



University Advising committee

Minutes

Date 10/07/2020 Start Time Adjourment Time Location SSC Conference
 Type of Meeting Regular Special

CHAIR	Barbara Michaelides
SECRETARY	Patti Pate
ATTENDEES	Barbara Michaelides, Patti Pate, Sara Webb, McKenzie Cramer, Mary Adams, Chris Michaelides, David Hare, Shannon Banks, Karen Arrant, Heather Kennedy, Paula Griswold, Susie Cox, Jessica Dolecheck, Michelle McEacharn, Pamela Saulsbury
ABSENT (EXCUSED)	Blair David, Scot Humes, Mary Elizabeth Bridges, Peggy Lane

Agenda

GENERAL ANNOUNCEMENTS	
DISCUSSION TOPICS	
<p>1. Registration Dates received from the Registrar’s Office were shared with committee members. They are as follows.</p> <p>2021 SPRING REGISTRATION SEQUENCE (Students must verify classification in Banner for registration term.) Special Groups and Military Veterans Tuesday, November 10, 6:00 a.m. Graduates and Professional Pharmacy Wednesday, November 11, 6:00 a.m. Seniors Thursday, November 12, 6:00 a.m. Juniors Monday, November 16, 6:00 a.m. Sophomores Tuesday, November 17, 6:00 a.m. Freshmen Wednesday, November 18, 6:00 a.m. All eligible students Thursday, Nov. 19 – Monday, January 4 Tuesday, January 5, ends at 3:30 p.m.</p> <p>2. Based on registration dates, the committee approve the official opening of advising as Monday Oct. 12.</p> <p>a. Communication Flow – chair will email all employees and student with these dates. Dates will be posted to front page of FlightPath.</p> <p>b. Virtual and F2F Advising Advisors across campus should be reminded that advising delivery method is of their choosing: email, video chat, or telephone. Confirmation of classes advised can be through an email response from the students.</p> <p>There was discussion of Method of Delivery for spring classes and the confusion that this causes students. Chair will send bullets to students reminding them to look for these things when scheduling.</p> <p>An example was given of a program that explained delivery methods of courses on Moodle so students could access this when creating a schedule. A suggestion was made that each College provide a link to a list of classes and their Methods of Delivery for students to refer to when selecting classes. Associate Deans will discuss this with their colleges.</p> <p>c. Last spring the institution decided to return advising holds to all undergraduate students. This was tabled due to</p>	

COVID. At this time all undergraduate students will have advising holds.

-Colleges will be responsible for clearing advising holds

-SSC advisors will advise and clear FTF holds

d. Overrides

-Programs will look at Banner and check co-req's, restrictions, etc.

3. Advising list – Members were reminded that TALON advisees are turned over to faculty advisors after the 14th class day. This has already been sent for the Fall 2019 cohort. Advisor names should be recorded in Banner.

4. Developmental Math and English LDCC – Dr. Michaelides reported that the schedule for developmental math for spring is MATH 099 Tuesday/Thursday 2:00 – 3:15 CRN 20845. When location is finalized by Delta and when developmental English is finalized by Delta, he will let Chair know. Members will be emailed.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Chair will email all students with advising and registration info. Chair will email colleges with advising and registration info.	Barbarra Michaelides	10/12/2020

Approved by committee/council chair Yes on