



University Advising Committee

Minutes

Date 09/15/2016 Start Time 1:30 PM Adjournment Time 2:45 PM Location SSC Conf Rm
 Type of Meeting Regular Special

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

Agenda

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| GENERAL ANNOUNCEMENTS | |
| <p>1. Welcome and introduction of members – There are two new members: Dr. Scot Humes from CAES VAPA and Mr. Paul Karlowitz from the CBSS School of Management</p> <p>2. Chair reminded members that the charges for this semester are: finish advising policy and prepare for advising and registration.</p> | |
| DISCUSSION TOPICS | |
| <p>1. Advising and Registration for Winter/Spring 2017 – Schedule to be published this afternoon or tomorrow per Registrar’s office.</p> <p>There was discussion of a set date for the published start of academic advising. Two dates were reviewed: Oct 3 and Oct 10. In the past, this date was factored by counting back 5 weeks from the first day of classification registration. The committee members decided to do the same this semester and will use Oct. 10 as the opening of academic advising for Winter and Spring sessions. All agreed that it is important to have midterm grades posted when advising starts. As usual, colleges may vary the times they accept advising appointments after this date.</p> <p>Dates 2017 SPRING REGISTRATION SEQUENCE Special Groups Wednesday, November 9 – Thursday, November 10 Graduates, Seniors and Professional Pharmacy Monday, November 14 Freshmen Tuesday, November 15 Sophomores and Juniors Wednesday, November 16 All eligible students Thursday, November 17 – Monday, January 9 Tuesday, January 10 ends at 3:30 p.m.</p> <p>Committee members agreed with the Registrar’s office that advisors should remind students to check registration status in Banner so they register on the correct day.</p> <p>Drop date is Oct. 26. This means that advisors will wait to lift holds and should keep a list until Oct. 17, when holds can be lifted. FTF holds will be lifted by the Registrar right before registration.</p> <p>The committee members decided that the colleges should each continue with training, updates for continuing advisors and a</p> | |

more in-depth training for new advisors. They will remember to continue to include staff.

2. Advising Packet contents and updates – Chair reviewed advising packet. Details regarding updates were discussed and assigned to committee members.

Dr. Donna Luse – graduation application deadline; clarification on withdrawal policy, especially regarding transfer students.

Dr. Michelle McEacharn – see if she can add the graduation application deadline to the important dates page. She will add accounting 2020/2030 information to the “What’s New” section.

Dr. Mike Camille – will update all developmental information, including credit and placement; give explanation of science pairs for core information.

Michaelides and Pate – will update advising checklist, Tips page, dates, testing, online attendance policy, TOPS, Scholarship info, and any other general information

Registrar’s Office – will update important dates page

3. Chair reviewed the test website for the advising policy contents and links; the committee also reviewed and discussed the format. Chair will have text removed and create links to get a better idea of how the page looks. Dr. McEacharn will send a link to committee members of a web page that she finds visually efficient. This will be discussed at the Oct. 27 meeting.

4. Subcommittee Membership was reviewed. These will be discussed at next meeting.
- a. Links: Dr. Camille, Dr. Sumner, Dr. Dolecheck, Dr. Stockley
 - b. Components: Dr. McEacharn, Dr. Fellows, Dr. Manry, Dr. Lovett
 - c. Assessment: Dr. Luse, Dr. McDaniel, Dr. Biglane
 - d. Awards/Workload/Promotion & Tenure: Ms. Pate, Dr. Bailes, Dr. El-Giar, Dr. M. Adams

5. Action Items for next meeting: There will be 3 more scheduled meetings: Sept. 29, Oct. 27, and Nov. 17. If another meeting is necessary, it will be added and held at the beginning of December.

6. Other business – there was general discussion regarding developmental Math and English information being provided at the recruitment/admissions stage, especially since ULM students will need to enroll elsewhere for those classes while still possibly being enrolled full time at ULM. The committee feels that this should be spelled out in an acceptance letter or other communication to new students.

CONCLUSIONS

Discussion and task assignments centered on Advising and Registration for Winter and Spring, and on the steps to be taken this semester to finalize the university advising plan.

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Dr. Donna Luse – graduation application deadline; clarification on withdrawal policy, especially regarding transfer students.

Dr. Michelle McEacharn – see if she can add the graduation application deadline to the important dates page. She will add accounting 2020/2030 information to the “What’s New” section. Send link for website with icon links.

Dr. Mike Camille – will update all developmental information, including credit and placement; give explanation of science pairs for core information.

Michaelides and Pate – will update advising checklist, Tips page, dates, testing, online attendance policy, TOPS, Scholarship info, and any other general information

Registrar’s Office – will update important dates page

See names by item

9/26/16

Action Items for next meeting: There will be 3 more scheduled meetings: Sept. 29, Oct. 27, and Nov. 17. If another meeting is necessary, it will be added and held on December 1.

Approved by committee/council chair Yes on