



University Advising committee

**Minutes**

Date 03/02/2020 Start Time 2:00 PM Adjournment Time 3:00 PM Location SSC Conference Room  
 Type of Meeting  Regular  Special

CHAIR	Barbara Michaelides
SECRETARY	Patti Pate
ATTENDEES	David Hare, Scot Humes, Heather Kennedy, Mary Elizabeth Bridges, Blair David, Michelle McEacharn, Karen Arrant, Jessica Dolecheck, Patti Pate, Sara Webb, Shannon Banks, Chris Michaelides, Peggy Lane, Paula Griswold, Mary Adams, Barbara Michaelides, Chair
ABSENT (EXCUSED)	

**Agenda**

GENERAL ANNOUNCEMENTS		
Meeting opened at 2:00 pm.		
DISCUSSION TOPICS		
1. Minutes of 2/2/2020 were approved. 2. Chair shared response of VPs to proposal. Administration agreed to return advising holds to undergraduates. 3. There was discussion of who would set holds (SSC) and when (day after drop date). This means that advisors should keep track of advising appointments held before the drop date so holds could be lifted after.		
CONCLUSIONS		
NOTE - After this meeting of the committee, the University went online due to the COVID-19 pandemic. ALL holds were lifted so students would be free to enroll, etc. as needed due to the epidemic.  The following email message was sent to all students and to all employees by Chair. “Due to the current COVID-19 situation, there will be NO advising holds on students’ accounts. Students are still encouraged to get advised, either on campus or via email or telephone, to make sure they are taking the courses for progress toward the degree. Check with an advisor before dropping a class. The drop date is March 19.  Students should comply with requirements to get other types of holds lifted.”		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Approved by committee/council chair  Yes on