



University Advising Committee

**Minutes**

Date 09/15/2015 Start Time 2:30 PM Adjournment Time 3:30 PM Location SSC  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Barbara Michaelides
<b>SECRETARY</b>	Barbara Michaelides
<b>ATTENDEES</b>	Dr. El-Giar, Dr. Bailes, Dr. Sumner, Dr. Dolecheck, Dr. McDaniel, Dr. Luse, Dr. McEacharn, Dr. Camille, Dr. Fellows, Ms. Pate, Ms. Michaelides
<b>ABSENT (EXCUSED)</b>	Dr. M. Adams, Dr. Manry, Dr. Stockley, Dr. Biglane, Dr. Myra Lovett

**Agenda**

<b>GENERAL ANNOUNCEMENTS</b>		
Introduction of new members. Review of final report from Spring 2015.		
<b>DISCUSSION TOPICS</b>		
<ol style="list-style-type: none"> <li>1. There was discussion of the ARGOS report for advisors.</li> <li>2. The committee discussed FlightPath suggested additions proposed by Dr. Battajarchee of a counter for advisors with the number of times a course is advised during the 3-4 week advising period. After discussion the committee voted not to adopt due to information that would not be totally accurate for advisors. It was mentioned that this could be something that could aid administration with scheduling if done differently. The vote was unanimous.</li> <li>3. The committee reviewed work accomplished toward the plan since May 2015. These include spring training for faculty and staff advisors, spring PREP advising preparation, University Week presentation.</li> <li>4. Dr. Camille reported on the subcommittee meeting held to discuss making some forms common to the three colleges. Four forms were identified: Change of Catalog; Substitution Form; Overload Request; Permission to Take Classes at another Institution. After discussion, the committee voted to make use of the forms once they were made as fillable templates.</li> <li>5. Subcommittees were formed to continue the work on the advising policy. These subcommittees are: Links; Plan Components/Web Page; Assessment; Awards.</li> </ol>		
<b>CONCLUSIONS</b>		
Dates for next meetings: Oct 13, Nov 17, Dec 1 at 2:00 pm		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Subcommittees should meet	Subcommittee Chairs: Dr. Camille; Dr. McEacharn; Dr. Luse; Ms. Pate	Oct 13, 2015

Approved by committee/council chair  Yes on 9/15/2015