



Minutes

Date 12/01/2016 Start Time 1:30 PM Adjournment Time 3:00 PM Location SSC
 Type of Meeting Regular Special

CHAIR	B. Michaelides
SECRETARY	P. Pate
ATTENDEES	Dr. Mike Camille, Dr. Judy Fellows, Dr. Mary Adams, Ms. Rebekah Barnes, Mr. Paul Karlowitz, Dr. Myra Lovett, Dr. Michelle McEacharn, Ms. Patti Pate, Ms. Barbara Michaelides, Dr. Wendy Bailes
ABSENT (EXCUSED)	Dr. Donna Luse, Dr. Emad El-Giar, Dr. Gina Biglane, Dr. Jessica Dolecheck, Dr. Josh Stockley, Dr. Janelle McDaniel, Dr. Scot Humes

Agenda

GENERAL ANNOUNCEMENTS		
1. Minutes from 11/10/16 were approved.		
DISCUSSION TOPICS		
<p>2. Committee members reviewed a document about holds prepared by the Registrar. Changes were suggested. Chair will provide web master with changes.</p> <p>2. Dr. Camille present the Grade Appeal Policy to use as a model for transfer credit usage appeals. Committee members reviewed and discussed. Members agreed that it was important that this type of appeal end with the Dean and that the chain of command should generally be advisor/director/dean.</p> <p>3. Members reviewed the Advising Survey edited document and made additional edits. This final draft was approved by the committee and will be submitted to Dr. Pani with the committee's recommendation.</p> <p>4. Members viewed the advising web page. The test page's address was shared with committee members for review. The goal is to have the page ready immediately before summer and fall advising.</p> <p>5. Committee members reviewed the scholarship web site for information about the use of dual enrollment credit during the first year. Members noted that use of "must be enrolled full time by 15th class day" pertained to TOPS and not ULM scholarships. R. Barnes will contact the Scholarship Office for clarification.</p> <p>6. Chair asked all members to consider wording for heading of web page. There should be a reference to the committee.</p> <p>7. Members suggested items for final report for fall semester.</p> <p>8. Meeting ended at 3:00 pm</p>		
CONCLUSIONS		
The Committee reached its goal of finalizing most aspects of the advising web page.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Members will review materials mentioned above.	Members	12/21/16

Approved by committee/council chair Yes on

