



## NSS Completion Team Member Responsibilities:

- Attend 3-4 times monthly completion team member (CTM) meetings for the length of the scope of work. Meetings may run between 2 - 3 hours
- Analyze student and other key institutional data
- Problem-solve and strategize about how to address challenges per the data
- Search research-based effective practices and/or promising practices from peer institutions
- Create plans of action that align practices with the challenges addressed
- Collaborate with key faculty and staff to ensure buy-in and institutional capacity
- Monitor implementation and outcome of practices
- Outside of team meetings, make best efforts to complete follow-up assignments
- Identify and support grant proposal writing
- Debrief previous team meetings, co-plan upcoming team meetings, and track progress of team meetings
- Soliciting feedback from departments and colleagues on assignments