Dean Jeffrey Cass was out of town at a conference so the meeting was called to order by Dr. Camille at 3:00 PM in the Arts and Sciences Conference Room, ADMN 1-47. All heads were present except Dr. Hanser and Dr. Hill. Ms. Gregory sat in for Dr. Hill. The following items were discussed.

**Guest:** Ms. Tasha Fisher and Ms. Allison Thompson

1. **Welcome**
   - Dr. Camille welcomed Heads

2. **Ms. Fisher - Academic Progress Reports for Student-Athletes**
   - Ms. Fisher explained the importance of the Academic Progress Reports.
   - Two reports will be sent each semester.
   - Return rate has been only 40%. A higher response rate is needed.
   - If you have situations (attendance or other problems) with an athlete, notify Ms. Fisher at fisher@ulm.edu.

3. **Ms. Thompson – Assessment Reporting**
   - Ms. Thompson explained the expedited assessment reporting schedule.
   - Assessment questions for this year only should be directed to althompson@ulm.edu.

4. **Mr. Karlowitz – Banner Finance**
   - To log on to Banner Finance the address is https://inb.ulm.edu.
   - Banner does not allow for negative balances. If a sub-code has a negative balance, purchases will not be allowed.
   - Department Heads will make their own transfers.
   - Foundation accounts cannot be seen on Banner.

5. **Dr. Camille – Student Banner**
   - Lifting flags will be restricted to fewer people than was allowed in CICSPLUS.
- Advisors will advise, fill out Flightpath, and give advising schedule to assistant to lift advising flag

8. **Adjournment**

- There being no further business, the meeting was adjourned at 4:15 PM.

Respectfully submitted,
Janice Welch
Administrative Assistant IV