

University Advising Committee Meeting  
Minutes 5/23/16

Members Present: Dr. Emad El-Giar, Mr. Seth Hall, Dr. Josh Stockley, Dr. Michelle McEacharn, Dr. Myra Lovett, Dr. Mary Adams, Dr. Mike Camille, Ms. Barbara Michaelides, Chair

Members Excused: Dr. Dan Sumner, Dr. David Manry, Dr. Donna Luse, Dr. Janelle McDaniel, Dr. Jessica Dolecheck, Dr. Judy Fellows, Dr. Wendy Bailes

1. PREP Advising
  - a) Students not attending PREP
    - a. Seth Hall will approve
    - b. Sends email to B. Michaelides
    - c. Michaelides sends to point person in college with UNIV and BFN schedules attached
    - d. College point person sends to advisor
      - i. CAES – Dr. Mike Camille
      - ii. CBSS – Dr. McEacharn and Dr. Luse (Dr. McEacharn will confirm)
    - e. College lifts advising hold
    - f. Point person in SSC replaces hold per Registrar directions
    - g. Begins after first PREP
  - b) Face-to-Face PREP
    - a. Advising begins day 2 – Thursday at noon
    - b. Advising holds will be lifted Thursday morning by Registrar
    - c. Freshman holds will be placed Thursday afternoon when registration finished
    - d. Advisors should prepare for each PREP based on attendee list provided to deans' offices – they will distribute according to college process
    - e. Major changes
      - i. Handled as before/Registrar makes changes in SUB/SSC enters into Banner and sends to colleges as quickly as possible before noon advising on Thursday.
    - f. Dual Enrollment Credit – Seth will emphasize - only do overrides based on seeing something – even unofficial
    - g. UNIV 1001 – colleges will receive updated list of sections open per major together with BFN schedule for each PREP
    - h. Math and English 1000 info and FlightPath/Banner
      - i. Math and English 1000 registration info will be sent to committee members
2. Other PREP information
  - a. There will be a telephone list of important numbers (with category info) to include:
    - i. Seth Hall, Barbara Michaelides, Mike Camille, Michelle McEacharn, Donna Luse, Mary Schmeer, Robyn Jordan, Anthony Malta, Dan DeJarnette, Josh Stockley
  - b. No-Shows and Walk-ins – Seth Hall will provide this list after Wednesday morning check-in to B. Michaelides and P. Pate, who will disperse it to the colleges.
  - c. Dr. Camille will confirm advising and registration info for band, choir, etc. with Dr. Long and get that information to the Chair to disperse.
3. The Chair updated members on advising web page. There was a discussion of whether or not to use topics or alphabet to make the page user-friendly.
4. Other
  - a. Dr. McEacharn brought up international advising and registration, which occurs the week before the beginning of classes. She reports that there seem to be more international students on the list of those possibly coming to ULM. The committee agreed to meet before that time to discuss any seat availability needs, sections of UNIV, etc.

Approved 5/23/2016