7 new full-time students  
3 from Michigan Tech (all from Africa, 2 Ghana, 1 Cameroon)

1 ESOL full-time UTEP instructor (from Ukraine)

Dean (UT Brownsville)  
Allison (Texas Tech)

2 part-time (EPCC instructor, HR employee)

**Orientation 🡪** usb with required paperwork, RWS contact list (AI, chairs, instructors, students, needs to be updated), outline/plan of program, main points? (what’s most important that they know coming in?), milestone agreement, core courses, elective, technical writing in addition to phd coursework, pitch Frontera Rhetorica student group,

2nd week orientation 🡪 about an hour,   
Mariska 🡪 food, reimbursement, etc. work with new RWS AI

go to last day of comp camp?

**RWS Back to School Function** 🡪 E-vite, email about e-vite, ask Dre about having it at the house, or find willing AI/professor, usually a Friday in September, food 🡪 we provide main course, request side dishes, ask for drinks (water, sodas, etc.), supplies left over in Vowell office, keep receipts, schedule around Minerpalooza,

Be available to students, orient themselves to UTEP & El Paso, build community with cohort, continually check in with them, schedule time with them,

**RWS Website 🡪** DNN training, update website, access for editing, ask Ana, remove students that graduate, put them on alumni list, update new to program, add photo and bio, ask for photo and bio, update application deadlines and requirements, 1/15 priority deadline, remove writing samples to AI on website,

**current students 🡪** create module for each student on website, delete one module with no format issue, organize alphabetically,

**2 spaces for alums 🡪** names, names and dissertation

update the map (ask Zach)

videos of student,

update coursework options/offered

outdated current student experience 🡪 alumni testimonial (Video, text with photo)

Todd, McNely,

Jenn Clifton working on bringing 2 people to bring in during the Fall semester,

Vowell office key request from Mariska

RWS Christmas Party (middle/end of November) location, food, etc.

Meet with Kate once a week

Maintain conference room sheet,

Projector and media car

John Fahey (sp?) IT/help desk college of Liberal Arts 🡪 contact him about computer, surplus computers, take computers free of charge, [jfahey@utep.edu](mailto:jfahey@utep.edu)