Present: N. Allen, J. Miazga, L. Mayrand, A. Wallace, A. Siefker

Minutes:

1. Topic: Minutes from last meeting.
   Minutes were approved without changes
   Responsible Party: N. Allen

Guest:

2. Topic: Update on Advising Software (Brian Braden)
   B. Braden updated members on the current status of advising software. He detailed the
   issues involved and the viability of GradesFirst. A review of the software will be
   scheduled by mid-February for members and representative department chairs. The
   Freshman College will underwrite the cost of the software contingent on receipt of line
   item funding. Assuming that funding is in place, the software will go live at the
   beginning of the 2013 fall semester.
   Responsible Party: N/A, Informational

Old Business:

3. Topic: Freshman Seminar (Andy Wallace)
   A. Wallace provided an update on the proposed freshman seminar, including information
   about the requirements for its inclusion in the Component Area Option.
   Responsible Party: N/A; Informational

4. Topic: Semester Final Grades (Nancy Allen)
   N. Allen discussed with members the unintended consequences when grades are
   submitted late, including omission from the Deans’ List. To address the issue in part, C.
   Weeaks will send notices on the hour the day grades are due to department chairs as well
   as to deans.
   Responsible Party: N/A; Informational

5. Topic: Annual Faculty Evaluations (Nancy Allen)
   N. Allen reviewed the annual faculty evaluation process, particularly as it impacts
   adjuncts and other faculty who have left employment to ensure that evaluations are
   submitted for every faculty member teaching during the time covered by the review
   Responsible Party: N/A; Informational
6. **Topic:** Schedule Build and Advising/Registration Schedule (Nancy Allen)

   N. Allen offered for the members’ approval the proposed timeline for schedule build, advising, and registration. Based on the members’ approval, C. Weeaks will publish the information.

   Responsible Party: C. Weeaks

**New Business**

6. **Topic:** Degree Requirement Modification (Nancy Allen)

   N. Allen discussed with members the change in residency requirements from 30 hours to 25% to be in compliance with SACS 3.5.2. The change has been made to the catalog. Affected programs should be aware of the change and implement it accordingly.

   Responsible Party: N/A, Informational

7. **Topic:**

   Members reviewed a spreadsheet identifying scheduled classroom technology refreshes for spring 2013 to identify those that might be postponed until next academic year. Members will consult with appropriate constituents and send results to N. Allen.

   Responsible Party: Deans; N. Allen

**Roundtable**

Andy Wallace

- Work continues on the proposed new student orientation. Members discussed possible revisions to the morning presentation.