



University Advising Committee

Minutes

Date 01/25/2017 Start Time Adjourment Time Location SSC Conference
 Type of Meeting Regular Special

CHAIR	Barbara Michaelides
SECRETARY	Patti Pate
ATTENDEES	B. Michaelides, Chair; P. Pate; Dr. D. Luse; Dr. M. McEacharn; Dr. C. Michaelides; Mr. P. Karlowitz; Ms. R. Barnes; Dr. M. Adams; Dr. J. McDaniel
ABSENT (EXCUSED)	Dr. S. Humes; Dr. J. Dolecheck; Dr. G. Craft; Dr. J. Stockley; Dr. E. El-Giar; Dr. J. Fellows; Dr. M. Lovett; Dr. W. Bailes;

Agenda

GENERAL ANNOUNCEMENTS	
New members were welcomed.	
DISCUSSION TOPICS	
<p>2. Review of minutes from previous meeting – Minutes from the previous meeting were sent to all committee members on 128/16 for review.</p> <p>3. Overview of web site – The committee members briefly reviewed the web site and were asked to do a more detailed review after the meeting.</p> <p>4. Review of FERPA info – A blurb was shared with the committee for the web page about FERPA. The information was given to us by the Registrar. Members will review the information and the input from the Registrar. Information should be finalized at next meeting and placed on web.</p> <p>5. Review of INB info</p> <p>6. Review of forms and forms input; subcommittee will reconvene to review forms and input from Registrar. Subcommittee will make recommendations and forms placed on web.</p> <p>7. Review of summer/fall registration dates; determination of advising date</p> <p>a. Summer –March 29</p> <p>b. Special Groups – April 5-6</p> <p>c. Classifications – April 10-13</p> <p>d. Midterm Grading – March 1-10</p> <p>e. Drop date – March 22</p> <p>f. For opening of advising – Committee members agreed that advising should officially begin Monday, March 6. This is 5 weeks before the first day of classification registration. Midterm grades will not be finalized, but in process and finalized Math 10.</p>	
CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
a. Dr. McEacharn will review FERPA b. Dr. Luse will review INB c. Ms. Barnes will organize the review of forms with Dr. Dolecheck, Dr. Michaelides, Dr. McEacharn, and Dr. Luse d. Information is needed on grade appeals		

Approved by committee/council chair Yes on