymous with “Worksheet”. It is also a button on the “Plans” tab. Audit aligns the plan against the degree/major/minor/concentration in which a student is currently enrolled.

The audit is separated into blocks based on degree, major, University core, and concentration requirements. Classes taken or currently in-progress are used to fulfill the block. Completed classes are indicated by a checkmark, while in-progress courses are indicated by a blue box with a white tilde. Any outstanding requirements will have an open red box beside them.

## Using Degree Maps to Guide Student Success at Purdue University (PWL)

**1**. **Give every student a standard degree map at orientation and registration.**

Standard degree maps (plans of study) are provided by academic units and are pre-loaded under the “Plans” tab in myPurduePlan according to the catalog term and major requirements for all active undergraduate programs at Purdue University. These plans are widely available on websites, at recruiting events, in advising offices, and at orientation programs.

**2**. **Students can use a standard degree map to create a customized plan**.

Students may customize a plan of study to best stay on track for graduation. This is best done in consultation with an academic or faculty advisor.

It is the responsibility of the student to ensure the University has received incoming external credits (e.g., AP, dual credit, transfer, etc.) for evaluation in a timely manner.

**3**. **Reviewing and updating the student’s plan is integrated each semester into the academic advising session and the student’s registration processes.**

Before meeting with their advisor, each student will update their customized plan and review their degree audit worksheet. When meeting with their advisor, each student should be prepared to review the plan. This consultation with the student’s advisor will help determine if the plan is accurate and up-to-date and if the student is on track.

**Suggested Registration Process – Best Practice for PWL**

1. Advisors or advising offices will send an email to all incoming fall 2014 students in September/October (see attached suggested email template). The email will briefly introduce [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) and detail the registration appointment process and expectations for your unit. The email will contain links to the [Registrar FAQ website](http://www.purdue.edu/registrar/myPurduePlan/Student%20FAQs.html) where tutorials on using [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) and creating plans are available. Advising offices may also contact The Registrar’s Office for assistance in making classroom and group presentations on utilizing the tool.

2. Prior to their Registration appointment, students are expected to create a customized plan by updating/altering the pre-loaded standardized plan based on their catalog term. “Choice” and “Placeholders” should be identified for at least one semester beyond the current term. The email indicates that the plans are to be customized/individualized before the student meets with their advisor for registration.

3. Students meet with their advisors to discuss registration and to review their (audit) worksheet and customized/individualized plan.

a. Advisor discusses the worksheet and plan with student.

b. The plan and course selections/options for registration are either approved as isor revisions are recommended.

c.  Advisor documents the approved/recommended coursework based on the University’s protocol which is to utilize the “Notes” tab in myPurduePlan. Some colleges may have additional practices which include hard copy folder notes and/or Form 23A).

d. Students are reminded to make updates to their customized/individualized plan as needed.

4. Students register for agreed upon courses during their designated time ticket and update plan(s) if necessary.

5. A follow up email (see attached suggested email template) is sent to ***first-time/full-time*** students admitted fall 2014 following the last day to drop courses. The email will remind students to update their customized/individualized plan, if needed, to match their current registration and run an audit as a check for accuracy. If the audit is not successful, students should review and correct their plan. Students may meet with their advisor for assistance, if needed.

**Suggested Student Email regarding Registration/Plans**

Subject Line: Spring 2015 Course Registration Information (high priority)

Dear Student,

Registration for Spring 2015 will begin on (specific college date listed here). Please carefully read and follow the directions below in preparation for your registration appointment.

1. Make an appointment to meet with your academic advisor (specific college procedures listed here).

2. Review your worksheet located in the Worksheet tab of your [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) and update your standardized plan of study located in the Plans tab of your [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) **prior to meeting with your advisor.**

a.  Purdue has provided all new incoming students with a plan of study designed to provide them “with a clear and direct path to on-time completion.” Students are required to customize/individualize their standard plan of study specifically identifying how and when they will complete course requirements. Plans are to be customized/individualized before you meet with your advisor – failure to have a customized/individualized plan may cause a delay in your registration.

b. Detailed information on how to use [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) including how to customize/individualize your plan can be found here: <http://www.purdue.edu/registrar/myPurduePlan/Student%20FAQs.html>.

c. If your provided plan no longer aligns with your academic goals and you wish to change your current major, please attend a [CODO meeting](http://www.purdue.edu/registrar/Students/CODOs.html) or meet with an advisor in your desired major to determine the recommended plan of study for your new academic goal. Upload the standard plan template for your new major and customize the plan as described above.

d. You may create and save multiple plans, but only one plan can be listed as “active.” Information regarding selecting plan templates can be found here: <http://www.purdue.edu/registrar/myPurduePlan/Student%20Select%20Template%20Plan.pdf>.

3. Discuss your worksheet and plan(s) with your advisor and determine spring course selections/options during your registration appointment.

4. Your advisor will approve your plan and course selections/options or make recommendations for updates.

5. Register for the classes you and your advisor have agreed upon during your registration time ticket. Your registration time ticket is located in [myPurdue](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) >>Academic Tab>> Registration Tools.

6. Confirm that the courses you registered for match the courses listed on your [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin). If the courses do not match, update your [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin) to match your registered courses.

**Suggested Student FOLLOW UP Email Template**

Subject Line: Spring 2015 Course Registration FOLLOW UP (high priority)

Dear Student,

As a reminder, once you have entered your spring 2015 course schedule during your registration Time Ticket you will need to update/customize your Plan of Study located in the Plans tab of your [myPurduePlan](https://wl.mypurdue.purdue.edu/cp/home/displaylogin). Your customized plan should match your current registration; once they do, you will run an audit as a check for accuracy. If the audit is not successful, you should review and correct the plan. If you need assistance, you may see your advisor or use these resources:

* Detailed information on how to customize/individualize your plan can be found here: <http://www.purdue.edu/registrar/myPurduePlan/>
* If your provided plan no longer aligns with your academic goals and you wish to change your current major, please attend a [CODO meeting](http://www.purdue.edu/registrar/Students/CODOs.html) or meet with an advisor in your desired major to determine the recommended plan of study for your new academic goal. Upload the standard plan template for your new major and customize the plan as above.
* You may create and save multiple plans, but only one plan can be listed as “active.” Information regarding selecting plan templates can be found here: <http://www.purdue.edu/registrar/myPurduePlan/Student%20Select%20Template%20Plan.pdf>.

**4**. **Plans are to be used to provide targeted advising for students.**

A student may go off their plan for reasons including but not limited to: failure of a critical course, transfer, change of major, academic probation, or failure to achieve Standard Academic Progress for Financial Aid. It is the student’s responsibility to update their plan in consultation with their faculty or academic advisor.

**5***.* **Guaranteeingcourse availability so students can finish on time.**

HEA 1348-2013 contains the following provision:

*“If a required course is not available for a student (whether it is full, offered only at the same time as another mapped class or is simply not offered), the student shall be provided a new customized degree map with appropriate academic alternatives, or the course shall be offered free of charge to the student in the next available semester. This applies to all new first-time, full-time associate and bachelor degree seeking students enrolling in the fall semester of 2014 or later. The guarantee applies to students that have complied with their degree maps.”*

To determine if a student is entitled to the “free course guarantee,” the University shall verify the following:

* The student has followed his or her degree map in each prior semester, meaning the student completed the prescribed courses or satisfied the prescribed electives in the semester they were mapped.
* The student is unable to register for a course mapped for the current semester because it is not offered, offered only at the same time as another mapped course, or is full.
	+ Note: The course is considered full only if all sections of the course are full, not just the student’s preferred time slot or modality. If an online version is available to the student, the course is considered available to that student, even if he or she prefers a different modality.
* Students are responsible for addressing all holds that could delay their registration and ensuring prerequisite course information has been fulfilled prior to the end of their Initial Time Ticket.
* There is no other course substitution available for the required course.
* For University Core Curriculum requirements with multiple options that meet degree requirements, all sections of eligible options must be full, not just the student’s preferred choice.
* The student attempted to register for the course during their classification time ticket.
	+ Note: Students who register during the open time ticket registration period are considered late registrants and are excluded from the free course guarantee.
* A revised degree map that incorporates the unavailable course in a future semester cannot be developed in consultation with the advisor without altering the graduation date.
* The student is within 150 percent of the standard time to complete the degree.

## Frequently Asked Questions

1. **Where do advisors record notes in myPurduePlan?**

The “Notes” tab in the myPurduePlan is a place where the advisor may add notes. Notes can be added but not deleted and may be viewed by students and advisors.

1. **Can we use the Degree Map/SEP for current students?**

Yes, but standard plans have only been built for plans of study beginning in the fall of 2013 or later.

1. **How can students be expected to make course choices before they know which courses are going to be offered and at what times?**

Students can select a course in which they are most likely to enroll. Otherwise, students can register and then go back to their plan to make updates. Every “Choice” and “Placeholder” requirement needs action by the student to determine the specific course they intend to take.

1. **How often should the Plan be updated?**

At a minimum, the plan should be updated by the student every semester before meeting with the academic advisor. Additionally, the plan should be updated when dropping/adding courses, after grades are posted each semester, or any other change that affects degree progress.

1. **What happens when a student wants to pursue a new major or different degree?**

The Office of the Registrar will populate a new plan when a student processes an official Change of Degree Objective (CODO). For situations where the student is changing majors within the same college, the advisor and student will inactivate the current plan and select a new active plan based upon the new major.

1. **How do we extend a plan?**

Extending a plan may be accomplished by:

1. Adding terms to an existing plan, or
2. Inactivating the current plan and selecting a new plan.
3. **What if a student has made a personal decision during their academic path that makes it unlikely for them to graduate on time?**

*In this situation it is permissible for an institution to create a customized ‘extended-time’ map. Circumstances that allow an extended-time map to be used include:*

1. *Students who change their majors within the same Interest Area after earning 60 credits.*
2. *Student who change their majors into a different Interest Area after earning 30 credits.*
3. *Students who fail to obtain entry into a competitive-admission major or school.*
4. *Students who are enrolled in Commission approved programs that exceed 60 or 120 credits.*
5. *Students who have declared double-majors or minors that extend their program requirements beyond 60 or 120 credits.*
6. *Students who transfer to another institution after earning 60 credit hours.*
7. *Students who shift academic focus or pathway as they transfer from a two-year institution to a four-year institution.*
8. *Students who are identified as needing more than six credits of developmental or remedial coursework. This coursework includes credit-bearing courses that a student is directed to take to prepare for a particular major that are not part of that major’s degree requirements* (not applicable at PWL).
9. *Students who are not meeting Satisfactory Academic Progress (SAP) or are not in good academic standing with the institution overall.*
10. *Students who fail to adhere to the degree map by not completing 30 credit hours toward graduation within two or four years’ worth of terms, even if the student does not enroll in consecutive terms.*
11. **What if a student has a dual major or a dual degree?**

If a student is pursuing multiple majors, the primary major is the standard degree map that will be loaded by the Office of the Registrar. It is then up to the student and advisors of both majors to work to develop the customized map that will ensure degree requirements for both majors will be met. It is possible at this point that an extended map will be necessary.

1. **To which students does the free course guarantee apply?**

The guarantee applies to students that have complied with their degree maps. If a course is not available for a student (whether it is full, offered only at the same time as another mapped class, or is simply not offered), the institution faces a choice: either it can provide a new map to the student, make every effort to find a course which will substitute for the required course so that the student is eligible to graduate, or provide the course free of charge to the student in the next available semester (See Free Course Guarantee document for more specific requirements).

1. **When do students pursue the free course guarantee**?

Any student who believes he or she qualifies for the free course guarantee should meet with his or her advisor during the student’s classification specific time-ticket to proactively reach a solution that would allow for on-time completion. Students must be in contact immediately with their advisor when a required course is not available.

Purdue will make every effort for students to have courses on a student’s plan available and will provide a revised plan should courses be full or not offered. In most cases the student’s advisor will work with the student to create a revised degree map. When a revised plan is not possible and a substitution cannot be made in consultation with the academic department a student may pursue the free course guarantee. This form will be available on-line and must have validation from the advisor that the student is eligible for the free course based on the criteria stated in the guidelines and that no alternative solution was possible. Requests submitted after their classification time-ticket has ended will not be considered.

1. **What are the student’s responsibilities?**
* Work with their advisor to develop a customized semester-by-semester plan for achieving their educational goals.
* Each semester, each student should review his/her plan for accuracy and to measure his/her progress toward graduation.
* Students are to address all holds that could delay registration and ensure prerequisite course information has been fulfilled.
* It is the responsibility of the student to ensure the University has been notified in a timely manner of incoming external credits (e.g., AP, dual credit, transfer).
* Students are to review information about the student’s degree program and career opportunities.
* Successfully complete no fewer than 15 credit hours per semester and/or 30 credit hours per academic year in order to graduate on-time.
* Be advised that the State law provides a course-scheduling guarantee to students if a course is on a student’s degree map.
* Students must register during their classification specific time ticket to be eligible for the course guarantee.
* Students must let the advisor know during their classification time ticket if they are unable to get into a required course.
* Students must earn grades sufficient enough to allow them to enroll in the next level of required courses, in order to not repeat courses, including critical courses.
* The student is ultimately responsible for knowing and completing all degree requirements.
1. **What are the advisor’s responsibilities?**
* Help students navigate the policies and procedures defined for their major and college.
* Provide academic advising during the initial enrollment period, during the Student Transition, Advising and Registration program (STAR), and before registration each subsequent semester to review course selections from the recommended four-year map provided by the academic unit.
* Refer students to on-campus resources when barriers to success (e.g., academic progress) have arisen for a student.
* Work with students to build their customized maps based on each student’s chosen major and standard map for that major.
* Assist students in finding appropriate substitutions when necessary.
* Assist students with modifications to their required coursework when the university makes changes out of the students’ control in courses, degree requirements and course schedules.
* Maintain an up-to-date degree map, making exceptions in consultation with faculty as necessary in myPurduePlan Student Educational Planner (SEP).
* Assist students with finding appropriate choices for general electives when necessary for their major.
* Determine how dual credit and AP credits will apply to their major, if applicable.
1. **What are the University’s responsibilities?**
* Provide semester-by-semester plans for completing a degree in four years that will be available on the academic units’ website, or found through the admissions website - [www.admissions.purdue.edu/majors/majors\_az.php](http://www.admissions.purdue.edu/majors/majors_az.php)
* Provide appropriate courses for the major to ensure that the degree can be completed during the four-year period.
* Providing access to academic advising throughout a student's time at the University.
* Provide advising to follow a four-year degree path for all students, regardless of whether they meet all requirements for the 15 to finish program.
* Provide tools, including but not limited to degree audit reporting (myPurduePlan), to enable the student to monitor his/her progress toward degree.
* Provide an opportunity for students to meet with an academic advisor each semester to evaluate their plan and ensure that they are on track to graduate within four years.
* Provide students with the opportunity to work with their advisor to address the issues that have stood in the way of their academic success in order to achieve degree completion.
* Provide the electronic degree map, myPurduePlan, which is the complete knowledge source for specific degree requirements.

**Degree Map Document Committee**

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